



Dear MES Parents, Students, Faculty and Staff:

Welcome to the start of the 2018-2019 school year!! We are looking forward to another exciting year with both new and returning families, teachers and staff.

The goal of the PTO is to bring a closer relationship between the home and school so that parents and teachers may cooperate in enhancing the educational experience for each child and make it FUN! We have confidence that this can be accomplished if we all pool our time, efforts and talents to make our programs successful. This year we are looking to increase our membership and get as many teachers, mothers, fathers, grandparents and guardians involved in various PTO sponsored events. We believe there is no involvement too small to reach this goal.

PTO sponsored activities and events include: Field Days, Family Bingo Night, Lip Sync Show, After School Activities, Organic Garden Appreciation, Art Appreciation, Book Fairs, Ice-Cream Social, 8th Grade Graduation Dance, Science Fair, Father-Daughter and Mother-Son Dances, and Holiday Shop. The PTO also provides funds and grants to supplement the learning experience including Assemblies, Laptop Donations, Squan Pride Scholarship for Graduating Seniors, and Holiday Giving Tree to name a few. This summer, the installation of new scoreboards in the gym were made possible by the PTO, Warrior Club fundraising efforts and a generous donation from the Manasquan Recreation Department. These are all fine examples of what can be accomplished when a community works together!

Of course, this is all made possible through several major fundraising efforts, including the *Mom's Day 5K* on May 11th and our new *Cabin Fever Event* in February. You won't want to miss the chance to meet other parents and have fun while supporting our school.

We anticipate working with you to make this year our best year ever! Please consider helping with just ONE event. For additional information on our calendar, programs and ways to volunteer, please visit our website www.manasquanelementaryschoolptonj.ptoffice.com.

If you have questions or would like to reach out to an individual board member, please email ptoboard@squanpto.com. We look forward to seeing you at both Back to School nights in September, our monthly meetings and working with the families and staff of MES!

Sincerely,

MES PTO Board

Matina Loffredo, Courtney Bounassi, Jen Vallio, Gretchen Steger and Suzanne Campbell

MANASQUAN ELEMENTARY SCHOOL ADMINISTRATION

Principal	Mrs. Colleen Graziano 528-8810 (x-2000) cgraziano@manasquanboe.org
Assistant Principal	Mr. Richard Kirk 528-8810 (x-2002) rkirk@manasquanboe.org
Supervisor of Instruction	Mr. Justin Roach jroach@manasquanboe.org 528-8810 (X-2015)

DISTRICT PERSONNEL

Chief School Administrator	Dr. Frank Kasyan
Business Administrator	Mrs. Lynn Coates
Director of Technology & Human Resources	Mr. Jesse Place
Director of Curriculum & Instruction	Mrs. Barbara Kerensky
Supervisor of Special Services	Mrs. Margaret Polak
Director of School Counseling Services	Mrs. Lesley Kenney
Middle School Counselor (Gr. 6-8)	Mr. Anthony Cinelli
Elementary School Counselor (K-5)	Mrs. Nancy Sanders
I&RS/Section 504 Co-Coordinators	Mr. Cinelli / Mrs. Sanders
District 504 Compliance Officer	Mrs. Lesley Kenney
District Affirmative Action Officer	Mr. Justin Roach
Elementary School Anti-Bullying Specialist	Mr. Anthony Cinelli
District Anti-Bullying Coordinator	Mr. Donald Bramley

BOARD OF EDUCATION

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

MANASQUAN ELEMENTARY SCHOOL P.T.O. OFFICERS

ptoboard@squanpto.com

Matina Loffredo- President
Courtney Bounassi- Vice President
Jennifer Vallio- Recording Secretary
Gretchen Mauro- Corresponding Secretary
Suzanne Campbell- Treasurer

**FACULTY LIST
2018-2019**

Preschool	Marissa Melillo Heather Saake	Special Subject Areas	Kirt Wahl (Tech Ed, Gr 6,7 & 8) Mark Levy (Tech Ed, Gr K-5) Ann Marie LaMorticella (World Lang) Jenny Rostron (Art) Teresa Trumbour (Art) Eric Clark (Band/Music) Sarah Gordon (Music/Chorus) Christine Rice (ESL) Gina DeMattia (Phys Ed) Matthew Schaad (Phys Ed) Luke Akins (Adapted Phys Ed) Renee Dzenis (Health)
Kindergarten	Sandra Hill Alyse Leybovich Christine Melfi		
Grade 1	Katie Kappy Cynthia Kirk Carmen Rodriguez		
Grade 2	Lauren Calabrese-Buss Donna Mead Kali Mura Michele Sayre	Media Specialist	Oriana Kopec
Grade 3	Cheryl Femenella Lauren Maslihan Jessica Woytowicz	FUNdamentals (Basic Skills)	Kindle Kuriscak (Language Arts) Jessica Ciriello (Mathematics)
Grade 4	Taylor Ames Desiree Faul Tara MacGlashan Catherine Taft	Special Education	Linda Bradley Suzanne Deegan Meghan Dullea Jennifer Dyer Brenan Gordon Deborah Kehoe Lauren Kelly Pamela Kelly Sarah Jane King/Kristen Minutoli Melissa Mazza Brian McCann Kimberly Murin Patricia Reo Danielle Romano Justine Rotante Valerie Vayas Elizabeth Walling/Krista Hallenbeck
Grade 5	Amelia Gliddon Jamie McMullen Teresa Reichey Samantha Hagel/Elyse Wemple		
Grades 6, 7, 8	Carrie Eastmond (Math) Thomas Russoniello (Soc St) Laura Wahl (Science) Kristie Gola (Lang Arts) Laura Wall/ Kimberly Ward (Lang Arts) Andrea Trischitta (Lang Arts) Marc Reid (Math/Algebra) Jestine Jones (Math) Robert Markovitch (Science) Kristine Pierce (Soc St) Moirra Skea (Lang Arts) Jason Minutoli (Geometry)	Child Study Team	Kelly Balon (Behaviorist) Alissa Boyne (Speech Therapist) Nicole DeStefano (Speech Therapist) Teresa Savage-Lusko (Psychologist) Kathleen Stonaker (LDT-C) Jill Wells (Occupational Therapist)
Reading Specialist	Christin Walsh	Counselors	Nancy Sanders (Grades K-5) Anthony Cinelli (Grades 6-8)
Technology Integration Coach	Lisa Kukoda	School Nurses	Margaret (Peg) Ciufu Jacqueline Szenzenstein

DISTRICT MISSION STATEMENT

The 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.

DISTRICT 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.

PHILOSOPHY OF MANASQUAN ELEMENTARY SCHOOL

The purpose of the educational program at Manasquan Elementary School is to enable all children to grow intellectually, socially, emotionally, and physically. This growth is promoted with the understanding that all children are individuals whose needs and interests must be addressed. A dedicated staff of teachers, paraprofessionals, and school administrators provide educational opportunities to fulfill the needs of every child in a positive and nurturing learning environment.

Manasquan Elementary School provides its students with a diversified curriculum that embodies the cognitive, psychomotor, and affective domains of learning. All programs are designed to prepare each student to successfully meet future challenges. Special education classes, remedial programs, gifted and talented and enrichment activities are provided in order to differentiate instruction and meet the individual needs of all students.

Manasquan Elementary School, reflecting the values of the community and the nation, strives to foster good citizenship by developing an awareness of civic rights and responsibilities and an attitude of respect and helpfulness toward others. With this understanding, students will be encouraged to become more aware of the implications of personal judgments and decisions as they affect themselves and others in our society.

The faculty and staff of Manasquan Elementary School endeavors to produce students who are reflective of this educational philosophy. With the growth and achievements that have taken place at the elementary level, they are prepared to meet the challenges of their secondary education.

BOARD OF EDUCATION

All district by-laws, policies, and regulations can be found on the district website (www.manasquanschools.org) under the "Board of Education" link at the top of the web page. The BOE meeting schedule can also be found in the link, as well as meeting agendas, minutes, and audio.

MANASQUAN PUBLIC SCHOOLS 2018-2019 SCHOOL CALENDAR

APPROVED: 1/23/2018

REVISED: 6/12/2018

/_/_/ SCHOOLS CLOSED

() SCHOOLS REOPEN

[HIGH SCHOOL EXAM DAY

<u>SEPTEMBER 2018</u>						
S	M	T	W	T	F	S
						1
2	/3/	/4/	(5)	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

<u>OCTOBER 2018</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	/8/	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<u>NOVEMBER 2018</u>						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	/8	/9/	10
11	12	13	14	15	16	17
18	19	20	21	/22	/23/	24
25	26	27	28	29	30	

<u>DECEMBER 2018</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	/22
/23	/24	/25	/26	/27	/28	/29
/30	/31					

<u>JANUARY 2019</u>						
S	M	T	W	T	F	S
		/1/	(2)	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	/21/	22	23	24	25	26
27	/28/	29	30	31		

September

(18)

- 3 Labor Day – Schools Closed
- 4 Faculty Meeting/Staff In-Service
- 5 Schools Open – Full Day for Students and Staff
- 7 Early Dismissal/Staff In-Service

October

(22)

- 8 Columbus Day – Faculty Only/ Staff In-Service

November

(18)

- 8-9 Teacher’s Convention–Schools Closed
- 14 Early Dismissal/Staff In-Service
- 21 Thanksgiving Recess begins at 12:30p.m
- 22 Thanksgiving Day
- 23 Thanksgiving Recess

December

(15)

- 6 Early Dismissal/Staff In-Service
- 21 Holiday Recess begins at 12:30p.m
- 24-31 Holiday Recess

January

(20)

- 1 Holiday Recess
- 2 Schools Re-open
- 21 Martin Luther King Day
- 28 Faculty Only – District In- Service

February

(15)

- 11-15 Winter Recess
- 18 Schools Re-open

March

(21)

- 5 Early Dismissal/Staff In-Service
- 28 Early Dismissal/Staff In-Service

April

(16)

- 19-26 Spring Recess
- 29 Schools Re-open

May

(21)

- 1 Early Dismissal/Staff In-Service
- 24-27 Memorial Day Weekend

June

(14)

- 20 Students’ Last Day
- 21 Teachers’ Last Day

Total Pupil Days: 180

Total Teacher Days: 184

THIS SCHEDULE IS SUBJECT TO EMERGENCY CHANGES & OTHER ADJUSTMENTS AS APPROVED BY THE BOARD AND/OR SUPERINTENDENT. **JANUARY 21, JANUARY 28, AND MAY 24** WILL BE USED AS A MAKE UP DAYS IF SNOW DAYS OCCUR. IF NECESSARY. ANY ADDITIONAL DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR. NO PLANS SHOULD BE MADE THAT

Pupil Days

<u>FEBRUARY 2019</u>						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	/11	/12	/13	/14	/15/	16
17	(18)	19	20	21	22	23
24	25	26	27	28		

<u>MARCH 2019</u>						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<u>APRIL 2019</u>						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	/19	/20
/21	/22	/23	/24	/25	/26/	27
28	(29)	30				

<u>MAY 2019</u>						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	/24	/25
/26	/27/	28	29	30	31	

<u>JUNE 2019</u>						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	[17]	[18]	[19]	[20]	21	22
/23	/24	/25	/26	/27	/28	/29
/30						

**EARLY DISMISSALS AND SCHOOL CLOSINGS
2018-2019**

Labor Day	September 3, 2018
Faculty Orientation	September 4, 2018
<u>School Opens-Full Day</u>	September 5, 2018
<u>*12:30 Dismissal/Faculty In-Service</u>	September 7, 2018
School Closed Faculty In-Service	October 8, 2018
Dismissal for Halloween Parade (11:30) Return to Homeroom for Parade 1:00 pm	October 31, 2018
<u>* 12:30 Dismissal/ K-8 Parent Conferences</u>	November 5, 6 and 7, 2018
School Closed /NJEA Convention	November 8 and 9, 2018
<u>*12:30 Dismissal/Faculty In-Service</u>	November 14, 2018
<u>*12:30 Dismissal/Thanksgiving Recess</u>	November 21, 2018
School Closed /Thanksgiving Recess	November 22 & 23, 2018
<u>*12:30 Dismissal/Faculty In-Service</u>	December 6, 2018
<u>*12:30 dismissal/ Holiday Recess Begins</u> (School Closed)/Holiday Recess	December 21, 2018 December 24-January 1, 2019
School Closed / Martin Luther King, Jr. Day	January 21, 2019
School Closed / Faculty In-Service	January 28, 2019
School Closed /Winter Recess	February 11-15, 2019
<u>*12:30 Dismissal/Faculty In-Service</u>	March 5, 2019
<u>*12:30 Dismissal /PreK-2 ONLY Conferences</u>	March 21 and 22, 2019
<u>*12:30 Dismissal/Faculty In-Service</u>	March 28, 2019
School Closed /Spring Recess	April 19-26, 2019
<u>*12:30 Dismissal/Faculty In-Service</u>	May 1, 2019
School Closed / Memorial Day Weekend	May 24-27, 2019
Final Three Days of School (tentative) ** 12:30 PM Closing	June 18, 19, 20, 2019

WHAT TO DO IF ...

