

Manasquan High School Enrollment for BOE Agenda: January 18 ,2022

Month: December 2021

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Students ABA	Full Time PTC 22	Total Student Count
Avon	26	2	1	0	0	0	29
Belmar	120	10	10	4	1	0	145
Brielle	211	5	2	1	3	0	222
Lake Como	39	6	5	0	0	0	50
Manasquan	269	8	0	0	1	0	278
Sea Girt	33	1	1	0	0	0	35
Spring Lake	43	0	1	0	0	0	44
Spr Lk Hts	144	1	2	0	1	0	148
Parent Paid	26	0	0	0		0	26
Employee Child	8	0	0	0			8
Paid by Another Agency							
Tuition Free Neptune	1						1
					1		1
Totals	920	33	22	5	7	0	987
						TOTAL MHS	987
						TOTAL MES	517
						TOTAL ENROLLMENT	1,504

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2021-2022 school year**

	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
HIGH SCHOOL				
Dec-20	87.13	981.85	855.61	
Dec-21	89.18	968.06	863.38	
ELEMENTARY SCHOOL				
Dec-20	97.766	534.471	503.588	
Dec-21	96.195	516.353	465.706	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2020-2021 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>
December 8th	12:13 p.m.	10 minutes		Fire Drill
December 9th	5:00 p.m.	5 minutes		Test of the Emergency Notification System
December 8th	12:13 p.m.	10 minutes		Fire Drill - CLI/ABA School
December 9th	5:00 p.m.	5 minutes		Test of the Emergency Notification System-CLI/ABA School
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
December 3rd	9:30 a.m.	8 minutes		Active Shooter Drill
December 8th	1:44 p.m.	5 minutes		Fire Drill

Manasquan High School
2021 - 2022 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT											0
DISREPECTFUL TO STAFF			1	1							2
THREAT		1									1
POSSESSION OF OTHERS PROPERTY		1									1
UNLISTED OFFENSE				2							2
THROWING OF OBJECTS		1									1
UNDER THE INFLUENCE											0
CUT CLASS											0
VERBAL ABUSE / PROFANITY											0
MARIJUANA	1										1
DEFIANCE				1							1
VOC BUSS MISCONDUCT			2								2
DAMAGE TO SCHOOL PROPERTY	1										1
Totals	2	3	3	4	0	0	0	0	0	0	12

IN SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
VERBAL ABUSE / PROFANITY											0
SATURDAY DETENTION NO SHOW											0
SMOKING / POSSESSION		1									1
ACC. OF DEMERITS											0
LATE TO SCHOOL, EXCESSIVE											0
CUT CLASS / TRUANCY	4	6	4								14
HIB CONFIRMED											0
DEFIANCE				1							1
UNLISTED OFFENSE		2									2
DISREPECTFUL TO STUDENT			2								2
PUSHING / SHOVING			1								1
Totals	4	9	7	1	0	0	0	0	0	0	21

TOTAL STUDENTS SUSPENDED	6	12	10	5	0	0	0	0	0	0	33
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TOTAL SATURDAY DETENTIONS	0	3	5	9							17
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STUDENTS SUSPENDED 1 TIME	23
STUDENTS SUSPENDED 2 TIMES	5
STUDENTS SUSPENDED 3 TIMES	
STUDENTS SUSPENDED 4 TIMES	
STUDENTS SUSPENDED 5 TIMES	
STUDENTS SUSPENDED 6 TIMES	
STUDENTS SUSPENDED 7 TIMES	
STUDENTS SUSPENDED 8 TIMES	
STUDENTS SUSPENDED 9 TIMES	

TOTAL NUMBER OF
SUSPENSIONS TO DATE 33

TOTAL NUMBER OF INDIVIDUAL
STUDENTS SUSPENDED TO
DATE 28

Manasquan High School

2021 - 2022 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
DISREPECTFUL TO STUDENT					0
DISREPECTFUL TO STAFF			1	1	2
THREAT	1				1
POSSESSION OF OTHERS PROPERTY		1			1
UNLISTED OFFENSE				2	2
THROWING OF OBJECTS				1	1
UNDER THE INFLUENCE					0
CUT CLASS					0
VERBAL ABUSE / PROFANITY					0
MARIJUANA			1		1
DEFIANCE			1		1
VOC BUSS MISCONDUCT	2				2
DAMAGE TO SCHOOL PROPERTY		1			1
Totals	3	2	3	4	12
IN SCHOOL SUSPENSIONS:					
VERBAL ABUSE / PROFANITY					0
SATURDAY DETENTION NO SHOW					0
SMOKING / POSSESSION		1			1
ACC. OF DEMERITS					0
LATE TO SCHOOL, EXCESSIVE					0
CUT CLASS / TRUANCY	1		2	11	14
HIB CONFIRMED					0
DEFIANCE			1		1
UNLISTED OFFENSE		2			2
DISREPECTFUL TO STUDENT	1			1	2
PUSHING / SHOIVING				1	1
					0
Totals	2	3	3	13	21
TOTAL STUDENTS SUSPENDED	5	5	6	17	33
TOTAL SATURDAY DETENTIONS	1		9	6	16

Manasquan High School 2021 - 2022 Tardy Report											
	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Number of Students Tardy 1 time	162	187	240	240							
Number of Students Tardy 2 times	91	141	126	130							
Number of Students Tardy 3 times	41	78	64	52							
Number of Students Tardy 4 times	28	46	24	33							
Number of Students Tardy 5 times	15	27	28	12							
Number of Students Tardy 6 times	7	9	12	9							
Number of Students Tardy 7 times	6	8	6	6							
Number of Students Tardy 8 times	5	6	1	1							
Number of Students Tardy 9 times	4	7	1	3							
Number of Students Tardy 10 times	2	1	2	2							
Number of Students Tardy 11 times	1	0	1								
Number of Students Tardy 12 times	0	0	2								
Number of Students Tardy 13 times	1	1	1								
Number of Students Tardy 14 times		2	1								
Number of Students Tardy 15 times		1									
Number of Students Tardy 16 times											
Number of Students Tardy 17 times											
Number of Students Tardy 18 times											
Number of Students Tardy 19 times											
Number of Students Tardy 20 times											
Totals	363	514	509	488	0	0	0	0	0	0	

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

January, 2022

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
			NO REPORT FOR THE MONTH		
MHS					
#4 Revised	11/11/2021	3746840862	6283043996 (Confirmed HIB) 2265263704 (Confirmed HIB) 8817712284 (Not HIB) 6418978741 (Not HIB)	Confirmed HIB	Counseling with school counselor Suspension (6283043996, 2265263704)
#5	01/04/2022	3746840862	2265263704 6418978741	Not HIB	Counseling with school counselor
All victims received counseling.					

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2020 - June 30, 2021



School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2020 – June 30, 2021

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	14

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9

School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2020 - June 30, 2021

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards	3
B. The school observed the <i>"Week of Respect,"</i> during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6

School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2020 - June 30, 2021

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))

Option A

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2020 - June 30, 2021

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))

Option A

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within 2 <i>school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators	Score (0-3)
A. The school has a <i>procedure for ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5

TOTAL SCORE (possible 78) 76

New Jersey Department of Education

School Self-Assessment for Determining Grades under the *Anti-Bullying Bill of Rights Act*

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2020 - June 30, 2021



School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2020 - June 30, 2021

Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)

Indicators	Score (0-3)
A. The school annually <i>established</i> HIB programs, approaches or other initiatives.	3
B. The school annually <i>implemented</i> and documented HIB programs, approaches, or other initiatives.	3
C. The school annually <i>assessed</i> HIB programs, approaches or other initiatives.	3
D. The school's HIB programs, approaches or other initiatives were designed to <i>create school-wide</i> conditions to prevent and address HIB.	3
E. The school safety/school climate team (SS/SCT) <i>identified patterns</i> of HIB and <i>reviewed</i> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	15

Core Element #2: Training on the BOE-approved HIB Policy and Procedures (N.J.S.A. 18A:37-17b and c)

Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <i>training</i> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <i>protected categories</i> enumerated in the ABR and <i>other distinguishing characteristics</i> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <i>discussed</i> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	9

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2020 - June 30, 2021

Core Element #3: Other Staff Instruction and Training Programs (N.J.S.A. 18A:6-112, N.J.S.A. 18A:37-22d, N.J.S.A. 18A:37-26a, N.J.S.A. 18A:37-21d, N.J.S.A. 18A:26-8.2)

Indicators	Score (0-3)
A. Each teaching staff member completed at least 2 hours of <i>instruction in suicide prevention that included information on HIB</i> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <i>instruction on HIB prevention</i> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <i>time during the usual school schedule</i> to participate in in-service training in preparation to act as the ABS.	3
D. The members of the school safety/school climate team (SS/SCT) were provided with professional development in effective practices of successful school climate programs or approaches.	3
E. School building leaders* have received information on the prevention of harassment, intimidation and bullying as part of their training on issues of school ethics, school law and school governance.	3
SUB-TOTAL (possible 15)	15

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills (N.J.S.A. 18A:37-29)

Indicators	Score (0-3)
A. The school <i>provided ongoing, age-appropriate instruction</i> on preventing HIB in accordance with the New Jersey Student Learning Standards	3
B. The school observed the <i>"Week of Respect,"</i> during the week beginning with the first Monday in October of each year, <i>recognizing the importance of character education</i> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	6

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2020 - June 30, 2021

Core Element #5: HIB Personnel (N.J.S.A. 18A:37-20a, N.J.S.A. 18A:37-20c, N.J.S.A. 18A:37-21a)

Indicators	Score (0-3)
A. The principal <i>appointed</i> a school anti-bullying specialist (ABS).	3
B. The ABS <i>met</i> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety/school climate team (SS/SCT) <i>met</i> at least two times per school year to develop, foster and maintain a positive school climate by focusing on the ongoing, systemic process and practices in the school and to address school climate issues including HIB.	3
SUB-TOTAL (possible 9)	9

Core Element #6: School-Level HIB Incident Reporting Procedure (N.J.S.A. 18A:37-15b(5), N.J.S.A. 18A: 37-15b(6)(a))

Option A

Indicators	Score (0-3)
A. The school <i>implemented</i> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <i>implemented</i> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6

