

DOCUMENT A

District Enrollment: 06/22/2018

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	32	1			33
Belmar	95	12	5	2	114
Brielle	213	11	8		232
Lake Como	45	5		1	51
Manasquan	291	6	5		302
Sea Girt	30		2		32
Spring Lake	47				47
Spr Lk Hts	116	1	2		119
Parent Paid	3				3
Employee Child	1				1
					0
Tuition Free	1				1
Totals	874	36	22	3	935
				TOTAL MHS	935
				TOTAL MES	583
				TOTAL ENROLLMENT	1,518

MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2017-2018 school year

HIGH SCHOOL				
	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
Jun-17	93.25	929.47	866.73	
Jun-18	95.11	916.50	871.4	
ELEMENTARY SCHOOL				
Jun-17	95.972	629	607.4	
Jun-18	94.437	583.125	557.25	

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2017-2018 School Year

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
June 14	10:16 a.m.	8 minutes		Fire Drill
June 19	7:47 a.m.	10 minutes		Shelter in Place
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
June 4	8:05 a.m.	10 minutes		Security Meeting
June 13	10:20 a.m.	10 minutes		Lockdown Drill

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
 July 17, 2018

Case #	Date of report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
	No ES Reports for the Month				
MHS					
#11	6/8/2018	7103471750	1411795702	Not HIB	Counseling with School Counselor

All victims received counseling.

MANASQUAN PUBLIC SCHOOLS

TITLE: HEAD CUSTODIAN

QUALIFICATIONS:

1. Black Seal License; High School diploma or equivalent training.
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board.
3. Supervisory and staff evaluative abilities.
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials.
5. Possess adequate computer skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Communicate effectively, both orally and in writing.
8. Alternate qualifications as the Board of Education deems acceptable.

REPORTS TO: Custodial Supervisor/Business Administrator

SUPERVISES: All custodians and grounds workers under his/her authority.

JOB GOAL: To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment.

PERFORMANCE RESPONSIBILITIES:

1. Assumes responsibility for the opening and closing of the school each day.
2. Schedules daily tasks, supervises work of custodians/grounds and participates in daily cleaning of facilities.
3. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Conducts an ongoing program on general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly.
5. Participates in the selection, assignment, scheduling and training of the custodial staff.
6. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
7. Completes custodial reports, building condition reports and other records as required.

8. Conducts periodic inspections in the school to ensure their safe conditions.
9. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance operation are enforced.
10. Maintains preventative maintenance logs and other records as required.
11. Performs related duties as required for daily operation of the school.
12. Responds appropriately to situations requiring immediate attention during and after normal working hours, including but not limited to snow removal.
13. Assist Custodial Supervisor in the evaluation of employee work performance and assist them in improving job skills and knowledge.
14. Inspect work completed for quality and completeness.
15. Train/instruct employees in proper housekeeping methods/procedures; proper use of various machines and general work safety.
16. Update work assignments and prepare work schedules for custodians.
17. Develop proficiency in the use of the districts online work order system.
18. Assist the Custodial Supervisor in maintaining equipment repair logs and inventory records.
19. Other duties as assigned by the Custodial Supervisor or the School Business Administrator.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board of Education

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy of Employee Evaluation.

APPROVED BY: Manasquan Board of Education **DATE:** _____

SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

7523 SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

The Board of Education may provide technology devices to pupils in the district for school district authorized use only. The purpose of this Policy is to establish general guidelines for the issuance and utilization of any school district technology device provided to pupils of this district. For the purposes of this Policy, "technology device" or "device" shall include, but not be limited to, portable devices such as computers, laptops, tablets, cellular telephones, or any other computing or electronic devices the school district provides to pupils to be used as part of their educational program.