Your child will be absent from school you must call the Attendance Desk **by 8:00 AM** to report your child's absence. Please leave a **detailed message** explaining the reason for your child's absence at 732-528-8810 (extension 2009)

A child becomes ill at school: A student who becomes ill during school hours is taken to the Nurse's Office. If it becomes necessary to send the child home, you will be contacted. **Be sure to keep all emergency numbers up-to-date!**

You want a message delivered: **In case of emergency**, a message may be given to the school secretary and it will be given to your child. Please note that this does **NOT** include reminders for after-school activities, forgotten sneakers or gym clothes, projects, homework, books.

You plan to move: Please give the Main Office the information needed to forward necessary records directly to your new school district. A parent/guardian will be required to sign a release of information form.

Your address or phone number changes during the school year or over the summer: Please let the Main Office know immediately, as well as the School Nurse.

Your child must take medication during school hours: **ONLY** the School Nurse is allowed to dispense medication and **ONLY** with a note from the student's physician.

Your child is having a problem in class: You should **FIRST speak directly to the teacher before contacting an Administrator. You may leave a voice mail for the teacher or contact the teacher in writing to request a conference.**

Your child is absent from school and you wish to have your child's homework/ assignments: For students in **Grades K-5**, call the school **before 8:15 AM** and ask if your child's homework can be sent to the Front Lobby. The make-up work will be in the Front Lobby after 3:00 PM. **Teachers will try their best to accommodate your request.** For students in **Grades 6 - 8**, requests for homework must be made by the student to his/her teacher(s) upon their return to school. Please do **not** call for homework requests unless your child is absent for three or more consecutive days. It is recommended to have a buddy from your child's class to contact and/or keep track of the missed classwork your child needs. Please also remember that all daily homework assignments are posted on teacher websites.

Your child forgets his/her lunch: Your child may call home for a forgotten lunch. Lunches are to be dropped off in the Front Lobby and your child is to pick up his/her lunch prior to their lunch period. **The office will only call and interrupt classes in Grades K-2 to notify a teacher that one of their students has a lunch in the office. It is the responsibility of students in Grades 3 - 8 to check the office for a dropped off lunch prior to going to the cafeteria. Please review this procedure with your child(ren).**

Your child loses an article of clothing or other valuable: You may check the lost and found box in the cafeteria or check in the Main Office for small items (eyeglasses, jewelry, keys, etc.)

MANASQUAN ELEMENTARY SCHOOL

Colleen Graziano, Principal
168 Broad Street, Manasquan, N.J. 08736
Phone: (732) 528-8810 Fax: (732) 223-9736
E-mail: cgraziano@manasquanboe.org

Dear Parent/Guardian:

The ***Every Student Succeeds Act*** (ESSA) is our country's most important education law. This law, which was reauthorized in 2016, was formerly known as the *No Child Left Behind Act*. The revision was designed to make changes in teaching and learning that will help our students achieve more in school.

The law requires that all schools receiving federal funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school receives federal funding and we are happy to share this information with you.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific, legal definition of "highly qualified" in order to teach in schools that receive federal funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have:

1. A four-year college degree;
2. A regular teaching certificate/license; and
3. Proof of their knowledge in the subject they teach.

New Jersey has some of the most qualified teachers in the country and we are extremely proud of the quality of the teaching staff in the Manasquan School District. All of our regular teachers have college degrees and many have advanced degrees. The State of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues his or her own learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. Every teacher in our school is fully qualified and dedicated to teaching your child. After reviewing the federal requirements individually with each teacher in our school, I am very pleased to inform you that every member of our instructional staff meets the legal definition of "highly qualified" required by the federal government.

I encourage you to support your child's education and communicate with his or her teacher on a regular basis. By partnering together – families and educators – we can provide your child with the best education possible.

Sincerely,

Colleen Graziano

GENERAL REGULATIONS

Registration Requirements

- a. Birth Certificate
- b. Proof of immunizations
- c. Three Proofs of Residency
- d. Must be five years old on or before October 1

Transferring in from another school:

- a. Same as a, b, c, and d above
- b. Transfer card from the school student is leaving

STUDENT RECORDS

The Manasquan Board of Education has primary responsibility for the compilation, maintenance, access to and security of pupil records in compliance with the Federal Educational Rights and Privacy Act of 1974 (FERPA). Only records mandated by the State or Federal Government or specifically permitted by this Board of Education may be compiled. Upon written request, a student's education records are available for review by a parent/guardian and school personnel in accordance with the procedures of this district. The administration is authorized to forward educational records, on request, to a school in which a pupil in this district seeks or intends to enroll upon authorization by the parent.

SCHOOL HOURS

Grades K through 8 will start school at 8:25 a.m.
Dismissal for Kindergarten students will be 2:50 p.m.
Dismissal for students in Grades 1-8 will be 3:00 p.m.

The Preschool Program will be held during the following hours:

3 year old AM Session	8:10 - 10:30
3 year old PM Session	10:35 - 12:55
4 year old Session	8:10 - 12:55

K – 8 students are not to arrive at school prior to 8:10 AM unless they are receiving extra help or attending a scheduled activity. After 8:10 AM., supervision will be provided.

MAIN OFFICE

The Main Office is open Monday – Friday from 7:30 AM – 4:00 PM.

ARRIVAL/DISMISSAL FROM SCHOOL

Students are to report to the following locations at the beginning of the school day, and be dismissed from these locations at the close of the school day:

K-2	South (Primary) Playground
3-4	Rear Playground (blacktop area) – arrival only
3-4	Front Entrance (steps by flagpole – dismissal only)
5	North Entrance – by Pod B
6	North Entrance - by Science Labs
7 - 8	Pod C Entrance (steps by back parking lot)

TIME SCHEDULE

Regular Schedule

(Schedule reflects 40-minute periods with a 3-minute passing time)

Homeroom	8:25 - 8:33
Period 1	8:36 - 9:16
Period 2	9:19 - 9:59
Period 3	10:02 -10:42
Period 4	10:45 -11:25
Period 5	11:28 -12:08
Period 6	12:11 -12:51
Period 7	12:54 -1:34
Period 8	1:37 - 2:17
Period 9	2:20 - 3:00

Shortened Schedule (12:30 Closing)

Homeroom	8:25 – 8:31
Period 1	8:33 – 8:59
Period 2	9:01 – 9:25
Period 3	9:27 – 9:51
Period 4	9:53 – 10:18
Period 5	10:20 – 10:45
Period 6	10:47 – 11:12
Period 7	11:14 – 11:38
Period 8	11:40 – 12:04
Period 9	12:06 – 12:30
Dismissal Time	12:30

No hot lunches will be served for a 12:30 dismissal. Students may bring a snack on these days. A time for snacks will be provided during the student's normal lunch period.

DELAYED OPENING SCHEDULE

The following schedule will be in effect in the event of a delayed school opening:

Homeroom	9:55 (arrival time for students)
Period 3	10:02-10:42
Period 4	10:45-11:25
Period 5	11:28-12:08
Period 6	12:11-12:51
Period 7	12:54 -1:34
Period 8	1:37 - 2:17
Period 9	2:20 - 3:00

Please note: Requests for make-up work will not be accepted on delayed opening days.

CAFETERIA/PLAYGROUND SCHEDULE

Grades K – 4 Students will eat lunch in the Cafeteria.

Grades 5 – 8 Students will eat lunch in the Cafetorium

Kindergarten	10:40 - 11:25 (Per 4)
Grades 1 & 2	11:28 - 12:08 (Per 5)
Grades 3 & 4	12:11 - 12:51 (Per 6)
Grades 5 & 6	11:28 - 12:08 (Per 5)
Grades 7 & 8	12:11 - 12:51 (Per 6)

EMERGENCY EARLY DISMISSAL PROCEDURES

In the event that an Emergency Early Dismissal is needed (weather conditions, power outages, etc.), parents will be notified by using the Honeywell Instant Alert System. Please understand that **ALL** students must be signed out at the Early Dismissal time by a Parent/Guardian or a contact on your child's Emergency Procedure Card. Be aware that the Dismissal Form you complete at the beginning of the school year is **NOT** in effect. If your child has your permission to walk/ride home after school, we cannot honor that in the case of an early closing. We must be assured that you are aware of the Emergency Dismissal and understand that your child will need to leave school earlier during the day. The only exception is for students in **Grades 6 – 8**, in which parents may call the office and give verbal permission for their child(ren) to walk/ride home at the early dismissal time. Also understand that parents cannot come in and tell us they are taking another parent's child home without verbal permission from that child's parents. We know that parents are trying to be helpful, but **NO CHILD** will be dismissed without permission from their parent/guardian since **EVERY** child's safety must be accounted for.

EMERGENCY SCHOOL CLOSINGS

In the event of severe weather, or an emergency, a special announcement will be made using our **Honeywell Instant Alert System**. In addition, emergency announcements can be found on our district website at **www.manasquanschools.org**, **News 12 New Jersey**, and **FIOS 1**.

If an emergency occurs during school hours, students will remain in school until they are picked up by their parents or authorized representative. Contact will be made through our **Honeywell Instant Alert System**. Parents must make every effort to pick up their children as soon as they are contacted.

In order to receive emergency announcements, please make sure you are registered for the Honeywell System at <https://instantalert.honeywell.com>.

OFFICE PHONE CALLS

The telephone in the office is to be used for students calling for forgotten lunches, forgotten glasses, to let a parent know that he/she has detention, or for emergency purposes ONLY. It is not to be used for making after school plans with other classmates that should be done with your child before coming to school. Students will also not be permitted to use the office phone for forgotten homework, forgotten gym clothes/sneakers, or other forgotten assignments. Please remind your child of this information. Your help with this matter would be greatly appreciated.

STUDENT ATTENDANCE

In order for the Board of Education to fulfill its responsibility to provide a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statutes requiring children to regularly attend school. (N.J. S.A. 38:25-26). The administration accepts its responsibility of properly operating the school within the context of prevailing laws and regulations. It cannot succeed in the 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 attend school regularly.

PERFECT ATTENDANCE

In order for a student to be eligible for the perfect attendance award at the end of the year, he/she must be present every day school is in session. **IF A STUDENT IS TARDY MORE THAN 10 TIMES IN THE SCHOOL YEAR, HE/SHE BECOMES INELIGIBLE FOR A PERFECT ATTENDANCE AWARD AT THE END OF THE SCHOOL YEAR.** Students will be recognized in the classroom and presented with an award by their classroom teacher. In addition, please remember that while Perfect Attendance is an achievement to be very proud of, it should not take precedent over a child's health. Please do not send your child to school feeling ill for fear of jeopardizing their Perfect Attendance Award.

ATTENDANCE POLICY

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully. Therefore, students absent from school more than twenty (20) days may be considered to have not successfully completed the instructional program requirements of his/her grade level. **All absences (excused and unexcused) will be counted toward the twenty (20) day limit.** A warning letter notifying parents of high absenteeism rates will be sent after ten (10) days absence.

Students who do not meet this minimum attendance requirement will be reviewed by the Intervention & Referral Services (I&RS). The Committee will meet with the parent/guardian to discuss the reasons for all absences. Documentation of the nature and cause of these absences shall be the responsibility of the pupil and parent/guardian. The Committee will make recommendations to the parents for immediate improvement in attendance and to the Principal regarding possible truancy charges and academic eligibility for promotion. At that time, if the parent/guardian is not in agreement with the Principal's decision, they may invoke the Student Grievance Procedure.

In addition, please note that students who are absent from school are ineligible on that day to participate in after-school activities (enrichment, sports, clubs, dances, etc.). Extenuating circumstances may be considered by Administration on an individual basis.

ATTENDANCE REPORTING PROCEDURES

Due to procedures required by the State Department of Education regarding the reporting of student absences, accurate records need to be maintained in the Main Office designating whether student absences are *excused* or *unexcused*. This data will be printed on every school's NJ State Report Card.

In order to assist the school with this new requirement, please understand that it is critical for you to report your child's absence on our telephone attendance extension: 732-528-8810 (Press "4"). **It is imperative that you leave a detailed message before 8:00 AM describing the reason for your child's absence.** In addition, please remember that a note to the homeroom teacher is also required upon your child's return.

For your information, the reasons listed below are considered "excused" for our school's attendance reporting policy, but ALL absences count towards the 20-day limit with the exception of #3 and #4.

1. Medical: illness/medical procedure – with a doctor's note
2. Family illness or death
3. Religious observation
4. Pupil suspension from school
5. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans, and Individualized Health Care Plans.

EXTENDED ABSENCES DUE TO ILLNESS

Absences from school due to extended illness require immediate notification to the school. After three (3) days of absence due to illness, a physician's note indicating the nature of illness and possible duration of period of illness will be required. In the event of an extended illness beyond a two-week period (10 school days), arrangements for home instruction will be scheduled.

PRE-EXCUSED ABSENCES

Absences from school other than for illness or emergency reasons are strongly discouraged. On occasions that necessitate this absence, a note to the school advising the duration of the absence is required. Assignments required during the absence will be completed upon the student's return.

PUPIL VACATIONS DURING SCHOOL YEAR

State law and local Board of Education Policy requires school attendance unless illness or certain other legitimate situations prevent a child from coming to school. **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 AND MAY 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 AND GRADES.**

RETURNING TO SCHOOL FOLLOWING ABSENCE

The student is required to bring a note to school stating the reason(s) for the absence from a parent/guardian on the day immediately following an absence. Additionally, parents are asked to call the office each day their child is absent.

MAKE-UP WORK

It is the responsibility of the student to request from his/her teacher(s) and complete all work missed during an absence. This shall include tests, quizzes, projects, lab reports, etc. Make-up work must be submitted to the teacher by the end of the second day following each absence. **If a student does not meet his/her responsibility during the designated period, a grade of "0" will be recorded for the assignments.** Parents are asked to monitor their children's make-up work when an absence occurs to ensure its completion. Please note: in the event of missed classes due to extra-curricular or other school-related activities during the school day, students are responsible for completing their work as normal. This circumstance will not be treated as an absence! Students in such situations have the opportunity to see their teachers (or classmates) before dismissal to inquire about missed assignments.

In addition, requests for make-up work will not be accepted on days with delayed openings.

In the event of an extended vacation:

If a student must be absent for an extended period of time due to a family vacation, **all work must be completed upon the student's return to school.**

If work is requested in advance, parents must notify the teacher(s) directly with a written request for assignments **at least one week prior to the vacation absence or the request will not be granted.** Requests for work for an extended period of time must be made with the teachers. It is not the responsibility of the office to coordinate requests for make-up work for an extended period of time. **If work is requested in advance, it is expected that the work missed during the absence be completed and turned in to the teacher(s) upon the student's return to school.** Please know that the gathering of a week's worth of work in advance is time-consuming and a courtesy granted by the teachers, therefore, your cooperation in ensuring your child's completion of the work would be greatly appreciated. In addition, please understand that it is impossible for a teacher to predict the exact assignments during the course of a future week. If work is given ahead of time, some assignments may change by the time your child returns from vacation.

SIBLING ATTENDANCE AT SCHOOL PERFORMANCES

In order to clarify any questions regarding attendance at grade level performances during the school day, please know that we **do not permit** parents to sign their children out of class to attend a sibling's performance elsewhere in the building. Since many of our children have siblings, it would be unfair to allow some children to attend their brothers' or sisters' special performances, and not others. In addition, it is also very disruptive to the teacher and the instructional program in the classroom when individual students are signed out to see a performance that their classmates cannot.

TARDINESS TO SCHOOL

Tardiness - Defined as not being in the assigned seat in homeroom at the beginning of the school session. **A student must report to the Courtesy Desk in the vestibule upon late arrival to school and obtain a late slip.** Parental notes do not excuse the tardiness, but only let the office know that parents are aware of the student's tardiness.

Excessive tardiness will be addressed on an individual basis according to the guidelines listed below:

Ten Tardies	A letter to parent/guardian regarding tardiness and assignment of Central Detention
Twenty or more tardies	A letter regarding excessive tardiness and <u>parent conference with an administrator and the Discipline Committee</u> to discuss the infraction and needed corrective behaviors. A referral will also be made to our school's Intervention and Referral Services Team (I&RS).

EARLY SIGN-OUT PROCEDURE FOR STUDENTS

A parent **must** report to the Courtesy Desk in the vestibule to sign out their child. No student will be permitted to leave the building area during the normal school day unless a parent or designated adult officially signs the student out. If a designated adult is sent to sign a student out early, that individual's name **MUST** appear on the student's Emergency Procedure Card. In addition, the student must be sent to school with a signed note specifying the time the student will be leaving and who will be signing the student out. **Children will not be dismissed from their classroom until an adult has physically signed them out.**

SCHOOL NURSE SERVICES

Our school nurse is available daily during school hours to attend to student injuries and illnesses that occur during the school day. She is also responsible for various health screenings (vision, hearing, scoliosis, etc.), medication administration, health updates, and the coordination of various health related programs. A log is kept of students' daily visits to the nurse's office and if there is reason for concern, a parent/ guardian will be notified. Please do not send your child to school with a request to see the nurse first thing in the morning to be checked for a fever or an injury that occurred outside of school. If you suspect any problems with your child's well-being, please consult your family physician. **Any student with an injury requiring exclusion from gym or recess will require a note from the doctor stating date(s) of exclusion. A new physician's note will then be required to return to gym/recess activities.**

PROGRESS REPORTS

Progress reports will be made available on the Parent Portal on our Genesis Student Data Management system four times a year in Grades 1 - 8:

Progress Report Dates

MP 1 October 5, 2018
 MP 2 December 14, 2018
 MP 3 March 8, 2019
 MP 4 May 17, 2019

Marking Period End Dates

MP1 November 7, 2018
 MP2 January 25, 2019
 MP3 April 5, 2019
 MP4 June 20, 2019

REPORT CARDS

Report cards will be made available on the Parent Portal on our Genesis Student Data Management system four times a year in Grades 1 - 8:

Marking Period 1	November 16, 2018
Marking Period 2	February 1, 2019
Marking Period 3	April 12, 2019
Marking Period 4	June 21, 2019

KINDERGARTEN

- Progress Reports will be issued at the end of the 1st & 3rd Marking Periods
- Report Cards will be issued at the end of the 2nd & 4th Marking Periods

Grades 3 - 8 (Numerical grades):

93 - 100	Outstanding (A)
85 - 92	Above Average (B)
77 - 84	Average (C)
70 - 76	Below Average (D)
69 or below	Unsatisfactory (F)

In order to pass any course, a student must earn a minimum of a 70 average and pass at least two of the four marking periods.

Grades K -2 (Primary Standards-Based Report Card):

4 (93-100)	Exceeds Standards: consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards.
3 (80-92)	Meets Standards: grasps and applies key concepts, processes and skills. Meets benchmarks.
2 (70-79)	Approaching Standards: beginning to grasp and apply key concepts, processes and skills.
1 (69 or below)	Needs Support: difficulty grasping key concepts, processes, and essential skills. Area of concern that requires support.

HONOR ROLL POLICY (Grades 6 - 8)

Marking Period Criteria

First Honors: 93 (or above) average in each subject

Second Honors: 87 (or above) average in each subject

High School level courses (Algebra I, Geometry 1 and World Languages) - will be weighted by adding seven points to the final grade for Honor Roll calculations only. (The additional points will not be added to the final marking period grades shown on report cards.)

Students in the Seventh and Eighth Grade Honors Classes and the Sixth Grade Accelerated Class will also have the Major Subject Area classes (Mathematics, Language Arts, Social Studies and Science) weighted three points for Honor Roll calculations only. (The additional points will not be added to the final marking period grades shown on report cards.)

ACADEMIC AWARDS

Recognition for students in Grades 6 - 8 will be given in an Academic Awards Ceremony at the end of the school year. In order to achieve the **Principal's Award** a student must accumulate a minimum of 6 points. The **P.T.O. Achievement Award** will be presented to students who have achieved a minimum of 4 points.

Points are obtained per Marking Period as follows:

First Honor Roll	-	2 points
Second Honor Roll	-	1 point

Due to the preparation needed regarding the extensive number of awards, and to ensure greater accuracy for the Academic Awards Program, the 4th Marking Period honor roll status will be determined by the grade average calculated at the time of Fourth Marking Period Progress Reports. This allows us the opportunity to at least acknowledge the students' progress up to the midway point of the fourth marking period.

EIGHTH GRADE GRADUATION AWARDS

President's Award for Educational Excellence is based on the following criteria:

- **Grade Point Average:** A 3.5 G.P.A. on a 4.0 scale of all grades from fourth grade through the mid-point (end of second marking period) of the eighth grade.
- **PARCC scores:** Exceeds Expectations ("5") in either Language Arts or Mathematics.

Board of Education Academic Awards is based on the following criteria:

- **Grade Point Average:** A 3.5 G.P.A. on a 4.0 scale from fourth grade through the first three marking periods during the eighth grade year
- **Honor Roll:** Student must achieve **first honors** two out of first three marking periods of their eighth grade year.

Student Honors Speakers at Graduation is based on the following criteria:

- **Grade Point Average:** The **top two** students achieving the highest G.P.A. on a 4.0 scale from fourth grade through the first three marking periods during the eighth grade year. (In the event that more than two students have the same GPA on a 4.0 scale, a numerical GPA on a 100-point scale will be used to determine the top two students.)
- **Honor Roll:** In addition to the above G.P.A. criteria, the students must also achieve **first honors** all three of the first three marking periods during their eighth grade year.

STEM (STEAM) EDUCATION

Manasquan Elementary School provides curriculum-based STEM Education to **ALL** students in **EVERY** class, Grades K-8.

STEM education is the preparation of students in competencies and skills in the four major disciplines of science, technology, engineering, and mathematics. It is the re-visioning of science education to enable the next generation of innovators. STEM includes a range of instructional strategies to help students apply concepts and skills in the different disciplines while participating in a **design process** with opportunities to solve meaningful problems. STEM education encourages creativity, creates problem solvers, supports communication and collaboration, produces critical thinkers, offers students challenging and engaging content, and meets the criteria for the new Next Generation Science Standards (NGSS).

In addition, planning is also being currently conducted to infuse the arts into our STEM Program. The “A” stands for the broad spectrum of the liberal arts including Fine Arts and Music, Language Arts, and Social Studies that each shape developments in STEM fields. Ultimately, all subject areas relate to each other and to the real world. STEAM allows educators to better teach academic and life skills in a standards-backed, reality-based, personally relevant exploratory learning environment. As a result, STEAM Education is defined as *“science and technology, interpreted through engineering and the arts, all based in mathematical elements”*.

STATE-MANDATED STANDARDIZED TESTING

The Commissioner of Education has implemented a system and related schedule of statewide assessments to evaluate student achievement of the approved academic standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable statewide assessments according to the schedule prescribed by the Commissioner.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. At the present time, the state assessment is the Partnership for Assessment of Readiness for College and Careers. (PARCC).

There is NO state provision for a student to “opt-out” of statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on the day he/she returns to school. Parents and students will be informed of all scheduled testing dates, including make-ups, for students who missed the initial testing date(s).

Please refer to the entire Board of Education policy on the District website (www.manasquanschools.org) under the “Board of Education” link at the top of the webpage:
Policy 2622 – STATE ASSESSMENT

PROJECT AWAKENING

MANASQUAN ELEMENTARY SCHOOL'S GIFTED & TALENTED/ENRICHMENT PROGRAM

GOAL: Project Awakening provides a multi-faceted gifted and talented/enrichment program which is designed to discover, nurture and develop the academic skills, critical thinking skills, and creative abilities of our students. Opportunities for academic advancement are provided at every grade level. Students selected will be challenged to discover answers, create new solutions, and employ these understandings and experiences in their everyday lives. Project Awakening provides educational experiences in a variety of domains by offering activities that will enable our students to expand their knowledge and challenge them to reach their highest potential.

PROGRAM COMPONENTS:

In Grades K-4, individual classroom teachers will be responsible for identifying students within their classroom(s) in need of enrichment. Based on identified strengths in any areas provided within our curriculum, teachers will differentiate instruction and offer enrichment opportunities, when appropriate, within their individual classrooms for the identified students. Based upon observation and classroom achievement, teachers will submit a list of identified students, the subject area(s) where enrichment is indicated, and classroom experiences that will be offered to them. This list will be submitted at the end of the first marking period after teachers have had the opportunity to observe their students' achievement for a sufficient period of time. Enrichment activities will then be available for identified students during the 2nd, 3rd, & 4th marking periods.

ACCELERATED CLASSES:

In Grade 5, an **accelerated class** has been created for academic advancement. Using criteria established by the Gifted and Talented Committee, select students will be identified for the accelerated grade level class. The class is designed to further differentiate instruction in order to challenge the identified students in every subject area on a daily basis. The criteria for selection is listed below:

Students must meet 2 of the 3 criteria listed below:

- 93 or higher FINAL average in subject areas: Mathematics, Science, Language Arts, Social Studies, and Technology Education
- Spring PARCC score: minimum score of 770 in BOTH Mathematics and Language Arts
- CogAT (Cognitive Abilities Test) -- minimum score of 77

In Grade 6, an **accelerated class** has also been created for academic advancement. Using criteria established by the Gifted and Talented Committee, select students will be identified for the accelerated class. The class is designed to further differentiate instruction in order to challenge the identified students in every subject on a daily basis. The criteria for selection is listed below:

Students must meet 3 out of the 4 criteria listed below:

- 93 or higher FINAL average in subject areas: Mathematics, Science, Language Arts, Social Studies, and Technology Education
- Spring PARCC score: minimum score of 770 in BOTH Mathematics and Language Arts
- CogAT (Cognitive Abilities Test) -- minimum score of 77
- Grade 6 Accelerated Class Placement Test - minimum score of 80

FOR STUDENTS WHO PARTICIPATED IN THE GRADE 5 ACCELERATED CLASS: STUDENTS WHO ACHIEVED A FINAL AVERAGE OF 93 OR HIGHER IN THE MAJOR SUBJECT AREAS (Mathematics, Language Arts, Social Studies, Science) and Technology Education WILL AUTOMATICALLY CONTINUE IN THE ACCELERATED CLASS THE FOLLOWING YEAR IN GRADE 6. STUDENTS WHO DO NOT MEET THE ACADEMIC GRADE REQUIREMENT OF 93 MUST THEN MEET THE COMPONENTS OF THE ESTABLISHED GRADE 6 CRITERIA LISTED ABOVE.

HONORS CLASSES

In Grades 7&8, major subject area **HONORS CLASSES** have been created in the respective grade levels for enhanced academic advancement. Using criteria established by the Gifted and Talented Committee, select students will be identified for the honors classes. The criteria is subject area specific, as students have the opportunity to be eligible for any or all of the four honors classes in Mathematics, Science, Language Arts, and Social Studies. The program is designed to enhance the curriculum to include rigorous coursework and activities in order to further differentiate instruction for students identified with a strength in specific subject areas. Students will participate in advanced lessons that require increased critical thinking and problem-solving skills. Innovative, project-based learning experiences will be incorporated in the instructional design by our classroom teachers.

Criteria for the Grade 7 & Grade 8 Honors Classes:

Mathematics:

Students must meet 3 out of the 4 criteria listed below:

- 95 or higher FINAL average in Mathematics
- Spring PARCC score: minimum score of 770 in Mathematics
- Honors Mathematics Placement Test – minimum score of 85
- CogAT (Cognitive Abilities Test) – minimum score of 77

Language Arts:

Students must meet 3 out of the 4 criteria listed below:

- 95 or higher FINAL average in Language Arts
- Spring PARCC score: minimum score of 770 in Language Arts
- Honors Language Arts Placement Test – minimum score of 85
- CogAT (Cognitive Abilities Test) – minimum score of 77

Science:

Students must meet 3 out of the 4 criteria listed below:

- 95 or higher FINAL average in Science
- Spring PARCC score: minimum score of 770 in Mathematics
- Honors Science Placement Test – minimum score of 85
- CogAT (Cognitive Abilities Test) – minimum score of 77

Social Studies:

Students must meet 3 out of the 4 criteria listed below:

- 95 or higher FINAL average in Social Studies
- Spring PARCC score: minimum score of 770 in Language Arts
- Honors Social Studies Placement Test – minimum score of 85
- CogAT (Cognitive Abilities Test) – minimum score of 77

FOR STUDENTS WHO PARTICIPATED IN GRADE 7 HONORS CLASSES: STUDENTS WHO ACHIEVED A FINAL AVERAGE OF 93 OR HIGHER IN THE MAJOR SUBJECT AREA Honors Class (Mathematics, Language Arts, Social Studies, Science) WILL AUTOMATICALLY CONTINUE IN THAT SUBJECT AREA HONORS CLASS THE FOLLOWING YEAR IN GRADE 8. STUDENTS WHO DO NOT MEET THE ACADEMIC GRADE REQUIREMENT OF 93 MUST THEN MEET THE COMPONENTS OF THE ESTABLISHED CRITERIA LISTED ABOVE.

ADDITIONAL NOTES:

- All data according to the established criteria will be reviewed by the Gifted and Talented Committee for student identification for the accelerated/honors classes. The list of recommended students must then be approved by Building Administration for class placement.
- Identified students will receive a letter stating their acceptance into the accelerated/honors classes. Students have the choice to either accept or decline placement in the accelerated/honors classes. Parental approval is required.
- Students participating in the Sixth Grade Accelerated Class, as well as the Seventh and Eighth Grade Honors Classes will have the major subject area classes (Mathematics, Language Arts, Social Studies and Science) weighted three (3) points for Honor Roll calculations ONLY. The additional points will NOT be added to the final marking period grades shown on report cards.
- For students entering Grades 6-8, placement in the accelerated/honors classes is NOT automatic from one school year to the next. The established criteria must be met each year for placement in the classes.
- Should a parent opt-out their child from taking the State-Mandated Assessment (currently PARCC), please know that is counted as one misled component of the criteria and all other criteria must be achieved.

APPEAL PROCESS: An appeal process is open ONLY to students who have participated in an Accelerated/Honors class and do not meet the requirements to continue in an accelerated class during the following school year. The Gifted and Talented Committee and Building Administration will review student cases on an individual basis and make a determination regarding class placement. The appeal process may include an interview with the student and recommendations from the students' former teachers. A granted request for an appeal is NOT to be considered as guaranteed acceptance into an accelerated/honors class during the upcoming school year.

ACADEMIC/BEHAVIORAL REVIEW OF STUDENTS PARTICIPATING IN ACCELERATED/HONORS CLASSES:

- The School Counseling Office and Building Administration will review final grades at the end of each marking period. Students who are achieving grades of 76 (D) or below – as well as students who have been identified by their teachers as experiencing academic difficulties – will be reviewed for continuation in the accelerated/honors classes. For students identified as experiencing academic difficulty, time will be given through the next marking period interim reports to monitor their progress, allow time for academic improvement, leading to a decision regarding continuation in the accelerated/honors classes. Such intervention will include parental notification, parent/student conferences, and on-going updates on student progress. It should be noted that behavioral concerns causing classroom disruption will also be reviewed and discussed as reason for removal from an accelerated/honors class.

GIFTED AND TALENTED CONSORTIUM OPPORTUNITIES

Project Awakening also offers additional enrichment programs for identified students to participate in outside of the regular classroom to expand their knowledge in specific subject areas. **This component of Project Awakening will be offered to identified students in Grades 4-8 through the *Shore Consortium for the Gifted and Talented* and the *South Shore Consortium for the Gifted and Talented*.** Program opportunities vary from year to year.

ADDITIONAL PROGRAM OFFERINGS (Grades 4-8):

MES SPONSORED G&T PROGRAMS (Grades 4-8):

The Gifted and Talented Committee may meet to consider possible after-school program opportunities to be implemented during the course of the school year. Staff members may submit a request to serve as advisor to an established program and/or may prepare a proposal for a new enrichment program. The Committee may also investigate new programs and open them to the staff for possible implementation. Programs will be scheduled on a staggered basis throughout the school year, whenever possible, to allow for maximum participation by students.

When implemented, select programs for students in Grades 4-8 will involve a student application process including specific identification criteria (as needed) for each program offered during the course of the school year. The application will be developed according to the program's targeted subject area.

Selection for the enrichment programs will be made based upon teacher recommendation and student applications. Applications must be completed thoroughly and submitted by the required due date. All applications will be reviewed by the Committee and the Project Advisor. If certain programs allow for participation by only a limited number of students, specific criteria will be established. The Project Advisor and the Committee must then meet to review the criteria and identify the eligible students for the program.

PTO ENRICHMENT PROGRAM OFFERINGS (Grades 4-8):

In addition, the MES Parent-Teacher Organization also sponsors and coordinates a variety of after-school enrichment programs every year. Programs vary from year to year. Any student in the grade level(s) designated for each program are welcome to participate.

MONMOUTH COUNTY ARTS MIDDLE SCHOOL

The Monmouth County Arts Middle School is an enrichment program for artistically gifted and talented students in Grades 6-8. The program offers accelerated Arts Education Classes for middle school students throughout Monmouth County. The Arts Middle School Program offers accelerated classes in creative writing, instrumental music, dance, visual arts, theater, film-making, and photography taught by a faculty of professional working artists. Identified students are accepted into the program through audition and are released from their regular classes one afternoon a week (for three hours) for a twelve-week term. Student transportation is provided. The classes will be held at the Henry Hudson Regional School. Students accepted into the program must maintain passing grades in all MES classes in order to remain eligible for the program. Students are also responsible for making up regular classwork that is missed.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society (NJHS) is to create enthusiasm for scholarship, stimulate interest in community service, promote leadership, develop character, and encourage good citizenship.

Eligible students in Grades 6-8 must meet the minimum grade of 95% in core (Math, Language Arts, Science, Social Studies) subjects. Students who qualify will receive an invitation to apply. Students who complete the required forms will be selected by our Faculty Council for meeting the high standards of scholarship, service, leadership, citizenship, and character as outlined by the organization.

Members are required to attend NJHS meetings, to participate in community service, and to model behaviors that exemplify the standards listed above.

Additional Note: Students in the Seventh and Eighth Grade Honors Classes and the Sixth Grade Accelerated Class will also have the Major Subject Area classes (Mathematics, Language Arts, Social Studies and Science) weighted three (3) points for National Junior Honor Society calculations. Eighth Grade students taking high school Algebra I or Geometry I classes, will have their Mathematics marking period grades weighted seven (7) points for NJHS calculations.

HONORS CLASSES AT MANASQUAN HIGH SCHOOL

Eighth Grade students may be eligible to take Honors Classes as Freshmen at Manasquan High School in the subject areas of Biology, English, and World History. Students will be notified in the spring of the criteria established by Manasquan High School for the specific courses.

HIGH SCHOOL LEVEL COURSES
(for identified Eighth Graders)

WORLD LANGUAGES PROGRAM

Students entering the Eighth Grade may be eligible to take a high school level World Languages course with the following stipulations:

Stipulations for World Languages:

1. Final grades will be averaged on all four marking periods plus an average of the mid-term and final exam.
2. Students may drop the course at any time up to the mid-term examination, which may be used in the final decision for remaining in or dropping the subject.
3. Students taking **Spanish I (or French I)** in the eighth grade will receive credit for that course in Elementary School only. **The course will not appear on their high school transcript.**
4. Students who successfully complete Spanish I (or French I) in the eighth grade will have the opportunity to continue with that language in high school or begin instruction in a new world language. Specifically, students who receive a final grade of an "A" in Spanish I (or French I) will have the opportunity to take Spanish II Honors (or French II Honors). Students who receive a "B" or "C" as the final grade will have the opportunity to take Spanish II (or French II). If a student receives a "C" or "D", consideration will be made to repeat Spanish I (or French I) during their Freshman year. Students who fail the course must take a first year world language course in high school.
5. Marking Period final grades will be weighted (7 points) for honor roll status only.

Criteria for Eligibility

Students must meet two out of three:

1. Final average of 93 or higher in Grade 7 World Language rotation class
2. Teacher recommendation by the 7th grade World Language teacher
3. Final average 93 or higher in Grade 7 Language Arts class

PLEASE NOTE: World Language classes are additional classes that are scheduled before the start of the elementary school day. The classes run from 7:40 – 8:20 am.

ATTENDANCE REQUIREMENT FOR HIGH SCHOOL COURSES

With regards to the Algebra I, Geometry I, Spanish I, and French I courses, our students will be held to the attendance regulations of Manasquan High School which stipulate that excessive absence is defined as fifteen (15) days in any full year class.

GRADE 8 ALGEBRA I PROGRAM

Students entering the Eighth Grade will be eligible to take a high school level Algebra I course with the stipulations listed below. Students meeting the criteria will be placed in the Eighth Grade Honors Mathematics Class.

1. Final grades will be averaged on all four marking periods plus an average of the mid-term and final exam.
2. Students may drop the course and transfer to another eighth grade mathematics class at any time up to the mid-term examination, which may be used in the final decision for remaining in or dropping the subject.
3. Students who receive a final grade of an "A" will have the opportunity to take *Geometry Honors*. Students who receive a "B" or "C" as the final grade will have the opportunity to take *Geometry*. If a student receives a "C" or "D, consideration will be made to repeat **Algebra I** during their freshman year.
Students failing the course will be required to repeat **Algebra I** in high school.
4. Students taking **Algebra I** in the eighth grade will receive credit for that course in Elementary School only. **The course will not appear on their high school transcript.**
5. Marking Period final grade will be weighted (7 points) for honor roll status only.

Criteria for Eligibility

Students must meet three out of four:

1. Spring PARCC Mathematics Test: minimum score of 770
2. Final average of 95 or higher in Grade 7 Mathematics class
3. 80 or higher on the Algebra I Placement Test
4. Cognitive Abilities Test (CogAT): minimum score of 77

GRADE 7 ALGEBRA I PROGRAM – Bridge Class

Selected Seventh Grades will have the opportunity to participate in an accelerated mathematics program. Identified students will bypass the Seventh Grade mathematics class and attend a high school level Algebra I class as a Seventh Grader. With successful completion of Algebra I, those students will then have the opportunity to take a high school level Geometry class as an Eighth Grader. (Students will receive credit for the Geometry class in Elementary School only. The course will not appear on their high school transcript.)

Criteria for Eligibility

1. 85 or higher on the Algebra I Placement Test
2. 95 or higher in Mathematics during all four marking periods of Sixth Grade
3. Recommendation by the 6th grade Math Teacher

(Please note: Due to the advanced nature of the accelerated program, selectivity of participating students is extremely stringent.)

Marking Period final grade will be weighted (7 points) for honor roll status only.

In addition, students identified for the program (who have accepted participation) will be required to take a two-week "Algebra I Bridge Class" in July to prepare for the program beginning in September.

NOTE FOR BOTH ALGEBRA PROGRAMS ABOVE:

The State of NJ require that ALL students taking High School Algebra achieve a minimum score of "4" (Met Expectations) or "5" (Exceeded Expectations) on the Spring PARCC Algebra Assessment in order to meet the High School Graduation Requirements. Students that do not meet the needed score of 4 or 5 MUST retake the assessment OR repeat the Algebra course.

PROMOTION/RETENTION PROCEDURES

The grade placement of each child enrolled in the Manasquan Elementary School shall be made according to his/her individual achievement and needs.

While academic achievement shall be given primary consideration in determining promotion/retention, other factors must also be carefully considered. These include the child's social, physical and emotional development as well as chronological age, effort and achievement. The final determination must be based upon **what is best for the child**. Retention will be considered if a student's academic achievement is below grade level placement.

Policy for Grades 6, 7, and 8

In order to pass any course, a student must earn a minimum of a 70 average and pass at least two of the four marking periods. Students who fail two of the following major subjects will be recommended for retention in that grade for the following school year. In addition, failure of three minor subject areas will be considered the equivalent of one major subject.

Major Subjects:

Mathematics
Language Arts
Social Studies
Science

Minor Subjects:

Technology Education
Health
Art
Music
Physical Education
World Languages (K-7: Spanish; Gr 8 - French)
Multimedia Literacy (Rotation class: Gr 8)
Technology and Engineering Design (Rotation class: Gr 7)
Financial Literacy (Rotation class: Gr 6)

Students passing a New Jersey certified Summer School course (60 hours) in the area(s) of deficiency or documented completion of a minimum of 30 hours of private tutoring by a certified instructor, with the approval of the Principal, will be eligible for promotion for the upcoming school year. Certified on-line recovery courses (from Educere) will also be accepted.

Grade 7 & 8 students only:

After completion of a summer school course (or private tutoring hours), students must then retake and pass the MES Final Exam for the designated course(s).

Grade 8 students only:

Students who do not meet the promotion policy will not be eligible to participate in the following Eighth Grade Promotion privileges: Graduation Ceremony, Graduation Dance, and Eighth Grade Breakfast.

PLEASE NOTE:

- **STUDENTS WHO FAIL MORE THAN TWO MAJOR SUBJECT AREAS WILL NOT BE ELIGIBLE TO PARTICIPATE IN A SUMMER SCHOOL PROGRAM FOR THE PURPOSE OF PROMOTION.**
- **IN ADDITION, STUDENTS WHO FAIL EITHER LANGUAGE ARTS OR MATHEMATICS FOR THE SCHOOL YEAR WILL BE REQUIRED TO ATTEND CLASSES IN OUR BASIC SKILLS PROGRAM FOR THE UPCOMING SCHOOL YEAR.**

HOMEWORK POLICY

Goal:

To promote voluntary effort, initiative, and independence, as well as to develop responsibility, self-direction, self-discipline and a sense of pride.

Statement:

Homework is considered essential to maintain the continuity in a student's educational program. It is to be considered an integral part of the school curricula and students are expected to complete all homework assignments as their personal responsibility. Homework is a way for children to practice what they learned in school, and in doing so, communicate the curriculum to parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. While assistance with homework, at times, may be necessary, please encourage self-reliance. Overall, the cooperation and understanding of the parent/guardian towards their child's homework responsibility is important in the formation of positive attitudes toward school.

Homework assignments may be made to an entire class, to small groups, or to individual pupils. The amount of homework assigned is grade level appropriate, naturally increasing as students move up through the grade levels.

RULES FOR HOMEWORK

1. Every homework assignment should be properly evaluated.
2. Homework is expected to be completed the night assigned in a satisfactory manner and turned in when due.
3. **Late homework assignments** - Grades 1 through 3: full credit by the end of the day. Grades 4-6: 80% credit when submitted one day later. After one day, a grade of zero will be assigned. Grades 7 & 8: 70% when submitted one day late. After one day, a grade of zero will be assigned.
4. **After the third missing homework assignment in a subject in a marking period, the teacher will contact a parent/guardian. Following the third missing assignment and parental contact, should the infraction continue, the teacher will refer the student to the Administration using a Discipline Referral.**
5. If a student has an excused absence, a time period of 1 day for each day's absence will be provided to complete missed work. Students experiencing an extended absence will be given a two-week make-up period.
6. **IT IS THE STUDENT'S RESPONSIBILITY TO MAKE THE INITIAL CONTACT TO FIND OUT WHAT THEY MISSED DURING THEIR ABSENCE.**
7. Homework should never be given for disciplinary purposes, either for the individual child or the group.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities are offered to students in grades 4 through 8. These activities include all sports, all clubs, Student Council, School Newspaper, Band, Chorus, and all enrichment programs. A student must not be failing **any** subject in order to be eligible to participate in those activities.

During each marking period, if a student has a failing grade at the time of the initial progress report, the student will have a two-week period to improve his/her grade. If satisfactory improvement is not made, the student is ineligible to participate and his/her progress will be reviewed at two week intervals until the end of the marking period.

Students who fail a course for a marking period will be ineligible to participate for a period of two weeks when his/her progress will be reviewed. Continued failing grades will be reviewed at the time of progress reports and at two week intervals until passing grades are achieved.

During the fourth marking period, an academic review will be taken after the first two weeks. Students failing any subject at this time will be **ineligible** to participate in extra-curricular activities.

Students who fail a course at the end of the school year will be on academic probation until September 30 of the new school year. If a student has a failing grade as of that date, he/she becomes ineligible to participate in extra-curricular activities for the remainder of the first marking period. Teachers will notify activity advisors and coaches of those students ineligible for participation.

Students absent from school are ineligible for participation in the above mentioned after school activities as well. In addition, it should be noted that participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

In accordance with school policy, the administration reserves the right to deny any student the privilege of participation in extra-curricular activities, social events, and class trips if said student has been suspended from school two or more times during the school year for disciplinary reasons.

FUNdamentals PROGRAM

Selected students will be offered academic support throughout the school year, as needed, in the subject areas of mathematics and language arts literacy. Students may be identified for the program as a result of PARCC scores, subject area grades, teacher recommendation (based on benchmark assessments, observation, guided reading levels, etc.) and/or recommendation from the Intervention and Referral Services Team (I&RS). Once a student has been identified by the school as eligible for the FUNdamentals Program, parents have the right to accept or deny the services for their child. The FUNdamentals Program begins the first week in October.

Students will receive a Progress Report from their FUNdamentals teacher at the end marking periods 2, 3 & 4. In addition, at the end of marking periods 2, 3 & 4, a recommendation may be made to the Administration to exit a student from the program based upon a current grade of 83 or higher -- or by a recommendation from the FUNdamentals Teacher and/or the Classroom Teacher.

PARTICIPATION IN SPORTS

Athletic teams are designated for interested students in grades 6-8.

Prior to trying out for any team, including cheering, students **MUST** complete all required permission/medical forms and have a physical examination. Dates of physicals will be announced.

PARENT CONCERNS

In all organizations as complex as a school system, a hierarchy must be established for the processing of problems, inquiries, and requests. A parent having concerns with the educational process or with a specific member of the faculty or staff, **shall make every effort to first resolve the issue in an informal conference with the staff member concerned**. All parents are expected to follow this procedure so that the organization will function in an efficient and professional manner.

- a. All conferences shall be carried out in an atmosphere of mutual good will and respect.
- b. **IT IS EXPECTED THAT PARENTS FOLLOW THE PROCEDURES WITHIN THE ESTABLISHED CHAIN OF COMMAND IN THE DISTRICT TO RESOLVE ALL ISSUES: TEACHER, SCHOOL COUNSELOR (OR CHILD STUDY TEAM PERSONNEL), ASSISTANT PRINCIPAL, PRINCIPAL, SUPERINTENDENT OF SCHOOLS, BOARD OF EDUCATION.**

ELEMENTARY CLASS ASSIGNMENT

Class placement of a student is determined through extensive examination of various criteria by the staff and administration in determining appropriate class assignments for all students. **PARENT REQUESTS WILL NOT BE ACCEPTED** according to Board Policy # 6150 which states as follows:

The Manasquan Board of Education is responsible for providing an ultimate program free of bias for each student. In order to fulfill this responsibility, class assignments must be made that create and maintain:

1. equal distribution of total enrollment, per class;
2. gender balance;
3. balance of students with varying ability levels;
4. balance of students with special needs;
5. student interaction;
6. learning styles.

The Board directs the elementary school principal to develop class lists, with assistance of staff, based on the above concerns. **Parent requests will not be honored unless an extenuating circumstance exists**. A parent may apply, **in writing** to the principal, if such an extenuating situation does exist. The principal shall have sole authority to make the decision of student class assignment.

CLASSROOM VISITATION BY PARENTS OR OTHER GUESTS

All visitors MUST enter through the front Main Office, sign in at the Courtesy Window in the Main Lobby, show proper ID, and receive a Visitor's Badge. All other school doors will remain locked during the school day. Staff members will be advised of the arrival of the parent/visitor. All parents, including class parents and PTO Committee Members, are required to follow this procedure. **PARENT CONFERENCES ARE TO BE REQUESTED OF A TEACHER OR THE PRINCIPAL/ASSISTANT PRINCIPAL IN ADVANCE.** Parents are not permitted to stop in and demand to meet with a teacher. All conferences must be scheduled and agreed upon by the teacher and the parent. Entrances to the building are posted with signs notifying visitors/parents to directly report to the Main Office. In addition, all classroom doors will be locked by the teacher when he/she leaves for the day. Students will not be allowed to return to their classrooms after the rooms are locked. **These are safety measures to protect our children.**

NUTRITION POLICY & PHYSICAL FITNESS

We believe that children need access to healthy foods and have opportunities to be physically active in order to grow, learn, and thrive, and that good health fosters student attendance and education. To promote proper nutrition in school, we are committed to encouraging our students to eat healthy foods and snacks. In an effort to meet and exceed the nutritional standards set by the U.S. Department of Agricultural (USDA) Child Nutrition Program, the Manasquan School District serves only healthy and nutritious foods that meet the USDA nutrient standards that include serving fresh fruits and vegetables, low-fat milk and whole grains. In particular, all food and beverage served and distributed to students may not list sugar, in any form, as the first ingredient. This includes all forms of candy. Parents of primary grade students sending in birthday treats, as well as classroom parents when planning classroom parties, are reminded to adhere to the nutrition policy above.

In addition to encouraging students to maintain healthy eating habits, we emphasize the importance of engaging in daily physical activity. This is achieved through a comprehensive physical education program for grades K-8 that is consistent with the standards set by the NJ Department of Education Core Curriculum Content Standards, including a school-wide physical fitness program designed to motivate students to personally enhance their individual physical activity level.

CAFETERIA COURTESY CODE

Children in Grades K-8 may purchase a lunch from our cafeteria service or bring lunch and purchase milk/snacks at school. Proper eating and dining habits will be required. Students are responsible for clearing their tables of all utensils, trays, and refuse after eating. Students are to remain in their seats until directed to recess activities by teachers and/or paraprofessionals on duty. Disruptive and inappropriate behavior will not be permitted. Uncooperative students will be sent to the Main Office with a disciplinary referral. Any student going home for lunch must submit a written parent request to the Office at the beginning of the school day and a parent/guardian must sign the student out in the Main Office at lunch time. Upon return, the student must sign in the Main Office **on time for the next class** or a disciplinary action may result. Lunch may be purchased through the district's online service: **MySchoolBucks.com**. An on-line account may be created to pay for meals, check balances, and view student purchases.

STUDENT GRIEVANCES

The Student Council, the official student government body, serves as the forum for all student requests or grievances affecting more than one student. When satisfaction cannot be obtained through the Student Council or when a request or grievance involves only an individual student, the following procedure is to be used:

STUDENT GRIEVANCE PROCEDURES

- Step 1:** Submit a grievance in writing to the teacher(s) involved. If the matter cannot be resolved by agreement of the parties involved, a student will continue with the grievance procedure.
- Step 2:** Submit a grievance in writing to the Principal. If the grievance involves the Principal, a written grievance should be filed with the Superintendent of Schools.
- Step 3:** Upon receipt of the written grievance, the Principal will arrange an appropriate meeting within five school days.
- Step 4:** Resolution of the grievance will occur within ten school days of the grievance meeting. This resolution will be submitted in writing to all parties of the grievance.
- Step 5:** Failure of the Principal to comply with Step 2 and 3 of the grievance procedure, constitutes automatic referral of the grievance to the Superintendent of Schools.
- Step 6:** The Superintendent will arbitrate the grievance within fifteen school days after meeting with all involved parties. This resolution will be provided in written form to parties involved in the grievance.

STUDENT RIGHTS

- You have a right to a quality education.
- You have a right to be recognized as an individual with unique needs, aspirations, and competencies.
- You have a right to attend Manasquan Elementary School without fear or abuse.
- You have a right to expect fair and equitable treatment by staff and peers.

STUDENT RESPONSIBILITIES

You have a responsibility to gain full measure of benefit from your education experience. You have a responsibility for your own actions and a responsibility for accepting appropriate consequences in a gracious fashion. You have the responsibility to display kindness and consideration to all staff and peers.

CODE OF PUPIL CONDUCT

The school is a community and the rule and regulations of a school are the laws of that community. The following rules and regulations are designed to protect all members of the educational community in the exercise of their rights and responsibilities, and to best insure the maintenance of a proper learning environment. The Code of Pupil Conduct supports the establishment and maintenance of civil, safe, supportive, and a disciplined school environment conducive to learning.

The Code of Pupil Conduct for Manasquan Elementary School is based on the following core ethical values:

Pillars of Character

1. Respect
2. Responsibility
3. Trustworthiness
4. Caring
5. Fairness
6. Citizenship

The following behaviors are considered unacceptable and will not be tolerated:

1. **Any behavior involving intimidation, harassment, or bullying.**
2. Obscene, vulgar, immoral or indecent language (including racial and ethnic remarks), writing, gestures, signs or acts.
3. Any bias incident regarding race, color, religion, ancestry, national origin, sexual orientation, gender, or disability.
4. Malicious destruction, damage or defacing of school property and equipment including textbooks.
5. Lack of respect for school personnel, other adults, and classmates.
6. Violation of safety rules and regulations in school and outside of school at extra-curricular activities.
7. Dressing inappropriately.
8. Enter school premises or any specific portion of the premises without permission and without authority.
9. Physical assault on another student or staff member.
10. Possession or use of weapons or any implement intended to harm others.
11. Any act of theft of property of other students, staff member, or the district.
12. Acts so recklessly as to endanger the safety of others.
13. Cheat or otherwise engage in academic dishonesty.
14. Persistently refuse to complete homework and/or other classwork assignments.
15. Smoking, drinking alcoholic beverages and/or the use of any illegal substance.
16. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstances hazardous to others.

Since discipline is the key to good conduct and proper consideration for other people, violation of the Code of Pupil Conduct will result in appropriate disciplinary action according to the school's Discipline Policy.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Pupils are expected to behave in a way that creates a supportive learning environment and is consistent with the Code of Pupil Conduct. School procedures are in place to ensure that both appropriate consequences and remedial responses are implemented for pupils who commit one or more acts of harassment, intimidation, or bullying. An Anti-Bullying Specialist for the school, a School Safety Team, and a District Anti-Bullying Coordinator are in place to ensure that incidents of harassment, intimidation, or bullying are completely investigated, properly addressed, and clearly reported. The Anti-Bullying Specialist serves as the Chairperson of the School Safety Team. The School Safety Team's primary responsibility is to review and strengthen the policies and procedures of the school in order to prevent and address harassment, intimidation, and bullying of students and to further develop, foster, and maintain a positive and respectful school climate. At Manasquan Elementary School, we firmly believe that bullying is a serious problem and students who have been bullied need help from the educational community to stop those who continuously harass, intimidate, or bully. Our goal is to ensure that students feel safe and know that there is help available in their school to adequately and effectively deal with bullying should they become a victim.

Anti-Bullying Specialist: Mr. Anthony Cinelli

District Anti-Bullying Coordinator: Mr. Donald Bramley

AFFIRMATIVE ACTION

The Manasquan Board of Education hereby reaffirms its policy to ensure equal opportunity for all persons/students and to prohibit discrimination because of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic status. Policy confirms compliance with Section 504 of the Rehabilitation Act of 1973. An intensive affirmative action program shall be an integral part of every aspect of student life, not limited to, but including student participation in the classroom, grading, extra-curricular activities, sports, honors, course selections, 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 identifications will be construed by the Board of Education as discrimination and will be ordered by the Chief School Administrator to cease. If any student, or parent, feels that they have been discriminated against, please follow the grievance procedure.

Mr. Justin Roach is the district's Affirmative Action Officer. His office is located within the Elementary School (732-528-8810 x-2015).

MANASQUAN PUBLIC SCHOOL DISTRICT
AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

In keeping with federal/state antidiscrimination legislation, the Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints.

PURPOSE: To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic status.

DEFINITION: Grievance - A formal written complaint.

Grievant - Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

Affirmative
Action Officer- The district employee designated to coordinate efforts with antidiscrimination legislation and charged with the responsibility of investigating complaints.

PROCEDURE:

Step #1 - The grievant must present the complaint in written form to the responsible person designated as the Affirmative Action Officer. (Use Grievance Report - Form A)

Step #2 - The Affirmative Action Officer has five working days in which to investigate and respond to the grievant. (Affirmative Action Officer is to use the space provided on Grievance Report - Form A)

Step #3 - If not satisfied, the grievant may appeal within ten-working days to the Superintendent or designee (not Affirmative Action Officer). (Use Appeal - Form B)

Step #4 - Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal - Form B)

Step #5 - If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal - Form C) Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statement. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

Step #6 - The Manasquan Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal - Form C)

Step #7 - If the grievant is not satisfied with Board's decision, the grievant can have it referred to the Monmouth County Superintendent of Schools.

Step #8 - The grievant maintains the right to by-pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

1. The Commissioner of Education
Bureau of Controversies and Disputes
New Jersey Department of Education
PO Box 500
Trenton, New Jersey 08625
Phone:(609) 292-5706]
2. Equal Employment Opportunity
Commission Newark District Office
1 Newark Center, 21st Floor
Newark, New Jersey 07102
Phone:(973) 645-6383 or (800) 669-4000
3. U.S. Office for Civil Rights
U.S. Department of Education
75 Park Place, 14th Floor
New York, New York 10007
Phone:(212) 264-3313 or (212) 637-6330
4. New Jersey Division on Civil Rights
31 Clinton Street, 3rd Floor
Newark, New Jersey 07102
(973) 648-2700

DISCIPLINE POLICY

Philosophy

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board believes that the best discipline is self-imposed and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Furthermore, such rules and regulations are in place to ensure that the school operates in a manner that will provide for the welfare and safety of all students who attend.

In order to ensure that all students obtain the best education possible in a positive social climate, it is important that students understand that acceptable standards of behavior are expected at all times. Most importantly, Manasquan Elementary School students are expected to be respectful, kind, and courteous at all times. Each student should conduct himself/herself in an orderly manner within the entire building, on the playground, at all extra-curricular activities, assembly programs, and on field trips. Any act of harassment, intimidation, or bullying will not be tolerated. Disciplinary actions will be administered when an individual's actions interfere with the rights of teachers to teach and the rights of students to learn. Students who violate established school rules and do not adhere to the Code of Pupil Conduct shall be referred to the Principal, Assistant Principal, and/or the Discipline Committee. Appropriate disciplinary measures will then be imposed on an individual basis. The Discipline Policy presents a fair, firm, and orderly process for handling individual and repeated infractions of school rules and regulations. Specific judgments in regard to consequences will be based on Board Policy, severity, frequency, and the number of prior behavioral infractions committed during the school year.

School Behavioral Goals

Manasquan Elementary School maintains the following behavioral goals:

(1) to educate children academically, socially, and emotionally; (2) to create a safe, positive learning environment; and (3) to teach good citizenship skills. Our school's overall behavioral objective is to foster a school-wide atmosphere of mutual respect. In order to successfully achieve these goals, the following guidelines for student behavior will be implemented.

Disciplinary Measures

Teachers will first attempt to contact parents when the behavior of a pupil creates a situation where the education of the child and those around him or her is disrupted. Teachers are responsible for handling minor infractions including, but not limited to, incomplete assignments, unprepared/forgotten materials, lateness to class, gum chewing, excessive talking/calling out in class, failure to return paperwork requiring a parent signature, uncovered textbooks, and other common classroom situations.

Minor Infractions:

First Offense:	Verbal Warning from Teacher
Second Offense:	Verbal Warning and Teacher Conference with student
Third Offense:	Teacher Detention and Parent Notification (by phone or in writing)

Teacher Detention:

Teacher detention may be assigned for disciplinary reasons or to complete missed work. For grades 1-2, detention with the classroom teacher may be assigned from 3:00 – 3:10 p.m. For grades 3-8, teachers may keep a student after school anytime up until 3:30 p.m. In all grade levels, a teacher may also have the option of keeping a student in for lunch/playground detention. In all cases of teacher detention, a parent must be notified by the teacher of the student's infraction with either a phone call or in writing. Parents must be notified with a phone call *prior* to the end of the school day regarding any student being kept after school. If a parent cannot be contacted, the student will be detained the following school day. In addition, please note that attendance at extracurricular activities (sports, clubs, etc.) are not acceptable reasons for missing teacher detention. An unexcused absence at a teacher-assigned detention will result in a formal disciplinary referral.

When the teacher has exhausted the usual means to ensure control and has followed the sequence of responses to minor infractions as listed above, the situation shall then result in a formal referral to the Administration should the inappropriate behavior(s) continue. Habitual problems or those of such a nature that disrupt the educational process will not be tolerated.

Central Detention:

Central Detention (CD) may only be assigned by the Assistant Principal or Principal for students in grades 3-8. Parents will be notified from the office of their child's Central Detention obligation by the Principal, Assistant Principal, or by the student. CD will be assigned for the following day after the referral to allow for written notification. Students must return the signed referral form to the CD Proctor or the Main Office on the day of detention. Student Central Detention is served from 3:00 p.m. – 4:00 p.m. in a designated area with a CD Proctor who is a certified teacher. Any student who misses CD without a note from the parent explaining a legitimate reason (i.e., doctor's appointment or religious obligation), will be assigned three (3) additional days of CD. Please note that attendance at extracurricular activities (sports, clubs, etc.) **are not** acceptable reasons for missing Central Detention.

Special Education Students

Classified students are subject to the same school disciplinary procedures and may be disciplined in accordance with their Individual Education Plan (I.E.P.) in consultation with the Child Study Team. However, before disciplining a classified student, it must be determined that (1) the student's behavior is not primarily caused by his/her educational handicap; and (2) the program that is being provided meets the student's needs. Administration and staff shall comply with the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of classified students.

1:1 TABLETS (Students in Grades 6-8)

As part of our Student Mobile Technology Initiative aimed at preparing students for college and careers in the 21st century, middle school students in Grades 6-8 will be issued 1:1 Dell Tablets for use within our instructional program. All regulations must be followed according to District Policy #7523 – "School District provided technology Devices to Pupils". Guidelines are established for the issuance and utilization of any school district technology device provided to students of the district. Before being issued a device, each student and parent **MUST** sign the district's "Student Mobile Technology Device & Use Fee Acceptance/Waiver Form", which will be provided at the beginning of each school year. Students are expected to bring their tablet to all classes as a required instructional tool. Students are also permitted to take the tablets home with them each day. As with any district-owned electronic equipment issued to students, these devices must be handled with care regardless of where they are being used.

Disciplinary Actions:

Listed below are examples of unacceptable behaviors that will justify formal Disciplinary Referrals to the Principal or the Assistant Principal. Such behaviors will then be subject to disciplinary actions by Administration. *Students should fully understand that any teacher or paraprofessional in the building has the authority to correct misconduct at any time and submit formal disciplinary referrals to the Administration.* Disciplinary measures by Administration may include any combination of the following: lunch/recess detention, Central Detention (CD), Parental Conferences, ineligibility to participate in extra-curricular activities and/or school sponsored events, Discipline Committee Conferences, referral to the Child Study Team, assignment of a work-related task to emphasize the importance of civic responsibility, and/or the possibility of in-school or out-of-school suspensions (as further clarified under "Suspensions and Expulsions").

MAJOR INFRACTIONS – Automatic Referral to Administration

Inappropriate Behaviors

Minimum Consequences

Acts of Bullying/Harassing/Intimidation	3-5 days CD to suspension to expulsion
Disrespectful behavior to any school personnel in an authority position	3-5 days CD to suspension
Continuous infractions of classroom rules	3-5 days CD to suspension
Inappropriate behavior on field trip	3-5 days CD and possible exclusion from next field trip
Unexcused absence from assigned Central Detention	3 days CD (Continuous unexcused absences may result in suspension)
Damage to school property	2 days CD to suspension
Violation of cafeteria/hallway/ or playground rules	2 lunch/recess detentions to 2 days CD
Inappropriate behavior at assemblies	2 days CD and possible exclusion from next assembly program
Frequent lateness to class	1 day CD
Cheating/copying homework	Zero for the assignment and 1 day CD
Violation of dress code	1 day CD
Unexcused absence from teacher detention	1 day CD

Participation in Extra-Curricular Activities:

Students demonstrating habitual disciplinary problems may lose their extra-curricular privileges. This policy is in effect for all extra-curricular activities including, but not limited to, athletics, clubs, class trips, dances, plays, concerts, and graduation exercises. Habitual disciplinary problems may result in the consequences below:

- Three disciplinary referrals during a marking period – minimum loss of privileges for one week
- Five disciplinary referrals during a marking period – minimum loss of privileges for two weeks
- Eight accumulated referrals during the course of the school year – loss of privileges for the remainder of the school year
- After any disciplinary referral, upon discretion of the Administration, depending upon the severity of the infraction.

Discipline Committee:

The Discipline Committee consists of the Principal, Assistant Principal, designated teachers and paraprofessionals who have together developed the Discipline Policy and are committed to ensuring enforcement procedures. The Discipline Committee is also committed to providing a support system for teachers, parents, and students regarding behavior and corrective interventions. Scheduled conferences with the Discipline Committee may be required according to the following guidelines:

- (1) Accumulation of five disciplinary referrals
- (2) Recommendation from the Principal or Assistant Principal
- (3) Recommendation from the Guidance Counselor or Child Study Team Member

A student and/or his or her parent/guardian shall be required to attend any scheduled meeting(s) with the Discipline Committee to discuss the infraction(s) and needed corrective behaviors. Referring teachers may also be in attendance at designated meetings. Meetings scheduled with the Discipline Committee will be held before school.

Suspension and Expulsion:

The Board of Education realizes exclusion from the educational program of the schools, by suspension or expulsion, is the most severe sanction to be imposed on a student and one that cannot be imposed without due process, since exclusion deprives a child of the right to an education in our district.

For the purposes of this policy, "suspension" shall be *temporary* exclusion, by the school Principal or Assistant Principal, of a student from his/her regular school program. Such suspension may take place within (in-school suspension) or outside school facilities. A "short-term suspension" shall be a suspension of *not more than five school days*.

"Expulsion" is permanent exclusion of a student from the schools of this district. No student below the age of sixteen should be expelled from school without provision for an alternate educational program.

No student otherwise eligible for attendance at schools of this district shall be excluded from school unless he/she has interfered, materially and substantially, with the maintenance of good order in the schools or because it is necessary to protect the student's physical or emotional safety and well-being.

A student may be suspended by the building Principal or Assistant Principal, who shall report such action to the Superintendent as soon as possible; the Superintendent shall report the action to the Board of Education at its next regular meeting. The suspended student may be reinstated by the Principal or Assistant Principal within five days of the suspension, by the Superintendent at any time before the second meeting of the Board following such suspension, or the Board at their first such meeting. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate, continue the suspension of, or expel the student.