School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2020 - June 30, 2021

Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))
Option A

Indicators	Score (0-3)
A. <i>Notification</i> to parents of alleged offenders and alleged victims in each reported HIB incident.	3
B. <i>Completion</i> of the investigation within 10 school days of the written incident report.	3
C. Preparation of a <i>written report</i> on the findings of each HIB investigation	3
D. Indicator D. Results of the investigation reported to the chief school administrator (CSA) within <i>2 school days</i> of completion of the investigation.	3
SUB-TOTAL (possible 12)	12

Core Element #8: HIB Reporting (N.J.S.A. 18A:17- 46)

Indicators	Score (0-3)
A. The school has a <i>procedure for ensuring</i> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	3
SUB-TOTAL (possible 6)	6

TOTAL SCORE (possible 78) 78



Summary for 050-Manasquan High School

2020-21 School Year	
Incidents(Violence, Vandalism, Substances, Weapons and HIB Confirmed)	5
Other Incidents Leading to Removal	4
HIB Alleged	2
HIB Trainings	5
HIB Programs	0
Official School Data Submission	
First Name: Donald	Last Name: Bramley
Position Title: District Anti-Bullying Coordinator	



Summary for 060-Manasquan Elementary Sch

2020-21 School Year

Incidents(Violence, Vandalism, Substances, Weapons and HIB Confirmed)

0

Other Incidents Leading to Removal

0

HIB Alleged

3

HIB Trainings

2

HIB Programs

2

Official School Data Submission

First Name: Donald

Last Name: Bramley

Position Title: District Anti-Bullying Coordinator

Cancel and go back

POLICY

MANASQUAN BOARD OF EDUCATION

Teaching Staff Members
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DRESS AND GROOMING

3216 DRESS AND GROOMING

The Board of Education is cognizant of rights of pupils and teachers to express their individuality through their attire. The Board also recognizes the value of tasteful and appropriate dress conducive to a dignified environment for learning and fostering of respect and discipline in the classroom. The Board observes that teachers serve as role models for children and help shape students' attitudes and values concerning neatness, pride, and cleanliness.

Balancing these factors, the Board has adopted a dress code for students and faculty that is minimally restrictive but sets reasonable standards for grooming and appearance during school hours and at school functions. The dress codes for employees and students are to be enforced fairly and impartially at all times; and shall be reviewed annually for reasonableness (under standards of generally accepted dress in business and social contexts consistent with changing community attitudes).

This dress code is adopted pursuant to the general rule-making authority of the Board of Education found in NJSA 18A:11-1 and 18A:27-4.

Responsibility for acceptable dress rests primarily with the employee as a professional. The faculty of the district shall be neatly attired and groomed while discharging their responsibilities to the district.

A. **Teaching staff members shall be dressed professionally at all times. Acceptable**
Grooming and attire combinations, at minimum, shall include the following
during school hours: ~~meet the following criteria during school hours:~~

1. ~~Females shall wear skirts, slacks (or slack suits) with blouses or sweaters, or dresses.~~
2. ~~Males shall wear suits with shirt and tie; sport jacket with shirt and tie, turtleneck sweater, or shirt and sweater with slacks. Shirts shall have collars. (Unacceptable are tennis shirts, sweatshirts, pullover shirts, or other similar attire).~~
3. ~~All staff shall maintain clean and well-groomed hair styles.~~
4. ~~The Board recognizes temperatures may vary from room to room and facility to facility; accordingly, the Board shall rely primarily on the professional judgment of individual staff members to determine when the jacket or sweater may be removed in warm working conditions.~~



POLICY

MANASQUAN BOARD OF EDUCATION

Teaching Staff Members
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DRESS AND GROOMING

5. ~~When, during the course of a working day, warm conditions in a particular room or facility indicate that removal of the jacket/sweater is appropriate, male teachers may wear a shirt without tie; however regardless which outer garment is removed, a tie will be worn at all times when members of the public are present (for parent teacher conferences, career day, orientation programs, etc.). The administration will provide notification of these events.~~

1. Tucked-in dress shirt and tie with slacks/dress pants, or;

2. Tucked-in dress shirt and sweater/sweater vest with slacks/dress pants, or;

3. Turtleneck and a sport jacket with slacks/dress pants, or;

4. Tucked-in collared shirt with Manasquan School District logo with slacks/dress pants, or;

5. Blouse or sweater and skirt, or;

6. Blouse or sweater and slacks/dress pants, or;

7. Dress.

B. Grooming **and attire** not acceptable during school hours:

1. Torn and/or dirty clothing;
2. Excessively tight-fitting clothing;
3. Dungarees or jeans made of denim (corduroy is permitted);
4. Any dress or grooming that would attract undue attention, create disruption, or potentially be unsanitary or dangerous;
5. Beachwear (~~plastic thongs~~ **flip-flops/sandals with no back**, beach jackets, swimwear, etc.);
6. Shorts ("shorts" shall mean Bermudas, cutoffs, hot pants, culottes that look like shorts, athletic shorts, or swimsuits);



POLICY

MANASQUAN BOARD OF EDUCATION

Teaching Staff Members
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DRESS AND GROOMING

7. Athletic footwear or sneakers (except for documented medical reasons);
8. See-through blouse, halter tops, or midriff/crop top;
9. Graphic T-shirts;
10. Warm-up or sweat-suits;
11. Hats within a school building;
12. Sunglasses within a school building (except for documented medical reasons).

C. Special rules or exclusions from the above:

1. ~~The~~ Physical Education/Dance Teachers Department: physical education/dance health teachers may wear clothing appropriate to their subject area. This includes athletic jackets, t-shirts, pullover shirts, shorts, culottes, jogging suits, warm-ups, and appropriate footwear.
2. ~~The Vocational/Art/Science Teachers Education Department: shop~~ Vocational/Art/Science teachers may wear smocks, shop aprons, coveralls or other protective attire with shirts and neckties (if appropriate for the area). Safety equipment such as glasses, goggles, protective leather sleeves or chaps, hard-hats, etc. shall be worn as required by regulations, statute, or policy. Protective clothing such as smocks, lab coats, and/or aprons may be worn as needed by teachers in laboratory sciences, art, home economics, employment orientation, or nursing. Eye protection shall be worn as indicated/required.
3. ~~Other classes: protective clothing such as smocks, lab coats, and/or aprons may be worn as needed by teachers in laboratory sciences, art, home economics, employment orientation, or nursing. Eye protection shall be worn as indicated/required.~~
4. ~~Other employees: employees involved in cafeteria work, transportation, maintenance, and/or custodian duties shall wear appropriate clothing to accommodate their working conditions (as determined by contract provisions or the supervisor)~~



POLICY

MANASQUAN BOARD OF EDUCATION

Teaching Staff Members
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DRESS AND GROOMING

3. Dress standards may be modified by the building Principal on days of delayed opening due to inclement weather. This modification recognizes that staff members may have to shovel snow to arrive at work in a timely manner. Standards may also be modified by the building principal in times of excessive heat or cold.
 4. Special event days (i.e. jeans days, school spirit days, Halloween, field days, field trips, or special fundraising events) scheduled and approved in advance by the building Principal may permit more casual attire in keeping with the theme or program. Clothing unrelated to the school activity are not permitted.
- D. Prior approval: if any employee is uncertain as to appropriateness of a garment, a brief written description of the clothing in question should be submitted to the Superintendent. their principal who will advise as to the acceptability of the garment in a timely manner. The Superintendent shall respond, in writing, to the employee within three days if the answer is in the negative. The employee may appeal the decision to the Board of Education at their next regularly scheduled meeting, upon three days written notice to the School Business Administrator/Board Secretary.
- E. Coaching Staff: During inter-district athletic competitions, coaching staff members must follow the dress code detailed in Section A of this policy, or, wear khaki shorts/pants with a school logoed shirt approved by the Athletic Director.
- E.F. Enforcement: a faculty teaching staff member who violates the dress code will be issued a letter of reprimand by the Building Principal, a copy of which will be placed in the employee's personnel file. Upon the third letter of reprimand, the superintendent may recommend to the Board that appropriate disciplinary measures be taken. The discipline may include salary increment withholding, charges of insubordination, or other sanctions as allowed by law.
- F.G. Severability: this dress code is deemed severable. If any section is found to be unreasonable or void by a forum of competent jurisdiction, only that section shall be deemed deleted.

N.J.S.A. 18A:27-4

Adopted: 14 June 2011

Amended: 8 February 2022



POLICY

MANASQUAN BOARD OF EDUCATION

Administration
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THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

1648.11 THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

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The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward – Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).

The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE's "The Road Back – Restart and Recovery Plan for Education" (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.

The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.

For the purpose of this Policy, "Order" shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.

The Board considered the recommendations outlined in The Road Forward to develop health and safety protocols. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

The Board considered the recommendations outlined in The Road Forward to develop the school district's COVID-19 protocols in the following areas and included in corresponding Appendices:

- A. General Health and Safety Concerns of Students, Staff Members, and Visitors
 - 1. Vaccination – See Appendix A.;
 - 2. Communication with the Local Health Department – See Appendix B.;
 - 3. Mask Wearing Protocol – See Appendix C.;
 - 4. Physical Distancing and Cohorting Protocols – See Appendix D.;
 - 5. Hand Hygiene and Respiratory Etiquette Protocols – See Appendix E.;
 - 6. Provision of Meals – See Appendix F.; and
 - 7. Transportation Protocols – See Appendix G.
- B. Cleaning, Disinfection, and Airflow – See Appendix H.
- C. Screening, Exclusion, and Response to Symptomatic Students and Staff Members – See Appendix I.
- D. Contact Tracing – See Appendix J.
- E. Testing – See Appendix K.
- F. Student and Staff Member Travel – See Appendix L.

The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full-day in-person operation with all enrolled students and staff members present.



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THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.

The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.

The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

Appendices

Appendix A – Vaccination

For purposes of contact tracing and potential quarantine, the District will maintain the records of student and employees who voluntarily disclose and document their vaccination status. For the purpose of contact tracing and quarantines, it will be assumed individuals are not vaccinated unless proof of vaccination is on file. Proof of vaccination can be provided at any time. Vaccination records of students shall be maintained by the school nurse in their assigned school building as part of the student's vaccination record. Vaccination records of employees shall be maintained by the district office as part of the employee's confidential medical file.

Appendix B – Communication with the Local Health Department

The district will maintain close communication with the Monmouth County Department of Health to provide information and share resources on COVID-19 transmission, prevention, and control measures and to establish procedures for Local Health Department (LHD) notification and response to COVID-19 illness in the district's schools.

Appendix C – Mask Wearing Protocol

Wearing masks is one prevention strategy to help slow the spread of COVID-19, especially when combined with everyday preventive actions and social distancing in public settings.

Masks and/or barriers do not preclude an individual from being identified as a close contact to a COVID-19 case.

Information will be provided to staff and students on proper use, removal, and washing of masks.

- The most effective fabrics for cloth masks are tightly woven such as cotton and cotton blends, breathable, and in two or three fabric layers. Masks with exhalation valves or vents, those that use loosely woven fabrics, and ones that do not fit properly are not recommended.



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

- Masks should be washed after every day of use and/or before being used again, or if visibly soiled or damp/wet.
- Disposable face masks should be changed daily or when visibly soiled, damp, or damaged.
- Students, teachers, and staff should have access to additional disposable or cloth masks in case a back-up mask is needed (e.g. mask is soiled or lost during the day).
- Clear masks that cover the nose and wrap securely around the face may be considered in certain circumstances including for the teaching of students with disabilities, young students learning to read, or English language learners.

Appendix D – Physical Distancing and Cohorting Protocols

Physical distancing, while desirable, will not prevent schools from offering full-day, full-time, in person learning to all students. The arrangement of classroom furniture will be such that students will be spaced as far apart as possible. Teachers will be encouraged to face desks in the same direction and to avoid grouped seating arrangements when possible and not educationally necessary. Students will not be required to be cohorted but will remain with any educationally appropriate cohorts as much as possible.

Appendix E - Hand Hygiene and Respiratory Etiquette Protocols

The district will encourage teachers to teach and reinforce hand washing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer). The district will encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

The district will maintain adequate supplies including soap, hand sanitizer with at least 60% alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.

Teachers will assist/observe young children to ensure proper hand washing.

Appendix F – Provision of Meals

While meals are being offered in cafeterias or other group dining areas the district will implement other layered prevention strategies to the greatest extent possible to help mitigate the spread of COVID-19. These strategies could include:

- Maintaining physical distancing between students and staff, if possible.
- Considering alternatives to use of group dining areas such as eating in classrooms or outdoors.
- Staggering eating times to allow for greater physical distancing.
- Discouraging students from sharing meals.
- Encouraging routine cleaning between groups.

Appendix G – Transportation Protocols

Students attending Manasquan High School from a sending district (Avon-by-the-Sea, Belmar, Brielle, Sea Girt, Spring Lake, or Spring Lake Heights) should consult with their sending district regarding transportation guidelines. All transportation provided by the Manasquan School District is through contracts with private transportation providers. District-provided transportation for athletics, activities, vocational school, field trips, etc. may have specific COVID-19 prevention protocols at the discretion of these providers. Students will be required to follow all protocols established by the transportation provider at the time.



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

Appendix H – Cleaning, Disinfection, and Airflow

The district will adhere to existing facilities cleaning practices and procedures, and any new specific requirements of the local health department as they arise. The district will continue with enhanced cleaning and disinfecting measures including the following will be implemented:

- Bathrooms will be cleaned and disinfected regularly during the school day.
- Classrooms will be disinfected nightly.
- Common areas will be disinfected regularly.
- Regular sanitization and disinfecting of all hard, nonporous surfaces and common touch points (e.g. door handles, water fountains, cafeteria tables) will occur during the school day using EPA-approved broadband Q256 and RX75, hospital level disinfectants and virucides and electrostatic sprayers which kill human Coronavirus within two minutes. Building HVAC systems provide fresh air at an exchange rate pursuant with the American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) to all indoor areas of the district. Staff will be encouraged to keep windows open at all times while the building is occupied unless outdoor weather or temperatures preclude this.

Appendix I - Screening, Exclusion, and Response to Symptomatic Students and Staff Members

One of the most effective ways of limiting the spread of COVID in our schools is to do our best to keep it from entering. The district will encourage all parents screen their students at home for COVID symptoms prior to sending them to school. When students arrive at school, they will be asked to verbally confirm that they are not experiencing symptoms. Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others at a designated area for each building. If it is determined by a school nurse or other medical professional that a student or staff member is presenting with symptoms consistent with those of COVID-19* they will be removed from the school as soon as possible and **may be required to obtain** ~~not permitted to return until medical clearance is obtained (doctor's note or negative COVID-19 test result)~~ **before returning to school.**

**Individuals are considered symptomatic if they are experiencing at least two of the following symptoms: fever (measure or subjective), chills, rigors (shivers), myalgia*



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

(muscle aches), headache, sore throat, nausea or vomiting, diarrhea, fatigue, congestion, or runny nose; OR at least one of the following symptoms: cough, shortness of breath, difficulty breathing, new olfactory disorder, or new taste disorder.

Appendix J – Contact Tracing

The district will work cooperatively with the Monmouth County Health Department in reporting and identifying close contacts of an individual associated with the school who has tested positive for COVID-19. School nurses will participate in the contract tracing process in consultation with the Monmouth County Health Department and were involved with this process's development. Contract tracing of students will involve using:

- Records of groups/cohorts
- Assigned staff
- Daily attendance
- Teacher Seating Charts

Unless otherwise directed by the Health Department, a close contact is defined as being within six feet for a period of at least 15 minutes in a 24-hour period. **The district shall use the current standards or definitions of the CDC or New Jersey Department of Health when determining close contacts, the length of quarantine periods, or other requirements for returning to school. Written notification from the school nurse or school administration will be provided to the individual or pupil's parent detailing quarantine length or other pertinent information.**

~~Anyone who is identified as a close contact* (defined as being within 6 feet for a cumulative 15 minutes of someone who tests positive within 48 hours of that contact) must quarantine for 10 days, which can be shortened to 7 days if a test is taken between days 5-7 and is negative. If a quarantined individual is seeking a shortened quarantine period, proof of a negative test should be forwarded to the school nurse. No student or staff member should return to school prior to the original, 10-day quarantine date until they receive written confirmation from the school nurse that their negative test result has been reviewed and a new quarantine end date has been issued.~~

A student who is completing an isolation or quarantine period will receive assignments and materials as they would if they were sick from school for any other illness.



THE ROAD FORWARD COVID-19 - HEALTH AND SAFETY

**Exceptions: Any individual who has been fully vaccinated is not required to quarantine when identified as being a close contact. Any individual who has received a positive COVID-19 test within the past 3 months is not required to quarantine when identified as being a close contact. In both cases, proof of vaccination or positive test must be submitted to the school nurse who will confirm with the individual that the quarantine period can be waived.*

Appendix K – Testing

Students or staff experiencing symptoms of COVID-19 will be encouraged to get tested as quickly as possible and contact their personal healthcare provider for guidance and advice or assistance getting tested. School nurses will make every effort to assist any student or staff member who requires assistance locating a testing option.

Appendix L – Student and Staff Member Travel

The District will adhere to any domestic travel advisories and subsequent quarantine requirements in place at the time of travel in place by the State of New Jersey at the time of travel. Up-to-date domestic travel advisory information is available at <https://covid19.nj.gov/forms/njtravel>.

The District will adhere to any international travel advisories and subsequent quarantine requirements in place at the time of travel in place by the Center for Disease Control (CDC) at the time of travel. Up-to-date international travel advisory information is available at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html>.

Adopted: 21 September 2021



Graduation Dates:

ES – June 20, 2022 (Rain or Shine)

HS – June 21, 2022 (Rain or Shine)

Manasquan Public Schools

2022-2023

School Calendar

Approved: 01/18/2022

/_/ SCHOOLS CLOSED

() SCHOOLS REOPEN

— EARLY DISMISSAL

[] HIGH SCHOOL EXAM DAY

SEPTEMBER 2022

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	

OCTOBER 2022

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					

NOVEMBER 2022

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		

DECEMBER 2022

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/

JANUARY 2023

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			

Pupil Days**September**

(18)

- 1 Faculty Meeting/Staff In-Service
- 2-5 Labor Day Weekend – Schools Closed
- 6 HS Freshman Orientation, Staff In-Service
- 7 Schools Open, Early Dismissal/Staff In-Service

October

(20)

- 12 HS PSATs, Early Dismissal/Staff In-Service

November

(18)

- 2 ES Evening Parent Conferences
- 7-9 ES Early Dismissal for Parent Conferences
- 10-11 NJEA Convention–Schools Closed
- 21-22 HS Early Dismissal for Parent Conferences
- 23 Thanksgiving Recess begins at 12:30p.m.
- 24-25 Thanksgiving Day/Recess

December

(17)

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

January

(19)

- 1-2 Holiday Recess
- 3 Schools Re-open
- 16 Martin Luther King Day
- 27 Faculty Only District In-Service

February

(15)

- 13-17 Winter Recess
- 20 Schools Re-open

March

(23)

- 10 Early Dismissal/Staff In-Service
- 24 Early Dismissal/Staff In-Service

April

(14)

- 7-16 Spring Recess
- 17 Schools Re-open

May

(21)

- 26-29 Memorial Day Weekend

June

(15)

- 21 Students' Last Day
- 22 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 16 AND MAY 26 WILL BE USED AS 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 CANNOT BE ADJUSTED.

Important Dates

HS Back-To-School Night:

September 22, 2022

ES Back-To-School Nights:

PK-5: September 28, 2022

6-8: September 29, 2022

HS PSAT:

October 12, 2022 (Gr. 9-11)

HS Mid-Term Exams*:

January 23-26, 2023

HS Final Exams*:

June 15-16 & 19-21, 2023

*Early Dismissal Days for HS

FEBRUARY 2023

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				

MARCH 2023

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	

APRIL 2023

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						

MAY 2023

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			

JUNE 2023

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/	

Manasquan High School Code of Conduct

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

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

CLASSES

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

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

Student Disciplinary Rules & Regulations

The purpose of this policy is to present a fair, firm and orderly process for handling individual and repeated infractions of school rules and regulations. Though this policy attempts to couple the seriousness of an offense with appropriate punishment by

assignment to certain levels, the administrator in charge must be afforded some latitude in handling individual cases and assigning a level.

Students have a right to attend school in a safe and secure environment. ***Students have the right to appeal any disciplinary outcome to the building principal.** All disciplinary assignments are at the discretion of the building principal or designee/Assistant Principal. Students will be notified of any disciplinary outcomes/infractions by the building principal or designee by due process.

Student Disciplinary Appeal Process (BOE Policy & Regulation #5600):

1. Level 1- Building Principal or Designee
2. Level 2- Superintendent of Schools
3. Level 3 – Board of Education

Procedures

Level 1:

Classroom infractions: The teacher will handle such infractions as lateness, incomplete assignments, forgotten materials, talking and other regular classroom situations. For these, the teacher will be responsible for handling the problem in an appropriate fashion. This may include detention, one-on-one counseling sessions with the student, or a telephone conference with the parent/guardian. Problems that are habitual or of such a nature that they totally disrupt the educational process should be referred to the Assistant Principal. Where possible, a teacher should consult with the Assistant Principal prior to sending the student to the office. Once a student is referred to the Assistant Principal the resolution of the problem rests with the Assistant Principal.

Level 2:

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

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

The system works as follows:

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

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

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

Description of Inappropriate Behavior	Demerits
1. Unexcused absence from class (cutting).....	5***
2. Leaving class without permission.....	5
3. Lateness to class.....	5
4. Loitering (halls after bell or after school).....	5
5. Violation Detention Rule.....	5
6. Disrespectful (Lack of respect for person in authority).....	5
7. Misconduct in Class.....	5
8. Pass violation.....	5
9. Misbehavior (cafeteria, halls, assemblies).....	5
10. Truancy.....	10*
11. Possession of cigarettes/chewing tobacco/vapes.....	5*****
12. Lost pass.....	5
14. Possession of another's property.....	5
15. Use of profanity in school.....	5
16. Failure to sign in.....	5
19. Inappropriate dress (See Student Dress Code).....	3
20. Violation of Office Detention.....	5
21. Leaving school grounds.....	5
22. Late to school (tardy).....	5
23. Failure to report to teacher detention.....	5
24. Involved in food fight.....	5
25. Inappropriate display of affection.....	3
26. Gambling in school or on grounds.....	5
27. Violation ID or Cell Phone Policy.....	5
28. Unauthorized use of the elevator.....	5

* Parent notification and Saturday Detention

** Automatic suspension

*** Plus Saturday detention and/or suspension

**** Complaint filed with Manasquan Police Department

***** Incident reported to Manasquan Court. Possible fine

NOTE:

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

Consequences For Accumulation of Demerits

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

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

**Upon accumulation of 20 demerits Saturday detention will be assigned.
Accumulation of 25 demerits will result in suspension.**

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

RPC - "Required Parent Conference"

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

OSS - "Out of School Suspension"

Parent conference required.

ISS - "In School Suspension"

DETENTION

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

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

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

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

Detention Procedures

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

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

Level 3

SUSPENSION (LEVEL THREE INFRACTION)

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

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

Infraction	# Days of Suspension
1. Fighting on school grounds.....	up to 4 days
2. Continuous willful disobedience and/or open defiance toward staff member in authority.....	up to 4 days

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

* Incident reported to Manasquan Police Department

** Incident reported to Manasquan Court. Possible \$100.00 fine

*** Suspended pending expulsion proceeding before Board of Education.

Proceeding to be scheduled no later than 21 days following day of suspension (NJ Statute 18A:37-2.1)

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

Rules Governing In-School Suspension

- Students will report to the In-School Suspension room by 7:34 am.

- The suspension will be served from 7:34 am to 2:30 pm. Failure to report on time will result in a penalty (i.e.: detention or additional day of ISS).
- Students are responsible to bring all books and school related materials/supplies with them before entering the ISS room. There will be **NO** locker visits.
- The ISS Supervisor will forward all school work/assignments to the students.
- Students will stay on task at all times and follow the In-School Suspension guidelines. The student is expected to remain seated, quiet, awake and working on assignments throughout the day. Sleeping is prohibited. The student is expected to complete each day's assignment for every class according to directions.
- The student will only be allowed to use the restroom with the Supervisor's permission.
- **NO** electronics of any kind including cell phones will be permitted in the ISS room.
- **NO** food or drinks will be allowed (except bottled water) unless it is during a scheduled lunch break.
- Students are encouraged to bring a lunch with them. Students will have the opportunity to purchase lunch from the cafeteria. Lunch will be eaten in the ISS room.
- Students will not be allowed to participate in any after school extra-curricular activities.
- All regular school rules apply as set forth by the Code of Conduct outlined in the Student Handbook.
- Any violations of ISS rules will result in additional days of ISS or may result in an Out of School Suspension.

Out of School Suspension

3rd Out of School Suspension - loss of privileges for 30 days

4th Out of School Suspension - loss of privileges for 45 days

5th Out of School Suspension - loss of privileges for balance of school year

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

1. Students, as well as the entire school community, must recognize that unacceptable conduct will neither be condoned nor accepted in schools. New Jersey State Statutes support suspensions.
2. Parents are placed directly into the problem and its solution because now the child is at home and parents must care for him or her during the suspension period.
3. Parents whose children do not need disciplinary actions need know that a conscientious effort is made to foster acceptable behavior, and that serious infractions are handled with swift and just action.
4. Schools have an obligation to provide a physical and psychological atmosphere that is conducive to maximum, not minimal, learning. For this reason, administrators must uphold their legal responsibilities to ensure that students under their jurisdiction have every opportunity for success.

Rules Governing Out of School Suspension

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

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

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

Cutting/Truancy

Any student cutting a class one (1) time within a marking period will be assigned Saturday detention. An additional cut within the same marking period will mean an

automatic grade of 69 for the marking period, a 2nd Saturday Detention, and a warning about open defiance. A 3rd cut within a marking period will result in suspension for open defiance/willful disobedience. Students who cut lunch or study may be suspended from school, and extra-curricular activities pending a parent conference.

USE OF ELEVATOR

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

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

Students Rights (BOE regulation #5600)

1. You have the right to a pre-eminent education.
2. You have the right to attend school regardless of your individual personal status, including marital status, pregnancy or parenthood.
3. You have the right to be recognized as an individual with unique needs, aspirations, and competencies.
4. You have the right to attend Manasquan High School without fear or abuse.
5. You have the right to expect fair and equitable treatment by staff and peers, including application of the code of conduct.
6. You have the right to student confidentiality regarding student records following state and federal laws.
7. You have a right to due process, appeal procedures and policies.
8. You have the right to parent notification of a student's due process consistent with policies and procedures.

Manasquan High School will provide an equitable application of the Code of Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic.

Physical Restraint of Students

The administration and staff shall comply with the Manasquan Board of Education's physical restraint and seclusion Policy and Regulation #5561 (Use of Physical Restraint and Seclusion Techniques for Students with Disabilities) and New Jersey statutes **N.J.S.A. 18A:46-13.4**, when dealing with an emergency in which a student is exhibiting behavior that places the student or others in immediate physical danger.

Comprehensive Behavioral Support

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Senior Open Lunch
- b. Eligibility for extra-curricular activity
- c. Merit System

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

Community Based Family Health & Social Service

- | | | |
|-------------------------|------------------|--------------|
| 1. High Focus | Freehold, NJ | 800.877.3628 |
| 2. Gen Psych | Brick, NJ | 855.436.7792 |
| 3. CPC Behavioral | Freehold, NJ | 732.780.7387 |
| 4. Meridian Behavioral | Neptune City, NJ | 732.643.4400 |
| 5. The Samaritan Center | Manasquan, NJ | 732.223.4673 |

NURSING SERVICES PLAN

Manasquan School District

2021-2022

Superintendent - Dr. Frank Kasyan
School Physician - Dr. Elad Tennen, MD

Section 1: Description of Nursing Services

- The Manasquan School District School Nursing Department provides quality care, health services and support to all students, faculty and staff of the district. As the health consultant for each school, nursing services provided to all students include:
- Carrying out the written orders of the medical home and standing orders of the school physician
- Conducting health screening which include scoliosis (ages 10 – 18), height, weight, blood pressure, hearing, and vision
- Monitoring vital signs and general health status for students suspected of being under the influence of alcohol and controlled dangerous substances
- Maintaining student health records
- Recommending to the school principal those students who shall not be admitted or retained in the school building based on a parent's failure to provide evidence of a child's immunization
- Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable
- Recommending to the school physician exclusion of students who show evidence of communicable disease
- Directing and supervising the emergency administration of epinephrine and training school staff designated to serve as delegates
- Administering medication and Mantoux Tuberculin as outlined in the standing orders
- Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task
- Classroom instruction in areas related to health
- Reviewing and summarizing available health and medical information regarding the students and transmitting a summary of relevant health and medical information to the Child Study Team or to satisfy 504 requests
- Writing and updating, at least annually, the individualized health care plan and the individualized emergency health care plan provisions for any student who requires them
- Implementing and assisting in the development of healthcare procedures for students in the event of an emergency

- Instructing teachers on communicable disease, infection control and other health concerns
- Ensuring new students provide documentation of a physical exam upon entry
- Ensuring compliance for Athletic Exams within one year of student's participation and coordinating the provision of Athletic Exams for students with no medical home
- Arranging a physical exam, when necessary, for working papers and provide supporting documentation

Section 2: Summary of Medical Needs of Students

Severity of health concerns for students can be classified in the following manner:

Level I: Nursing Dependents:

Nursing dependent students require 24 hour/day, frequently one-to-one, skilled nursing care for survival. Many are dependent on technological devices for breathing (i.e. a student on a ventilator) and/or require continuous nursing assessment and intervention. Without the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

Level II: Medically Fragile:

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse.

Examples may include but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care with suctioning, an unstable or newly diagnosed diabetic with unscheduled blood sugar monitoring and insulin injections, diabetes with insulin pumps requiring monitoring and asthmatics requiring nebulizer treatments.

Level III: Medically Complex:

Students with medically complex concerns require daily treatments or close monitoring by a professional nurse. They may have unstable physical and/or social/emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to, ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma (requires use of inhaler and peak flow monitoring), adolescent pregnancy, time-sensitive medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen, and complex mental or emotional disorders.

Level IV: Health Concerns:

At this level the student's physical and/or social/emotional condition is currently uncomplicated and predictable. Occasional monitoring is required, varying from biweekly to annually. Examples include, but are not limited to, dental disease, migraine headaches, sensory impairments, diabetes self-managed by the student, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

MANASQUAN ELEMENTARY SCHOOL

Grade Levels: Pre-Kindergarten – 8th Grade

Student Population: **517**

General Education Enrollment: **430**

Special Education Enrollment: **87**

Total Students with Medical Involvement:

Level I: Nursing Dependent **0**

Level II: Medically Fragile **8**

Level III: Medically Complex **49**

Level IV: Health Concerns **146**

MANASQUAN HIGH SCHOOL

Grade Levels: 9th -12th Grade

Alternative School

CLI/ALB School

Student Population: **1030**

General Education Enrollment: **873**

Special Education Enrollment: **157**

Total Students with Medical Involvement:

Level I: Nursing Dependent	0
Level II: Medically Fragile	26
Level III: Medically Complex	52
Level IV: Health Concerns	430

Health concerns include one student with Addison's Disease, one student with Hypertrophic Cardiomyopathy, one with Cystic Fibrosis, four living with Type 1 Diabetes Mellitus, two living with cancer, two students requiring urethral catheterization, two with encopresis, one diagnosed with COVID-19 long haul, 18 with life threatening food allergies, and over 300 students who have reported testing positive for COVID-19, and are of potential health concerns as "COVID Athletes". Many students have ADHD, two of which take medication at school. 32 students have a mental health diagnosis that includes depression or anxiety. Two students have medication authorization for the administration of anti-anxiety medications while in school. 40 students report asthma, four students have a convulsive disorder and 64 report a food allergy or seasonal allergy, with an associated Asthma Action Plan, Seizure Action Plan or Food Allergy Plan.

Section 3: Nursing Services in Emergency Situations

- School nurses have the most significant role in providing services during emergency situations. Their services include:
- Emergency administration of epinephrine via EpiPen
- Care of any pupil who becomes injured or ill while at school or during participation in school sponsored functions
- Transportation and supervision of any pupil determined to be in immediate need of care
- Notification of parents or legal guardians of any pupil determined to be in need of immediate medical care
- Administration of medication for pupils requiring epinephrine
- Use of cardiopulmonary resuscitation
- Use of the automated external defibrillator (AED)
- Involvement of local emergency medical services

Section 4: Nursing Assignments by School

The Manasquan School District has three full time nurses:

Cheryl Bontales, DNP, RN, CSN	Full Time in Manasquan High School
Margaret Ciufo, RN, LNC	Full Time in Manasquan Elementary School
Jacqueline Szenzenstein, BSN, RN, CSN	½ Time in Manasquan High School, ½ Time in Manasquan Elementary School

Section 5: Nursing and Medical Services Provided to Nonpublic Schools: The Manasquan School District does not have any non-public schools within school boundaries.

Additional Roles:

The Certified School Nurse in the Manasquan School District has a multitude of roles within the scope of professional practice. In an ongoing effort to ensure children remain healthy and ready to learn, the school nurse takes on the role of health care provider, investigator, communicator, collaborator, counselor, educator, child advocate, community liaison, recorder, screener, first responder and manager.

Health Care Provider

Within the role of health care provider, the school nurse uses the nursing process, which includes assessing, planning, implementing, and evaluating the nursing care in an ongoing manner. School nurses carry out the development of individualized health care plans (IHCPs), and emergency care plans for each student with acute or chronic health concerns.

Investigator

As investigator, the school nurse seeks information regarding health histories, health practices, risky behavior trends, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultations with parent/guardians, physicians, social workers, therapists, health agencies, administrators, teachers, guidance counselors, student assistant counselors, child psychologists, physical therapists, behaviorists, learning disability counselors, case managers, resource officers, law enforcement officers, cafeteria, custodial and maintenance staff are sought in order to gather information. Three particular areas the school nurse investigates regularly include justification for requests from parents to provide long-term physical education excuse for their student, requests for home instruction without a prescribed treatment plan of return to school, and students enrolled and admitted without vaccination records provided to the health office.

Communicator

As communicator, the school nurse uses a varied approach to share relevant information with students, parents, staff members, physicians, administrators, health care agencies, and government entities. Telephone conferences, personal letters, certified letters, e-mail communications, website updates, personal conferences, departmental meetings, Intervention and Referral Services (I&RS), Child Study Team meetings, re-entry meetings, Zoom video meetings and interactive webinars represent some of the methods and forums in which health information is communicated.

Collaborator

The school nurse collaborates with nurses within the district, with nurses from the sending districts, from our Magnet and Vocational Schools, our School Physician, and private care providers on a daily or as needed basis. This process involves maintaining confidentiality in shared group knowledge of the client, effective communication and decision making for best client outcomes. Often functioning autonomously as the medical officer of the building, the School Nurse practices responsively, respectfully, assertively, and with accountability as she collaborates with other disciplines in the district. The interdisciplinary collaboration of the nurse is demonstrated with the I&RS team, Crisis Team, Code Blue Team, Safety and Security Team and COVID-19 committee. This interprofessional and interdisciplinary partnership creates a team approach designed to work on a common goal for improved outcomes of the students and population served. Unscheduled and impromptu interprofessional and interdisciplinary collaborative interactions occur throughout the school nurse's day, through a sharing of skills and knowledge to improve the population's quality of care, most especially now and throughout the COVID-19 pandemic as guidelines change for self-isolation and self-quarantine of COVID positive and COVID close contact individuals.

Counselor

The school nurse serves in the role of counselor to students, their parents, staff and faculty regarding health issues and personal concerns. Students, staff and faculty present to the nurse with mild to moderate anxiety seeking direction and methods of non-pharmacological management. The school nurse assesses and initiates immediate therapeutic intervention. Relaxation techniques such as diaphragmatic breathing and guided imagery are demonstrated, before considering further intervention. Referrals are made to school psychologists, student assistant counselors, guidance counselors, physicians or mobile crisis responders as needed.

Educator

The role of educator is a vital role for the Certified School Nurse. Informal teaching takes place continuously on a one-on-one basis during the delivery of care to students and staff. Staff education on health topics (asthma, allergies, diabetes, child abuse, convulsive disorder, basic first aid) is provided at inservice meetings

or in small groups as needed throughout the year. The Certified School Nurse conducts inservice for staff delegates on the assessment and treatment of anaphylaxis due to an acute allergic reaction and the administration of Epinephrine Injection. Additionally, the school nurse conducts inservice on the assessment and treatment of students living with diabetes presenting with hypoglycemia due to a dangerous drop in blood sugar and the administration of Glucagon Injection. Parent education is provided through written materials and private discussions.

Child Advocate

As child healthcare advocates, school nurses work closely with staff and families to facilitate that health needs are identified and accommodations are met. This can be a meeting with staff regarding the healthcare needs and allowances of a particular student, a group of students, or representing a student in a court of law. Advocacy extends to include referrals to health agencies, anti-bullying officers, community programs, and the Division of Youth and Family Services.

Community Liaison

In the role of community liaison, the school nurse works with local groups and organizations to bring special programs into the school, and the school out to the community. Students and staff have benefitted from the walks for Juvenile Diabetes, the Epilepsy Foundation, the Influenza and COVID-19 Vaccination program, and the Manasquan First Aid Friends and Family Lifesaver Program.

Recorder

A time consuming role of the school nurse is the role of recorder. A legal health record (State of New Jersey Health History and Appraisal -A45) is maintained apart from the academic record, for each student. Additionally, each visit to the health office is documented to include the date, time and chief complaint, nursing assessment, plan of care, and referral to other professionals if indicated. An accurate account of each student's visit to the health office is maintained through the Genesis program and can reflect patterns of behavior, medical, psychological or environmental issues in the classroom or in the home. Written correspondences from parents or health care providers are incorporated in the student's health

record. Data must be collected and recorded for state health agencies related to immunizations, communicable diseases such as MRSA, and COVID-19, waste management of needles and syringes, drug testing for illicit substances, year round sports participation and employee injuries and workman's compensation.

Screener

Each year the school nurse conducts screening for student height, weight, blood pressure, vision, hearing and scoliosis metrics. The measurements are assessed and recorded on the student's A-45. Referrals to follow up with a physician are made to parents based on these screenings. Screenings are critical and have detected visual impairments, hearing deficiencies, morbid obesity, hypertension, scoliosis and self-mutilating behavior that may have gone undetected if screenings were not done.

First Responder

The School Nurse maintains certification in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Cardiopulmonary Resuscitation (CPR), and the use of an Automated External Defibrillator (AED). The school nurse is a member of the Code Blue (emergency cardiac response) Team.

Manager

With the variety of roles the school nurse takes on and the variety of needs that must be balanced at any point in time, the school nurse takes on the role of manager. In the school setting, it is essential to assertively manage any health problems that are likely to compromise learning. For this reason, school health care providers prioritize concerns and assign health services staff in a way that achieves this goal. The assignment of school nurses in the Manasquan School District must not be based solely on the student population. Consideration must be given for the special education population, and severity of health concerns present in each building. Severity coding can be broken down into four levels: Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns.

Manasquan High School – Sports Program

The sports program has always been an added responsibility for the school nurse. In 2020-2021 over 1000 sports applications were reviewed for sports participation at the high school, many of which required remediation. Currently, the school nurse receives, reviews, remediates, and processes sport physicals for all students intending to participate in sports in each of the three seasons. All sport physicals must be reviewed by the school nurse, before they are reviewed, signed and approved by the school physician, prior to consideration for eligibility. 875 sports physicals have been reviewed, remediated, and approved for participation to date, for Fall and Winter competition with another 400 expected for Spring sports. Additionally, district students attending county vocational schools (Magnet Schools) are processed through the MHS school nurse prior to participation. Over 2000 sports physical packets and health history update questionnaires are reviewed, interpreted, remediated if necessary and eventually cleared for participation annually. Processing sports applications is a time consuming task throughout the year, but especially in the month of September when the health office is busy with Epinephrine and Glucagon injection delegate inservice, reviewing and updating health records, obtaining medication authorization, creating individual care plans, meeting with faculty to discuss students health concerns, tracking the status of provisional students, and transferring a large amount of health files in and out of the district due to transfers to and from other schools.

MANASQUAN SCHOOL DISTRICT PROFESSIONAL DEVELOPMENT PLAN

District Name	Superintendent Name	Plan Begin/End Dates
Manasquan School District	Dr. Frank Kasyan	September 2021-June 2022

1: Professional Learning (PL) Goals

PL Goal No.	Goals	Identified Group	Rationale/Sources of Evidence
1	<p>Increasing achievement of:</p> <ul style="list-style-type: none"> Non-native English speakers in the general education classroom K-12 Students' foundation in Mathematics K-8 Literacy competency K-12 	K-12	<ul style="list-style-type: none"> ELL students exit the ELL program with their academic language not always being commensurate with their grade level (ACCESS scores; grades) General education teachers need strategies to help students understand the content and provide methods for them to demonstrate their knowledge Through the continued implementation of Ready Math K-8, student achievement on high stakes test and their grades would improve CoVID limited small group instruction in the L/A classroom- we will look to reinforce these strategies in everyday instruction. As the minutes per class limited the continuity of instruction, in-depth study, and the breadth of content a change in schedule was needed (scheduling gaps; curriculum review; lesson plans)
2	Developing SEL strategies/competencies in all professional staff (K-12)	K-12	<ul style="list-style-type: none"> Coming out of a "non-traditional" learning environment due to CoVID, anecdotal information along with research-based studies indicate that students' mental health and well-being is a rising priority.
3	Assessing student achievement, placement and potential "learning gaps" as students return to a more traditional, structured learning from a hybrid/virtual learning schedule in 2020-2021	K-12	<ul style="list-style-type: none"> Teachers, students and parents were met with challenges related to learning loss during the 2020-2021 challenge of CoVID. Student achievement was difficult to measure-attendance suffered.