A technology device made available to pupils will not be considered a textbook or supply, as defined in N.J.S.A. 18A:34-1, mandatory to a successful completion of the classroom curriculum. Therefore, because a technology device defined in this Policy is not mandatory to a successful completion of a pupil's classroom curriculum, a pupil will not be required to obtain a technology device provided by the school district as defined in this Policy. In the event the school district provides a technology device that is deemed mandatory to a successful completion of the classroom curriculum, the district will provide pupils with such a technology device consistent with its textbook or supply policies. Nothing in this Policy prohibits a pupil from using their personal technology device in accordance with school rules and regulations.

A technology device provided by the school district may include pre-loaded software. A pupil is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

To receive a school district provided technology device, the parent and pupil must sign a School District Provided Technology Device Form requiring the parent and the pupil to comply with certain provisions. These provisions may include, but are not limited to:

1. A school district provided technology device must be used only by the pupil for school district authorized use;
2. A pupil shall comply with the school district's acceptable use of technology policies, which shall be attached to the School District Provided Technology Device Form, in their use of any school district provided technology device;



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SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

3. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;
4. The parent or pupil shall be responsible to reimburse the school district the **replacement** cost (**rounded to the nearest whole dollar**) of any technology device ~~and~~ **or** its associated peripherals that are lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
5. The parents or pupil shall be responsible to ~~reimburse that~~ **pay a fine to the** school district **for** ~~the actual cost (including the cost of any hardware parts and/or any fees associated with the repair)~~ of any repairable damage to the device and/or peripherals in accordance with the terms of the School District Provided Technology Device Form ~~÷~~ **per the following fine schedule:**
 - a. Broken or Cracked Screen \$100.00
 - b. Broken or Cracked Frame/Device Casing \$80.00
 - c. Broken Keyboard / Missing Keys \$80.00
 - d. Cosmetic or Other Damage \$70.00
6. The district may require, or offer as an option, depending on the type of technology device provided to the pupil, an insurance policy to be purchased by the parent or pupil that would cover certain losses or damage to a technology device during the time period the pupil has possession of the device. The parent or the pupil shall pay any insurance policy required deductibles in the event of a loss;
7. In the event the school district does not require the purchase of an insurance policy for a technology device or the parent or pupil elects not to purchase optional insurance, the parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form.
8. The school district shall offer parents and pupils the opportunity to pay an annual, non-refundable Technology Use Fee of \$50.00 which shall cover the first occurrence of accidental damage to the device. Parents may choose to waive this fee and shall then be responsible ~~to reimburse the~~



SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

~~district for the cost of the repair and/or parts required for the repair~~ **for damage as described in Item #5 above.**

9. In the event the first occurrence of accidental damage has occurred, the parent and pupil shall have the opportunity to pay an additional \$50.00 use fee to cover a subsequent occurrence of accidental damage. This payment must be received prior to the subsequent damage occurring or the device shall be deemed uncovered. The parent and pupil may exercise this option to pay the \$50.00 use fee a maximum of three (3) times in one school year, thus covering the cost of three (3) occurrences of accidental damage.
10. A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District Provided Technology Device Form, within two school days of the commencement of the problem;
11. A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
12. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
13. A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;
14. The pupil shall have the technology device in their possession in school as required; and
15. Any other provisions the Superintendent of Schools determines should be included on the School District Provided Technology Device Form.

The school district will provide the pupil and parent with written or electronic notification that the technology device provided by the school district may record or collect information on the pupil's activity or the pupil's use of the technology device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the pupil's activity or use of the device. This notification shall also include a statement that the school district shall not use any of the



SCHOOL DISTRICT PROVIDED TECHNOLOGY DEVICES TO PUPILS

capabilities in a manner that would violate the privacy rights of the pupil or any individual residing with the pupil. The parent shall be required to acknowledge receipt of this notification and the parent acknowledgement shall be retained by the Principal or designee for as long as the pupil retains the use of the school district provided technology device. The parent acknowledgement and a signed School District Provided Technology Device Form shall be required before the issuance of a technology device to a pupil. In accordance with the provisions of P.L. 2013, Chapter 44, a school district failing to provide this notification shall be subject to a fine of \$250 per pupil, per incident. The fine shall be remitted to the New Jersey Department of Education, and shall be deposited in a fund that shall be used to provide laptop or other portable computer equipment to at-risk pupils as defined in N.J.S.A. 18A:7F-45.