No student shall be deprived of the right to an education in the public schools of this district without being given notice of the charges and an opportunity to be heard in his/her behalf before the person or body holding authority to reinstate him/her. Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension within one day thereafter (except that when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit).

Students suspended for a period of time longer than a “short-term” suspension shall be afforded a formal hearing which shall take place not later than twenty-one days after the suspension occurred. The Board requires each such hearing shall be closed to the public (but the hearing may be publicly held should all parties thereto agree).

Each suspended student who has requested a formal hearing shall be restored to a regular educational program pending outcome of the hearing except when, in the opinion of the Superintendent, the presence of the student in school poses such a danger to himself or others as to warrant continued absence.

The Board, in accordance with New Jersey Statutes (Title 18A) recognizes the following regulations governing school suspensions: 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 his/her, or of the habitual use of profanity or obscene language, or who shall cut/deface/otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Students referred to the Principal or Assistant Principal for infractions are subject to suspension as indicated, but not limited to, the following:

1. Fighting on school grounds.
2. Continuous willful disobedience and/or open defiance toward staff members.
3. Physical assault on another person.
4. Willfully causing or attempting to cause damage to School property.
5. Taking personal/school property from another person by force or fear.
6. Smoking or chewing tobacco in school or on school grounds.
7. Use of profanity/obscenity toward any staff member.
8. Verbal assault/threat toward any staff member.
9. Unauthorized assembly/occupancy and failure to disperse when directed to do so by the principal or others in authority.
10. Incitement which disrupts normal school functioning or causes violent behavior and/or truancy by students.

11. Continuous and deliberate class disruption.
12. Conduct of such character as to constitute a continuing danger to the physical well-being of other students.
13. Possession and/or use of drugs, alcohol, and/or other controlled dangerous substance.
14. Causing false alarm(s).
15. Stealing.
16. Physical assault upon a staff member.
17. Lewd/obscene exposure.
18. Possession of a weapon(s) and/or item(s) which may present a danger to others.
(Any pupil who commits assault upon a teacher, administrator, board member, other employee of a school board, or another student, with a weapon, on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program pending a hearing before the local board of education. A student who is removed from the regular education program pursuant to N.J.S.A. 18A:37-2.2 must be placed in an alternative education program. If an alternative education program is not available, the student must be provided home instruction or other suitable facilities and programs until placement is possible.)

The Administration reserves the right to deny any student the privilege of participation in extra-curricular activities including (but not limited to) clubs, athletic events, social activities, and class trips if the student has been suspended from school (2) or more times during the school year for disciplinary reasons as indicated:

Second suspension: loss of participation/privileges for 30 days

Third suspension: loss of participation/privileges for the remainder of the school year
(This includes the Eighth Grade Graduation Ceremony,
Eighth Grade Breakfast, and the Eighth Grade Graduation Dance.)

Rules and regulations regarding suspensions shall be in effect at all times a student is under authority of the school. This includes (but is not limited to) the regular school day, field trips, athletic events, social events such as dances/plays, etc., in, on, and/or off Board of Education property.

Rules governing suspensions:

1. Suspension begins at the end of the school day in which the infraction was committed and extends to the beginning of the school day the student is scheduled to return.
2. Making up class assignments missed during suspension is the responsibility of the student. Work must be made up and submitted upon the day of the student's return to school in order to receive credit.
3. In order for a student to be re-admitted, a parent/guardian must accompany that student upon return to school.
4. Suspended students may not be on school grounds during the period of suspension.
5. Students under suspension may not take part in or attend any school-sponsored activity in, on, or off school property.
6. The Principal or Assistant Principal will notify the parent/guardian of the suspension by both phone call and registered letter.
7. Failure to abide by the rules governing suspension may result in
 - Additional suspension period
 - Police action
 - Expulsion.
8. Additional offenses or actions of extreme severity, dangerous to the well-being of other students or interfering with orderly functioning of the school will result in recommendations to the Board for expulsion and/or filing of appropriate complaints or juvenile petition.

Considerations:

- A. These rules and regulations shall be in affect at all times a student is under authority of the school. This includes (but is not limited to) the regular school day, field trips, athletic events, social events such as dances, plays, etc., in on, and/or off Board of Education property.
- B. When a student is suspended, the parent must be notified in writing.
- C. Students under suspension are ineligible to participate in all extra-curricular activities during the period of the administrative action.
- D. Continued disciplinary infractions may result in suspension or exclusion from participating in extra-curricular activities including athletics, clubs, dances, and the graduation ceremony.

INTERVENTION AND REFERRAL SERVICES (I&RS)

Manasquan Elementary School's Intervention & Referral Services (I&RS) Committee has been established to design and monitor the implementation of strategies for regular education students referred to the I&RS Committee because they are experiencing academic, behavioral, emotional difficulties within the school setting. Committee members work cooperatively with teachers and parents to recommend intervention/modifications that may benefit students and help them achieve greater success in their academic studies. A written "*Pupil Accommodation Plan*" shall be prepared by the I&RS Committee for students who have been referred and require support services, modifications to their regular education program, and/or referrals to school or community-based social and health provider agencies. The I&RS Committee is also responsible for coordinating any necessary student cases under Section 504 of the Rehabilitation Act of 1973.

The Intervention & Referral Services differs from the Child Study Team in that the I&RS deals with regular education students' difficulties with a particular emphasis on the specific behavioral patterns that are exhibited within the school environment. The I&RS, after recommending interventions and modifications for implementation in the regular classroom, may refer students to the Child Study Team. The Child Study Team is responsible for the evaluation, identification, and remediation of student educational disabilities.

The I&RS Committee meets on a weekly basis and accepts referrals from administration, school staff members, parents, and/or students. I&RS Committee members must successfully participate in the required training program in order to serve on the Committee. Members may include: Principal, Assistant Principal, School Counselors, School Nurse, Reading Specialist, School Psychologist, and designated teachers.

I&RS Co-Coordinators:	Mrs. Nancy Sanders/Mr. Anthony Cinelli
Chairperson, Grades K-5:	Mrs. Nancy Sanders (Elementary School Counselor)
Chairperson, Grades 6-8:	Mr. Anthony Cinelli (Middle School Counselor)

STUDENT COUNSELING PROGRAM

The Student Counseling Program was designed to identify, refer and provide support services for students who exhibit signs of personal, emotional, and/or substance abuse related difficulties. Such difficulties may manifest themselves in a variety of ways and may affect the student's functioning both in and out of school. The problems that pupils bring with them to school are often a reflection of the more complex problems of our society. The Student Counseling Program attempts to link the family with the school and with other community agencies so as to better address these complex social issues.

Students who are identified as having interpersonal, family, emotional, academic, alcohol or other drug-related problems may be referred to our School Counselors. Such problems may manifest themselves in a variety of ways such as poor attendance/truancy, lack of motivation, depression, acting out, lack of academic achievement, poor attitude, withdrawal, or unspecified frequent illnesses.

Some of the areas the Student Counseling Program incorporates includes substance abuse awareness and prevention, harmful effects of tobacco, eating disorders, depression, family relationships, grief and loss, divorce, and interpersonal relationships.

Elementary School Counselor, Grades K-5:	Mrs. Nancy Sanders
Middle School Counselor, Grades 6-8:	Mr. Anthony Cinelli

HEALTH REGULATIONS

1. **Immunization**
Board policy requires that students be immunized against DTP, polio, MMR (Measles, Mumps and Rubella), Hepatitis B, and Varicella.
2. **Contagious Diseases**
Parents are requested to contact the school nurse when a student has a communicable disease such as: chicken pox, strep throat, etc.
Any student diagnosed with strep throat must be on antibiotics for a full 24 hours before returning to school. Any student with chicken pox must get clearance from the school nurse before returning to class.
3. **Emergencies**
If the child becomes ill or is injured at school, the school nurse will notify the parent, and the parent will be responsible for transportation home.
4. **Medication**
The administration of medication to pupils during the school hours shall only be given in exceptional circumstances wherein the child's health may be jeopardized without it.
 - A. Pupils requiring medication at school must have written request of the parent or guardian and a written order from the prescribing physician which identifies the type, dosage, time, interval, purpose and side effect of the medication. "Medication" shall include all medicines prescribed by a physician, *including any over the counter medications.*
 - B. Medicines must be properly labeled, in the original container, with the child's name, dosage, etc., on the pharmacist's label.
 - C. Young children should not be permitted to carry his/her own medication with the exception of inhalers (with the proper school form completed).
 - D. Only the school nurse will administer the medication and it will be kept in the nurse's office.
5. In order for a child to be excused from physical education, a Doctor's note is required. If a child is excused from physical education for a medical reason, they will automatically be excused from outdoor recess and athletic events until cleared.

If you have any questions, please feel free to contact our school nurses at 732-528-8810 (x2020), or via e-mail – Mrs. Margaret(Peg) Ciufu: Pciufu@manasquanboe.org or Jackie Szenzenstein: jszenzenstein@manasquanboe.org. You may also visit the Health Office web page (Nurse's Office) under the "Students and Services" tab at the top of the elementary school website.

SMOKING

The Board of Education recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the non-smoker. For purposes of this policy, smoking shall mean all uses of tobacco, including cigars, cigarettes, and pipe-smoking.

To protect students and staff who choose not to smoke, from an environment noxious to them, the Board prohibits smoking at any time in any area of the school building, on school buses, in any classroom/hallway/instructional area, and while accompanying students on any approved field trip.

By New Jersey State Law, "The Board of Education of each school district shall make and enforce regulations to prohibit smoking of tobacco anywhere in its buildings except as part of a classroom instruction/demonstration or a theatrical production."

PUPIL SELF-ADMINISTRATION OF MEDICATION (Grades 6-8)

The Board shall permit self-administration of medication for asthma or other potentially life threatening illnesses by pupils in grades 6 (six) through 12 (twelve), both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extra-curricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an epinephrine injection to treat a potential anaphylactic reaction.

Parents/guardians of the pupil must meet the following conditions.

- A. Provide the Board with written authorization for the pupil's self-administration of medication by completing the proper form.
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

Please note: A, B, and C above are all included on one form.

The privilege of self-administering medication may be revoked when the pupil has failed to comply with this policy and the tenets of the agreement to self-medicate. A termination of the privilege will be made by school officials, including the school district physician and the school nurse, after consultation with the pupil, the pupil's parent or guardian, and the pupil's physician.

HEALTH SERVICES

The primary goal of the school health services is to identify students with health problems that might interfere with their learning. The school nurse is responsible for readmitting pupils who have been ill 3 days or more.

Sport physicals are required prior to participation in each athletic team activity.

Students who become ill during the course of the day must report to the school nurse and/or office **prior** to leaving the building. Proper arrangements will be made with parents or guardians.

The school nurse assists the school physician with physical examinations of transfer students. She is also responsible for weighing and measuring, for visual and hearing screenings. Scoliosis screening (spinal deviation) is done bi-annually on children ages 10 through 18 as mandated by State Law of New Jersey. Referrals are then sent home accordingly. Tuberculosis testing is done according to the rules and regulations mandated by the New Jersey Department of Health. The nurse is constantly reviewing health records to update immunizations. Any deficiencies are reported to the parents by the school nurse.

MEDICAL EXAMINATIONS

The district board of education would like to notify parents of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

- early childhood (pre-school through grade 3)
- pre-adolescence (grades 4 through 6)
- adolescence (grades 7 through 12).

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in a field trip (including local walking trips) **MUST** have a signed permission slip by a parent/guardian. Bus transportation and/or admission fees, may be required to cover field trip expenses. In such instances, if sufficient funds are not collected, it will be necessary to cancel the field trip.

USE OF SCHOOL EQUIPMENT AND TEXTBOOKS

Textbooks should be covered at all times to preserve the books. Students are responsible to exercise good care in use of all school books and equipment, especially technological devices (tablets, iPads, PCs, digital cameras). Fines for damages to these materials will be assessed to students.

STUDENT LOCKERS

Students in grades 5-8 are assigned lockers. This locker assignment is a privilege and each student assumes the responsibility for proper care and cleanliness of the locker. Any student who abuses this privilege or causes damage to the locker or locker area, will have locker privileges revoked.

Locks and lockers are the property of the Manasquan Board of Education. **Lockers will be inspected unannounced periodically during the school year for safety purposes and a drug-free environment.** Locker assignments are not to be switched by students. All lockers should be locked when you leave them.

Note: Backpacks are to be kept in the lockers during the school day. Students will not be allowed to carry their backpacks in the hallways, cafeteria, or on the playground. Sufficient opportunities to use their lockers will be provided at designated times during the school day.

BACKPACKS

Backpacks will not be permitted to be carried in the hallway between classes, or taken to the cafeteria or playground. Students in grades 5-8 will have sufficient opportunities to go to their lockers at specifically designated times during the school day. Parents and teachers are reminded to "keep an eye" on students whose backpacks look too heavy. Such students should be questioned about the need for certain books in their backpacks. Whenever possible, teachers will try to assign homework that does not require the use of the textbook at home.

VALUABLES

Students are specifically requested not to bring to school large sums of money, toys, expensive jewelry, watches, or other valuable property since the school can assume no responsibility in the event of loss or theft. Likewise, the school cannot be responsible for lost or stolen books, or gym equipment. A lost and found bin is located in the rear of the cafeteria. Students may retrieve lost items at this location during the usual arrival and dismissal times.

MEDIA CENTER RULES

The Media Center is an important integral part of the school. During the regular school day it is available to classes, as scheduled by the teacher with the librarian, as a resource to supplement the regular curricula, for research and as a source of recreational reading. Students are to obey the following rules:

1. Work quietly and make sure all materials are properly returned upon leaving the Media Center.
2. All books are to be properly checked out before they are removed from the Media Center.
3. **All books are to be returned by their designated due date.**
4. Students are not to enter the Media Center when the lights are turned off.
5. Students who have classes in the Media Center (Tech Ed., ESL, FUNdamentals, etc.) are to enter through the door closest to the classroom without crossing the Media Center.
6. At no time is the Media Center to be used as a hallway during the passing of classes. Students who violate this rule will be subject to disciplinary action.

EMERGENCY EVACUATIONS AND FIRE DRILLS

Each classroom has posted above the entrance door a card informing students in cases of emergency evacuations and/or fire drills where their class is to exit the building. The evacuation alarm will consist of intermittent ringing of the bell. **STUDENTS MUST IMMEDIATELY LEAVE THE BUILDING WITH THEIR CLASS BY THE NEAREST EXIT.** Move quickly and quietly so that necessary instructions may be heard. Throughout the school year practice fire drills will be conducted.

HAND-HELD ELECTRONIC DEVICES

PAGING DEVICES, I-PODS, CELL PHONES, CAMERAS, TAPE RECORDERS, ETC.

In accordance with the Code of Criminal Justice 2C:33-19, any student who, without express written permission of the Principal, brings or possesses any remote-activated paging device in a school building or on school grounds is guilty of a disorderly persons offense. The electronic device will be turned over to the Manasquan Police Department, to be picked up by a parent/guardian.

Students are also not permitted to use personal electronic devices (cellular phones, digital cameras, I-Pods, I-Pads, etc.) during the school day unless specifically requested by a teacher for use in a specific instructional lesson/activity. If any such item is found in use by a student during the school day, it will be confiscated by the Assistant Principal, who will follow the return policy listed below:

- First occasion: returned to student at the end of the school day
- Second occasion: returned when parent comes to claim the item;
- Third occasion: returned at the end of the school year.

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 building during school hours.
- C. Immodest dress which could be suggestive, is not appropriate for school. As a result, the following are not acceptable as school attire: crop tops, shorts less than $\frac{3}{4}$ length, cut-off shorts, tank tops, tops with spaghetti straps, strapless dresses or tops, or any top that does not cover the shoulders appropriately, board shorts or other swim attire, tight sweaters, or tight skirts. Low necklines, bare midriff, or backless attire are also not acceptable.
- D. 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 hallway (this includes basketball shorts).
- E. Clothing in general disrepair, and shirts with inappropriate writing or slogans (including those alluding to alcohol and/or drugs) are not appropriate for school.
- F. Shoes must be worn at all times. Footwear considered *unsafe* (**flip flops**, loose sandals without a back/ankle strap, untied sneakers/shoes, etc.) is not permitted. Footwear that could damage certain floor types (cleats, black soles that leave marks) is not permitted.
- G. Pants/skirts are to be worn at waist height.
- H. No sunglasses may be worn inside the building.

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.

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

The Dress and Grooming Policy remains in effect for all school related functions including dances and field trips. Manasquan students should represent the school and themselves in the proper manner.

CONDUCT AT ATHLETIC EVENTS

Our athletic program meets the interests and athletic needs of many students and is of great value to them. The success of the program is due to a large extent to the work of the coaches and students involved. The spectator also has a role in the program. If the program is going to continue to be successful, spectators must encourage good sportsmanship. Courteous treatment of visitors, and absolute fairness under all conditions is expected. **PARENTS ARE REQUIRED TO MONITOR THEIR CHILDREN AT THESE ACTIVITIES.** Any individual who displays inappropriate/disruptive behavior will be required to leave the premises by school administration.

The following applies to all sports events:

Be courteous: To the teams, officials and other spectators.

Be enthusiastic: By "rooting" for your team, not by "booing" opponents or officials.

Be fair: Have confidence in the honesty and integrity of the officials. Remember they are neutral; you are partisan.

Be a good sport: By all your support of your team before, during and after the game.

Be a good fan: This is a game with respected opponents; not a fight with a bitter enemy.

Enjoy the game: Let the athletes play the game, the coaches coach, and the officials officiate. We are representing our school and will make the best possible impression.

CONDUCT AT EVENING SCHOOL FUNCTIONS

Any student K - 6, not accompanied by a parent to evening school functions will be denied admission unless special permission is provided by the Principal or Assistant Principal. **PARENTS ARE REQUIRED TO MONITOR THEIR CHILDREN AT THESE SCHOOL FUNCTIONS.** Appropriate behavior and courtesy is expected at all times during the evening events.

Any individual displaying inappropriate/disruptive behavior will be required to leave the premises by school administration.

In addition, regarding pupil safety, bicycles and skateboards are not to be brought to evening school activities.

STUDENT GOVERNMENT

The Student Council is a service organization representing the student body. It is the forum for exchanging ideas, expressing concerns, and improving our school. It provides interaction between the students and faculty in all matters and takes an active role in promoting interest and enthusiasm within the student body.

The Student Council's principle purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the student the values of working in a democracy.

Election to select representatives from Grades 6 - 8 homeroom classes are held in the Fall. Student Council Officers (from Grade 8) are elected in the Spring. All officers must have and maintain at least a "C" average in all academic areas to hold an office. Their purpose is to support and assist the Student Council of our school. In addition to the elected representatives in Grades 6 - 8, the Principal can appoint a student from each grade level to serve on the council.

MES CLUBS & ACTIVITIES

CLUB	GRADE LEVELS	ADVISOR
Student Council	6-8	Ms. Taylor Ames
Elementary Art Club	4-5	Ms. Teresa Trumpbour
Intermediate Art Club	6-8	Mrs. Jenny Rostron
School Newspaper	5-8	Mrs. Andrea Trischitta
School Yearbook	8	Mrs. Teresa Reichey & Mrs. Laura Wahl
Drama Club	6-8	Mrs. Kristine Sliwoski
Homework Club	1-8	Mrs. Nancy Sanders & Ms. Teresa Trumpbour
ESL Homework Club	1-8	Mrs. Christine Rice
Mathematics STEM Club	4-5	Mrs. Brianna Snel
STEM Club	6	Mrs. Laura Wahl
Technology Club	6-8	Mr. Kirt Wahl & Mr. Mark Levy
Video Production Club	5-6	Ms. Oriana Kopec
Television Studio/Morning News		Ms. Oriana Kopec
Environmental "Green Team"	6	Mrs. Carrie Eastmond
History Club	6-8	Mrs. Kristine Pierce
National Junior Honor Society (Middle School Chapter)	6-8	Ms. Heather Saake
Rising Road Runners	Preschool-8	Mrs. Christine Melfi
Junior Band	4	Mr. Eric Clark
Senior Band	5-8	
Jazz Band	6-8	
Junior Chorus	4	Ms. Sarah Gordon
Senior Chorus	5-8	

DANCES

Elementary School dances are scheduled by The Student Council. The rules and regulations listed below have been created to ensure the greatest enjoyment and safety for our students:

All dances are held from 7:30 - 9:30 PM, with the exception of the Eighth Grade Dance.

1. Students are to sign up in school prior to the dances. Parents must sign and return permission slips for each dance in order for their child to attend.
2. Students may not leave the dance prior to 9:30 PM, unless picked up by an adult.
3. School dances are a school-sponsored function. Therefore, all disciplinary rules and dress code policies are in effect. (This includes no hats!)
4. Outside guests are not permitted. Our dances are for MES students only.
5. Skateboards and backpacks are prohibited at all dances.
6. Students **MUST** sign up and prepay prior to the dance as money will not be collected at the door.

ANNOUNCEMENTS

Information regarding club meetings, athletic events, PTO social events, general information for the day, and specific school instructions may be announced each morning on our PA system and again at the end of the school day. Individuals responsible for submitting notices for the daily announcements must have their notices approved by the Administration and be in the Main Office by noon the day preceding the announcement. This includes Club Advisors, Coaches and PTO Officers/Committee Chairpersons. **In addition, please register on our website for our *E-Backpack* to receive important school information and grade level activities.**

DROPPING OFF/PICKING UP STUDENTS

When dropping off your children in the morning we strongly advise that you follow the procedures listed below to ensure the safety of the children who walk, ride bicycles, or have been dropped off by car, as well as to minimize the traffic congestion. In addition, please remember to move along as quickly as possible when dropping off your children. Waiting to watch and see your child enter the school playground areas backs up the line of parents trying to drop off their children. Your patience while waiting for your turn to drop off your children will also be greatly appreciated.

K, 1 and 2 - Students should be dropped off on Broad Street in front of the south end of the building and enter through the primary playground.

Grades 3 & 4 – Students may be dropped off on Broad Street in front of the south end of the building, enter through the primary playground, and walk down the ramp to the rear playground **OR** students may be dropped off via Curtis Avenue to the back parking lot and walk over the bridge to the back playground.

Grades 5 & 6 - Students should be dropped off on Broad Street in front of the north end of the building and walk to their line-up areas on the sidewalk by Pod B (Grade 5) and Science room (Grade 6) doorways.

Grades 7 & 8 – Students should be dropped off via Curtis Avenue to the back parking lot **OR** on Broad Street in front of the north end of the building and walk down the driveway onto Curtis Avenue into the rear parking lot and line-up area by Pod C.

Additional Note:

Cars parked in the High School horseshoe cannot be left unoccupied. Parents can utilize the horseshoe for drop off from 7:45 am to 8:30 am and for pick up from 2:30 pm - 3:30 pm.

SAFETY RULES:

- The driveway by Pod C (at the north end of the building) is one-way only. Cars are not permitted to enter the driveway from Curtis Avenue. During morning drop-off and afternoon pick up times, students only are permitted in the driveway walking (or walking their bicycles).
- When dropping off students in the back parking lot, cars must loop around the parking lot **to the right**.
Cars moving in one direction to the right will improve the traffic flow
- **Please remember that parents are NOT ALLOWED to enter the side Parking Lot (off Broad Street). No “turnarounds” are allowed for our students’ safety. Parking in the faculty lots (and waiting for the students to enter or exit the school building) is also not permitted.**

CROSSING GUARDS

Please remember to utilize the services of our crossing guards before and after school – children and adults! Our crossing guards are there for your safety and protection.

BICYCLE SAFETY

Bicycle racks are provided at three locations on the school property. Students in Grades 2 and 3 use the rack at the southern end of the building by the primary playground. Students, in Grades 4 through 6 use the racks in the front of the school to the left of the main entrance. Students in Grades 7 & 8 are asked to use bicycle racks at the back of the school by Pod C. All bicycles should be locked to the rack. Students in Kindergarten and grade 1 are ONLY permitted to ride bicycles to school when accompanied by a parent or guardian. Children at such a young age will not be permitted to ride bicycles to and from school alone or with an older sibling. All bicycles must be walked on school property fifteen minutes before or fifteen minutes after school for safety reasons. Students violating these regulations will lose privileges of bringing their bike to school.

Note: Skateboards and scooters are not permitted on school property at any time. In addition, bicycles, skateboards, and scooters are not to be brought to evening school activities.

ALL STUDENTS ARE REQUIRED TO ABIDE BY THE LAW AND WEAR A HELMET WHEN RIDING A BIKE TO SCHOOL. ALTHOUGH SKATEBOARDS AND SCOOTERS ARE NOT PERMITTED ON SCHOOL PROPERTY, PLEASE REMEMBER THAT WHEN USED OUTSIDE OF SCHOOL, HELMETS ARE ALSO REQUIRED BY LAW.

STUDENT FUND RAISING

The district appreciates the efforts of many groups, individuals, businesses, etc. in the financial support of our children. Many activities would not be possible without those efforts and the financial support involved.

Unfortunately, many factors today make solicitation by students very dangerous. As a reminder:

- **PLEASE DO NOT PERMIT STUDENTS TO SOLICIT ALONE!**
 - **THE SELLING OF ANY/ALL FUND RAISING ITEMS SHOULD BE UNDER CAREFUL SUPERVISION OF AN ADULT!**
- PLEASE EXERCISE EXTREME CAUTION WHEN PERMITTING DOOR-TO-DOOR SELLING.**

STUDENT ACCIDENT INSURANCE - OVERNIGHT TRIPS

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 and 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 School Nurse at the time of the incident. All claims should be processed by the Main Office in each school and then forwarded to the Office of the Business Administrator. If you have any further questions, please call 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.

BLOODBORNE 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 bloodborne pathogens in accordance to OSHA Bloodborne 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' Office, the Main Office of the school, and the Business Administrator's Office.

ASBESTOS MANAGEMENT PLAN

The Manasquan Board of Education continues to conduct required inspections of all district facilities in accordance with Section 203 of Title II of the Toxic Substance Control Act, 15 USC Section 2653 - the Asbestos Hazard Emergency Response Act (AHERA) regulation 40 CFR 763.

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

(ADA – Americans with Disabilities Act)

Any student who has an impairment which affects a major life activity (walking, 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 the Intervention and Referral Services Committee (I&RS).

For additional information, contact the District Section 504 Compliance Officer, Mrs. Lesley Kenney, at 732-528-8820 (x 1017).

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 (x 1058).