2: Professional Learning Activities

PL Goal No	Initial Activities	Follow-up Activities (as appropriate)
1	<p>Staff Development Workshops works with staff development training on Sheltered Instruction for K-12 teachers presented by Christine Etienne. Training Dates: 12/10/21, 1/28/22, and 3/11/22</p> <p>Continued PD offerings from Learning Associates to support teachers/administrators in the implementation of Ready Math</p> <p>Presenter Deanne Opatosky BDO Consulting Services LLC, President; literacy coach; consortium with local schools & sending districts</p>	<p>Trained teachers will “turnkey” training to other teaching staff members. Administration will assess teaching strategies as they relate to sheltered instruction pedagogy. Student grades and ACCESS scores will be monitored.</p> <p>Teachers will implement of the Ready Math curriculum and the IReady assessment tools and resource platform. Continued work in PLCs so as to discuss implementation strategies and data analysis gleaned from My Path and diagnostic assessments.</p> <p>Teachers will collaborate in PLCs so as to discuss strategies learned from the continual PD. There will be a primary focus on how to best employ small-group instruction in the classroom.</p> <p>Staff will participate in additional training as needed.</p>
2	<p>Youth Mental Health First Aid Training - Staff will be trained in the areas of identifying and recognizing potential mental health issues through their interactions with students. Training/discussions will also focus on appropriate interventions.</p> <p>Training Dates: 9/7/21, 9/8/21, 10/11/21</p>	
3	<p>Teachers will collaborate in PLCs so as to discuss student performance and achievement. Topics to be discussed will include grading, pacing, student attendance, appropriate interventions, etc.</p>	<p>As results become available, teachers and administrators will analyze Start Strong data (from 10/21 test administration) so as to assess standards- based student proficiency and learning gaps. Academic supports and interventions will be provided to students as needed.</p>

3: PD Required by Statute or Regulation

State-mandated PD Activities
<p>Meet school/district/ state mandated requirements</p> <p>1) Attend district workshops, trainings and faculty meetings that relate to the state mandated requirements</p> <p>2) Complete the mandated online training programs required by the school, district and/or state</p> <p>Ongoing for 2020-2021 school year completed by June 2021</p>

4: Resources and Justification

Resources	
Marking period grades; teacher observation; Start Strong scores, IReady scores, ACCESS scores, review of lesson plans, teacher discussion	
Justification	
1)	Non-native English speakers at MHS have consistently lower grades in English than their peers
2)	Elementary students non-native English speakers' grades are not markedly different than their peers
3)	In meeting and exceeding expectations over the last 6 years we have closed the achievement gap (based on PARCC scores) from 54%-27% in ELA and 37% to 21%; we have implemented the initiatives above to continue to reduce the gap.
4)	Teachers of all content areas have reached out to the ESL and World Language teachers asking for additional strategies to help students whose academic language is not as strong as their peers
5)	Health professionals in the community have indicated a number of students and families have been adversely affected during the CoVID pandemic- mental health and well-being is a concern.
6)	Due to the need to move to virtual learning and a hybrid schedule, in 2020-2021, there was a higher percentage of student failures than any traditional school year.

Signature: _____

Superintendent Signature

Date

STUDENT HANDBOOK

SY 2021–2022



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

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MANASQUAN ELEMENTARY SCHOOL ADMINISTRATION

Mrs. Jaclyn Puleio
Principal
Preschool – Grade 4
732-528-8810 (x-2003)
jpuleio@manasquan.k12.nj.us

Mrs. Megan Manetta
Principal
Grades 5-8
732-528-8810 (x-2300)
mmanetta@manasquan.k12.nj.us

DISTRICT PERSONNEL

Superintendent
Assistant Superintendent
Business Administrator
Director of Curriculum & Instruction
Director of School Counseling Services
Director of Special Services
Supervisor of K-12 Instruction (Humanities)
Supervisor of K-12 Instruction (Math & Science)
District Anti-Bullying Coordinator
Affirmative Action Officer

Dr. Frank Kasyan
Mr. Jesse Place
Dr. Peter Crawley
Mr. Rick Coppola
Mrs. Lesley Kenney
Ms. Suzanne Olimpio
Mrs. Margaret Polak
Mr. Craig Murin
Mr. Donald Bramley
Mr. Donald Bramley

ELEMENTARY SCHOOL PERSONNEL

Middle School Counselor (Gr. 5-8)
Elementary School Counselor (Preschool - Gr. 4)
District ESL Counselor
I&RS/Section 504 Co-Coordinators
District 504 Compliance Officer
Elementary School Anti-Bullying Specialist
Technology Integration Coach

Mr. Anthony Cinelli
Ms. Harmony Schwier
Mrs. Fátima Mulroy
Mr. Cinelli / Ms. Schwier
Mrs. Lesley Kenney
Ms. Harmony Schwier
Ms. Lisa Kukoda

MANASQUAN BOARD OF EDUCATION

Mr. Eugene Cattani, Jr., President
Ms. Donna Bossone
Mr. Bruce Bolderman
Mr. Martin J. Burns
Mr. Terence Hoverter
Mr. Joseph Loffredo

Mr. Alfred Sorino, President
Mr. Thomas Pellegrino
Mrs. Alexis Pollock
Ms. Michele Cartaya
Mr. Dennis Ingoglia
Mrs. Anne McGarry

MANASQUAN ELEMENTARY SCHOOL P.T.O. OFFICERS

ptoboard@squanpto.com
Devon Thompson & Nancy Knitter, Co-Presidents
Nicole Martell, Vice President
Leigh Mallin, Corresponding Secretary
Pamela Voelksen, Treasurer

MANASQUAN ELEMENTARY SCHOOL STAFF

Preschool	Marissa Melillo Heather Saake	Special Subject Areas	Kirt Wahl (Tech Ed, Gr 6,7 & 8) Mark Levy (Tech Ed, Gr K-5)
Kindergarten	Sandra Hill Alyse Leybovich Christine Melfi		Ann Marie LaMorticella (World Lang) Jenny Rostron (Art) Madeline Wyville
Grade 1	Katie Kappy Cynthia Kirk Carmen Rodriguez Kali Sullivan		Eric Clark (Band/Music) Sarah Gordon (Music/Chorus) Christine Rice (ESL) Gina DeMattia (Phys Ed & Health) Jeffrey DeMuro (Phys Ed)
Grade 2	Lauren Calabrese-Buss Donna Mead Michele Sayre		Luke Akins (Adapted PE & Health) Justin Barowski (Phys Ed & Health)
Grade 3	Cheryl Femenella Lauren Brown	Media Specialist	Oriana Kopec
		FUNDamentals	Kindle Kuriscak (Language Arts) Teresa Reichey (Mathematics)
Grade 4	Jessica Woytowicz Desiree Niemasz Catherine Taft Brianna Snel	Special Education	Linda Bradley Suzanne Deegan Meghan Dullea Jennifer Dyer Brenan Gordon Deborah Kehoe Lauren Kelly Pamela Kelly Melissa Mazza Brian McCann Kristen Minutoli Kimberly Murin Patricia Reo Danielle Romano Justine Rotante Valerie Vayas/Elisabeth Sabatini Elizabeth Walling Julie Temple
Grade 5	Amelia Gliddon Jamie McMullen / Samantha Hagel Taylor Ames		
Grades 6, 7, 8	Carrie Eastmond (Math) Thomas Russoniello (Social Studies) Laura Wahl (Science) Andrew Manser (Math) Juliana Rieth (Language Arts) Robert Markovitch (Science) Kristine Pierce (Social Studies) Andrea Trischitta (Language Arts) Marc Reid (Math/Algebra) Jestine Jones (Math) Kimberly Ward (Language Arts) Michael Pape (Language Arts) Jason Minutoli (Geometry; MHS)	School Nurses	Margaret (Peg) Ciufo Jacqueline Szenzenstein
Reading Specialist	Christin Walsh	Counselors	Harmony Schwier (Grades K-5) Anthony Cinelli (Grades 6-8) Fátima Mulroy (ESL)
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)	School Security	William Pelly Randall Craig

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 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 meetings, agendas and audio.

EARLY DISMISSALS AND SCHOOL CLOSINGS 2021-2022

September 8, 2021	<ul style="list-style-type: none"> • School Opens- Grades K-8 <i>only</i> • 12:30 Dismissal/Faculty In-Service
October 11, 2021	<ul style="list-style-type: none"> • 12:30 Early Dismissal/Faculty In-Service
October 29, 2021 (Tentative)	<ul style="list-style-type: none"> • 11:30 Dismissal for Grades K-8 • Return to Homeroom/line-up Halloween Parade 1:00
November 1 – 3, 2021	<ul style="list-style-type: none"> • 12:30 Early Dismissal • Parent Teacher Conferences (1-3pm)
November 4 & 5, 2021	<ul style="list-style-type: none"> • School Closed /NJEA Convention
November 24, 2021	<ul style="list-style-type: none"> • 12:30 Dismissal/Thanksgiving Recess
November 25 & November 26, 2021	<ul style="list-style-type: none"> • School Closed/Thanksgiving Recess
December 10, 2021	<ul style="list-style-type: none"> • 12:30 Dismissal/Faculty In-Service
December 23, 2021	<ul style="list-style-type: none"> • 12:30 dismissal/ Holiday Recess
December 23, 2021 – January 2, 2022	<ul style="list-style-type: none"> • (School Closed)/Holiday Recess • Schools re-open 1/3/2022
January 17, 2022	<ul style="list-style-type: none"> • School Closed/ Martin Luther King, Jr. Day
January 28, 2022	<ul style="list-style-type: none"> • School Closed/ Faculty In-Service
February 14 – 18, 2022	<ul style="list-style-type: none"> • School Closed/Winter Recess • Schools re-open 2/21/22

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 <u>NOT</u> 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 <u>by the student</u> to his/her teacher(s) <u>upon their return to school</u> . Please do <u>not</u> call for homework requests unless your child is absent for <u>three or more consecutive days</u> . 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 <u>only</u> 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 <u>prior</u> 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

"One School, One Team, Making a Difference"

Megan Manetta, Principal, Grades 5-8
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168 Broad Street, Manasquan, NJ 08736
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Email: jpuleio@manasquan.k12.nj.us

Dear Parent/Guardian:

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" 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.

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 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

Preschool

The Preschool Program will be held during the following hours:

3-Year-Old	AM Session	8:10 AM – 10:30 AM
3-Year-Old	PM Session	10:35 AM – 12:55 PM
4-Year-Old	Full Day Session	8:30 AM – 2: 50 PM

Arrival/Dismissal Times

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.

K – 8 students are not to arrive at school prior to 8:10 am.

There will be no supervision of students until 8:10 am.

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	Front Entrance (by the flagpole –only)
5	North Entrance – on Broad Street entering by Pod B
6-7	North Entrance - by side Faculty Parking Lot (Art Studio)
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

Grade K: Students will eat lunch in their classroom.

Grades 1– 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

If 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.

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

STUDENT ATTENDANCE

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. Students have the right to receive an education which allows for maximum personal growth and prepares them to be productive members of our society. 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

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.

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.

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 Manasquan Elementary 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 our school's 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. Students absent more than 20 days may be considered deficient in completing instructional requirements for the grade level and may be considered for retention. 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.

TRUANCY

After four cumulative unexcused absences in which the school has not been notified by a parent or guardian for the reason(s) for absence, a student may be considered truant. Administration must obtain the cause of the absences by a parent or guardian. Between five and nine unexcused cumulative absences not reported to the school, an action plan may be required to specify needed interventions to support the students return to school and regular attendance. After ten or more cumulative unexcused absences with a cause not reported to the school, a student will be considered truant and Administration must cooperate with law enforcement and the appropriate agencies pursuant to

N.J.S.A. 18 A:38-25 and N.J.A.C. 6A:16-7.6 (a)4i.v. and H.4 to determine need for a court referral for truancy.

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, possible duration of period of illness, and medical clearance to return to school 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.

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.

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 only -- **but ALL absences, excused or unexcused, count towards the 20-day limit** with the exception of #4, #5 and #6.

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

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.

SIBLING ATTENDANCE AT SCHOOL PERFORMANCES

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.

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.

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.

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:

10 Tardies: A letter to parent/guardian regarding tardiness and assignment of Central Detention

20+ Tardies: A letter regarding excessive tardiness and a parent conference with an Administrator to discuss the infraction and needed corrective action.

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/REPORT CARDS

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 REPORTS

MP 1 October 7, 2021
MP 2 December 15, 2021
MP 3 March 7, 2022
MP 4 May 17, 2022

Marking Period End Dates:

MP 1 November 11, 2021
MP 2 January 26, 2022
MP 3 April 7, 2022
MP 4 June 21, 2022

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:

MP 1 November 18, 2021
MP 2 February 4, 2022
MP 3 April 14, 2022
MP 4 June 24, 2022

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

4	(90-100)	Exceeds Standards consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards.
3	(80-89)	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	(Below 70)	Needs Support: difficulty grasping key concepts, processes, and essential skills. Area of concern that requires support.

Grades 3 - 8 (Numerical grades)

A+	97 – 100	C+	77 – 79
A	93 – 96	C	73 – 76
A-	90 – 92	C-	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	65 – 66
B-	80 – 82	F	Below 65

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

HONOR ROLL POLICY (Grades 6 - 8)

Marking Period Criteria

First Honors: 90 (or above) average in each subject (A)

Second Honors: 80 (or above) average in each subject (B)

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 will 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. 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.
- NJSLA scores
 - Exceeds Expectations ("5") in either Language Arts or Mathematics.

Board of Education Academic Awards are 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 New Jersey Student Learning Assessment. (NJSLA).

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

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. Identified students 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.

In Grades K-8, all 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. Students in grades K-4, 5-6 and 7-8 will be identified as G&T through multiple measures. Students will be identified as gifted and talented at the end of the first marking period after teachers have had the opportunity to observe their students' achievement for a sufficient period and evaluate them on their 1st marking period performance. Enrichment activities will then be available for identified students during the 2nd, 3rd, & 4th marking periods.

Manasquan Elementary School Gifted & Talented Criteria

Grades K-6

Students must meet 2 out of the 3 criteria listed below:

- NJSLA/Start Strong*
- IReady Diagnostic Test (Math)- "ABOVE GRADE LEVEL"
- Running Records (Reading Levels)- "ABOVE GRADE LEVEL"

Students for #1 Start Strong were classified as the following and were coded with the values shown below.

Start Strong	Score
Strong Support May Be Needed	1
Some Support May Be Needed	2
Less Support May Be Needed	3

Similarly, in #2 iReady, the students are grouped where 5 students scoring mid or above grade level as per the diagnostic and benchmark assessments.

Rank	Value
3 or More Grade Levels Below	1
2 Grade Levels Below	2
1 Grade Level Below	3
Early On Grade Level	4
Mid or Above Grade Level	5

#3 Running Record reading levels were used with a corresponding value to identify a minimum score.

Grade Level	Min Exceeds Expectations	Value
K	C	3
1	G	7
2	L	12
3	O	15
4	R	18
5	U	21
6	X	24
7	Z	26
8	Z+	27

The following are the minimum scores for each component/criterion.

Data Point	Minimum	
Start Strong ELA - Fall	3	grouping
Start Strong MATH - Fall	3	grouping
iReady Diagnostic Fall 21-22	5	grouping
iReady Diagnostic Spring 20-21	5	grouping

To qualify for G&T, the number of criteria that students needed to meet are shown below. Due to the number of pieces of evidence available, there is variation in the number of criteria needed to be met to qualify for G&T.

#Requirements Met to Qualify	#to Meet	Total	Data Points Used
<p style="text-align: center;">L</p> <p>L = Lower Elementary (grades K, 1, 2, 3)</p>	2	/3	Running Records iReady Fall sy21-22 iReady Spring Sy20-21
<p style="text-align: center;">M</p> <p>M = Middle Elementary (grades 4,5,6)</p>	3	/5	Running Records iReady Fall sy21-22 iReady Spring Sy20-21 Start Strong ELA Start Strong MATH
<p style="text-align: center;">U</p> <p>U = Upper Elementary (grades 7,8)</p>	4	/5	iReady Fall sy21-22 iReady Spring Sy20-21 Start Strong ELA Start Strong MATH Participating in Honors Classes

HONORS CLASSES

Grades 7 & 8

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: <ul style="list-style-type: none">• 93 or higher FINAL average in Mathematics• Spring NJSLA 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: <ul style="list-style-type: none">• 93 or higher FINAL average in Language Arts• Spring NJSLA 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: <ul style="list-style-type: none">• 93 or higher FINAL average in Science• Spring NJSLA 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: <ul style="list-style-type: none">• 93 or higher FINAL average in Social Studies• Spring NJSLA 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 **90** 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.

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:

Students must meet 2 out of the 3 criteria listed below:

- Final average of 90 or higher in Grade 7 World Language rotation class
- Teacher recommendation by the 7th grade World Language teacher
- Final average 90 or higher in Grade 7 Language Arts class

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, Italian 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, Italian 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, Italian I, or French I will have the opportunity to take Spanish II Honors, Italian II, or French II Honors. Students who receive a "B" or "C" as the final grade will have the opportunity to take Spanish II, Italian II, or French II. If a student receives a "C" or "D", consideration will be made to repeat Spanish I, Italian 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.

PLEASE NOTE: World Language classes are additional classes that are scheduled before the start of the elementary school day. The classes run from 7:15 am – 8:00 am.

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.

Criteria for Eligibility

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

- Spring NJSLA Mathematics Test: minimum score of 770
- Final average of 93 or higher in Grade 7 Mathematics class
- 80 or higher on the Algebra I Placement Test
- Cognitive Abilities Test (CogAT): minimum score of 77

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 NJSLA Mathematics Test: minimum score of 770
2. Final average of 93 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 7th grade mathematics class and attend a high school level Algebra I class as a grade 7 student. With successful completion of Algebra I, these 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

Students must meet 2 out of the 3 criteria listed below:

1. 85 or higher on the Algebra I Placement Test
2. 93 or higher in Mathematics during all four marking periods of Sixth Grade
3. Recommendation by the 6th grade Math Teacher

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 NJSLA 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.

Gifted & Talented Complaint Policy/Appeals Process

Parents, students and teachers may appeal the decisions of the selection committee regarding selection or removal from the gifted program by following these steps:

1. Submit an appeal letter to the building principal no later than 15 working days after the committee has notified the parents of the selection decision.
 1. The committee members will review their decision and will respond to the person making the appeal no later than 15 working days after receipt of the letter of appeal.
 2. The committee may request additional testing or data collection and may interview the student and/or parents.
2. If dissatisfied with the decision of the committee, file a complaint with the Manasquan Board of Education. The BOE shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter.
3. If dissatisfied with the decision of the Board of Education, file a petition of appeal of the board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.18A:6-9 and the procedures set forth in State Board of Education regulations.

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 and enrichment opportunities.
- 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 7th and 8th 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.
- Should a parent opt-out their child from taking the State-Mandated Assessment (currently NJSLA), please know that is counted as one missed component of the criteria and all other criteria must be achieved.

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 69 (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 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 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 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 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, filmmaking, 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 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 93 in core subject areas (Math, Language Arts, Science, Social Studies). 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 participating in accelerated or, honors classes, as well as high school level courses are NOT weighted for NJHS acceptance 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. **ATTENDANCE REQUIREMENT FOR HIGH SCHOOL COURSES**

With regards to the Algebra I, Geometry I, Spanish I, Italian 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.

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

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:	Minor Subjects:
Mathematics Language Arts Science Social Studies	Technology Education Health Art Music Physical Education World Languages (Spanish/French/Italian) Multimedia Literacy (Rotation Class: Grade 8) Technology and Engineering Design (Rotation Class: Grade 7) STEM Enrichment (Rotation Class: Grade 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 develop skills through application and practice by building upon classroom instruction.

Statement:

Homework is an important way to maintain 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
 - a. Grades 1 through 3: full credit by the end of the day.
 - b. Grades 4-6: 80% credit when submitted one day later. After one day, a grade of zero will be assigned.
 - c. Grades 7 & 8: 70% when submitted one day late. After one day, a grade of zero will be assigned.
4. After no later than 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/Counselor for assigned extra help sessions.
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 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 NJSLA 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:
 - (1) TEACHER
 - (2) SCHOOL COUNSELOR (OR CHILD STUDY TEAM PERSONNEL)
 - (3) ASSISTANT PRINCIPAL
 - (4) PRINCIPAL
 - (5) SUPERINTENDENT OF SCHOOLS
 - (6) 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. 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 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

Students have the right to:

1. a quality education
2. be recognized as an individual with unique needs, aspirations, and competencies
3. attend Manasquan Elementary School without fear or abuse
4. expect fair and equitable treatment by staff and peers
5. confidentiality regarding student records as per federal and state laws
6. due process appeal procedures and policies
7. parent notification consistent with the policies and procedures.
8. advance notice of behaviors that result in suspensions and expulsions that have been identified pursuant to N.J.S.A. 18A:37-2
9. education that supports students' development into productive citizens
10. attendance in safe and secure school environments
11. attendance at school irrespective of students' marriage, pregnancy, or parenthood
12. due process appeal procedures and policies, pursuant to 6A:3-1.3 through 1.17; N.J.A.C. 6A:4; and, where applicable, 6A:14-2.7 and 2.8, and 6A:16-7.2 through 7.5
13. parent notification consistent with the policies and procedures established pursuant to 6A:16-6.2(b)3, this section, and 6A:16-7.2 through 7.8
14. protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; 6A:16-3.2, Confidentiality of student alcohol and other drug information; 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; 6A:14-2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections;

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.

Students who demonstrate good conduct and academic success are integral to a positive learning environment and school culture. Those students who embody the Six Pillars of Character will serve as leaders and examples in our school community.

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/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
7. extra-curricular activities.
8. Dressing inappropriately.
9. Enter school premises or any specific portion of the premises without permission and without authority.
10. Physical assault on another student or staff member. (N.J.A.C. 6:A16-5.7)
11. Possession or use of weapons or any implement intended to harm others. (N.J.A.C. 6:A16-5.5)
12. Any act of theft of property of other students, staff member, or the district.
13. Acts so recklessly as to endanger the safety of others.
14. Cheat or otherwise engage in academic dishonesty.
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. In addition to the counseling and support services provided to our families by the Manasquan School District, www.monmouthresourcenet.org provides a variety of community-based health and social service provider agencies available to support our students' and family needs.

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 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 deal with bullying adequately and effectively should they become a victim.

- PreK – 8 Anti-Bullying Specialist: Ms. Harmony Schwier
- 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.

An Affirmative Action Officer is appointed by the district.

District Affirmative Action Officer: Mr. Donald Bramley

Mr. Bramley is located at Manasquan High School, 732-528-8820 x 1004, dbramley@manasquan.k12.nj.us

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 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.

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 regarding 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. 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, 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

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 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. The administration and staff shall comply with the Manasquan Board of Education's physical restraint and seclusion policy and regulation #5561 (Use of Physical Restraint and Seclusion Techniques for Students with Disabilities) and of the New Jersey statutes N.J.S.A. 18A:46-13.4 et seq. when dealing with an emergency in which a student is exhibiting behavior that places the student or others in immediate physical danger.

Discipline Expectations and Progressive Discipline:

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, referral to the Child Study Team, and/or the possibility of in-school or out-of-school suspensions.

Consequences are determined on a case-by-case basis utilizing a progressive discipline approach. This means that behavioral issues will be monitored, and consequences will be more severe with repeated infractions. In all circumstances, the individual needs of the student and the details of the infraction will be considered when determining an appropriate consequence.

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

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

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 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.

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, 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, 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 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 on 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 of Education, consistent with the provisions of N.J.A.C. 6A:16-7 and Board of Education Policy/Regulation #1510 (Suspensions) requires the oral or written notification to the student's parent/guardian of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student.

Students referred to the Principal or Assistant Principal for infractions including, but not limited to, the following are subject to suspension/expulsion:

1. fighting on school grounds
2. continuous willful disobedience and/or open defiance toward staff members
3. physical assault on another person
4. physical assault on another person with a weapon (Manasquan Board of Education Policy #5613)
5. willfully causing or attempting to cause damage (i.e. cut/deface/otherwise injure) to School property
6. taking personal/school property from another person by force or fear
7. smoking or chewing tobacco in school or on school grounds
8. habitual use of profanity/obscene language
9. use of profanity/obscenity toward any staff member
10. verbal assault/threat toward any staff member
11. unauthorized assembly/occupancy and failure to disperse when directed to do so by the principal or others in authority
12. incitement which could possibly disrupt normal school functioning or causes violent behavior and/or truancy by students
13. continuous and deliberate class disruption
14. conduct of such character as to constitute a continuing danger to the physical well-being of other students
15. possession and/or use of drugs, alcohol, and/or other controlled dangerous substance
16. causing false alarm(s)
17. stealing
18. physical assault upon a board member or employee (Manasquan Board of Education Policy #5612).
19. lewd/obscene exposure
20. possession of a weapon(s) and/or item(s) which may present a danger to others (Manasquan Board of Education Policy #5611)

Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law (exceptions as allowed in N.J.S.A. 18A:6-1) but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils. 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 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 to receive credit.
3. 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 general 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 are determined to 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 to serve on the Committee. Members may include Principals, School Counselors, School Nurse, Reading Specialist, School Psychologist, and designated teachers.

I&RS Co-Coordinators
Chairperson, Grades K-4
Chairperson, Grades 5-8

Miss Harmony Schwier & Mr. Anthony Cinelli
Miss Harmony Schwier (Elementary School Counselor)
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 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
Middle School Counselor

Miss Harmony Schwier
Mr. Anthony Cinelli

HEALTH REGULATIONS

- 1) Immunization
 - a) Board policy requires that students be immunized against DTaP, polio, MMR (Measles, Mumps and Rubella), Hepatitis B, Varicella, Meningococcal, Tdap, HPV, and Influenza.
- 2) Contagious Diseases
 - a) Parents are requested to contact the school nurse when a student has a communicable disease such as: chicken pox, strep throat, etc.
 - b) Any student diagnosed with strep throat must be on antibiotics for a full 24 hours before returning to school.
 - c) Any student with chicken pox must get clearance from the school nurse before returning to class.
 - d) **Any student with a fever may not return until fever free without medication for 72 hrs.**
- 3) Emergencies
 - a) 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
 - a) 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.
 - b) 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.*
 - c) Medicines must be properly labeled, in the original container, with the child's name, dosage, etc., on the pharmacist's label.
 - d) Young children should not be permitted to carry his/her own medication with the exception of inhalers (with the proper school form completed).
 - e) Only the school nurse will administer the medication and it will be kept locked in the nurse's office.
- 5) 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 Ciufu: Mciufu@manasquanboe.k12.nj.us or Jackie Szenzenstein: jszenzenstein@manasquanboe.k12.nj.us. 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.

- Provide the Board with written authorization for the pupil's self-administration of medication by completing the proper form.
- 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.
- 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. The nursing staff will review and the school physician must sign clearance for approval. Students who become ill during 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.

1:1 TABLETS (Students in Grades 5-8)

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.

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 schoolbooks 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 this privilege or causes damage to the locker or locker area, will have locker privileges revoked.

STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS OF THE LOCKER ASSIGNED TO THEM. A REMINDER TO PARENTS AND STUDENTS, ASSIGNED LOCKERS ARE THE PROPERTY OF THE SCHOOL. IN ORDER TO PROTECT THE SAFETY AND WELLBEING OF STUDENTS, PERIODIC UNANNOUNCED LOCKER INSPECTIONS WILL BE CONDUCTED BY THE PRINCIPAL OR OTHER SCHOOL OFFICIALS WITH OR WITHOUT THE ASSISTANCE OF DETECTION CANINES THROUGHOUT THE SCHOOL YEAR. 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 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.

CELL PHONE USE

Students are not permitted to use personal electronic devices (cellular phones, digital cameras, I-Pads, etc.) during the academic school day unless specifically requested by a teacher for use in a specific instructional lesson/activity. Students in grades 5-8 only are allowed to use cell phones during their lunch and recess period. Use must be in accordance with the Middle School Cell Phone Use Agreement signed by both parent and student. If students are found with cell phones outside of these circumstances, consequences shall proceed as follows:

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 always maintain a neat and clean appearance. 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. Attire that interferes with schoolwork, 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).
- D. Clothing in general disrepair, and shirts with inappropriate writing or slogans (including those alluding to alcohol and/or drugs) are not appropriate for school.
- E. Shoes must be always worn. 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.
- F. Pants/skirts are to be worn at waist height.
- G. 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

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 are 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. Oriana Kopec
Elementary Art Club	4-5	Miss Madeline Wyville
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	Ms. Oriana Kopec & Mrs. Carmen Rodriguez
Mathematics Club	4-5	Mrs. Brianna Snel
STEM Club (Fall & Spring)	6	Mrs. Laura Wahl
Technology Club	6-8	Mr. Kirt Wahl & Mr. Mark Levy
Video Production Club	5-6	Ms. Oriana Kopec
Environmental "Green Team"	6	Mrs. Andrea Trischitta
History Club	6-8	Mrs. Kristine Pierce
National Junior Honor Society (Middle School Chapter)	6-8	Ms. Heather Saake
Rising Road Runners	Preschool-8	Ms. Kristine Pierce
Junior Band	4	Mr. Eric Clark
Senior Band	5-8	
Jazz Band	6-8	
Junior Chorus	4	Mrs. 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 policies are in effect. (This includes no hats!) dress code
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 PROCEDURES FOR ARRIVAL/DISMISSAL

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.

DISMISSAL DESIGNEE FORM

To ensure the safety of our students, parents of all students, K-8, are required to complete a form noting their permission for dismissal procedures. By submitting the form, you are alerting the school to your intentions and giving permission, if applicable, for your child(ren) to walk/bike home unaccompanied by a parent/escort on all school days, including early dismissals. If your child leaves school on foot, you also have the option to request that your child not be dismissed from school unless you (or an escort designated by you) is present at the dismissal location. In addition, please note that for the safety of our youngest students, K-2 children will NOT be dismissed from school without a parent or a guardian present.

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 through Grade 2 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 FUNDRAISING

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 FUNDRAISING 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 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 with 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).