Pupils shall comply with all school district policies for the use of a school district provided technology device. A pupil shall be subject to consequences in the event the pupil violates any school district policy, including the district's acceptable use policies; pupil code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

N.J.S.A. 18A:34-1

P.L. 2013, Chapter 44 – “The Anti-Big Brother Act”

Adopted: 19 August 2014

Revised: 28 July 2015

Revised: 19 July 2016

Revised: 17 July 2018



POLICY GUIDE

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Disclosure and Review of Applicant's
Employment History
July 18
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[See POLICY ALERT No. 216]

1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (hiring entity) shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. and as outlined in Policy and Regulation 1613.

An applicant the hiring entity seeks to offer employment to and will fill a position which involves regular contact with students shall be required to provide their employment history pursuant to N.J.S.A. 18A:6-7.7.a.(1). The applicant shall also provide written authorization that consents to and authorizes the disclosure of information regarding the applicant's employment history and the release of related records by the applicant's current or employer(s) regarding child abuse and/or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(2). The applicant shall also provide a written statement as to whether the applicant has any employment history regarding child abuse or sexual misconduct pursuant to N.J.S.A. 18A:6-7.7.a.(3).

A hiring entity shall review an applicant's employment history as required in N.J.S.A. 18A:6-7.7.b. and if the hiring entity determines to continue the applicant's employment application process, the hiring entity shall contact those employers listed by the applicant and request confirmation of the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a.

Upon the hiring entity receiving and reviewing the information disclosed by the applicant's current and/or former employer(s), and finding an affirmative response to any of the inquiries required in N.J.S.A. 18A:7.7.b.(2), and if the hiring entity determines to continue with the applicant's job application process, the hiring entity shall make further inquiries of the applicant's current or former employer(s) to ascertain additional details regarding the information disclosed.



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Disclosure and Review of Applicant's
Employment History

The failure of an employer to provide the information requested by the hiring entity pursuant to N.J.S.A. 18A:6-7.7.b. within a twenty-day timeframe may be grounds for the automatic disqualification of an applicant from employment with a hiring entity in accordance with N.J.S.A. 18A:6-7.9.c.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.c., a hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated because of any information received or due to the inability to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.

In accordance with the provisions of N.J.S.A. 18A:6-7.9.d., a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if the applicant is offered employment or commences employment following June 1, 2018 and information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment under N.J.S.A. 18A:6-7.6 et seq. The termination of employment pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review of information received pursuant to N.J.S.A. 18A:6-7.7.b. provided the conditions outlined in N.J.S.A. 18A:6-7.10.b. are satisfied.

All requests for information sent to this school district, charter school, or nonpublic school from a hiring entity regarding a current or former employee in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee. The Superintendent or designee shall review the request for information and confirm the applicant's employment relationship and ensure the written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) prior to the release of information requested and the release of related records in accordance with N.J.S.A. 18A:6-7.6 et seq.



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Disclosure and Review of Applicant's
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On or after June 1, 2018, a hiring entity may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that is prohibited as outlined in N.J.S.A. 18A:6-7.12. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.6 et seq. shall be void and unenforceable.

Pursuant to N.J.S.A. 18A:6-7.11, information received by a school district, charter school, or nonpublic school under Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records. A school district, charter school, or nonpublic school that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false.

N.J.S.A. 18A:6-7.6; 18A:6-7.7; 18A:6-7.8; 18A:6-7.9;
18A:6-7.10; 18A:6-7.11; 18A:6-7.12; 18A:6-7.13

Adopted:

