

MANASQUAN PUBLIC SCHOOLS
Manasquan, New Jersey
September Enrollment Figures

Date: September (1st day, 1st Friday, 2nd Friday)

Each of the days requested by the Superintendent's Office -- a teacher should report the total number of pupils who have actually enrolled in school to date.

In the column provided, please add the number of students expected to report, but who have not done so because of vacation, illness or other reasons.

Elementary School

Grade	Boys	Girls	Total Present 1st Day	Students Not Present	Student Expected Enrollment	# Sections
PreK	26	27	50	3	53	4
K	24	23	44	3	47	3
1	16	27	42	1	43	3
2	25	22	41	6	47	3
3	24	24	47	1	48	3
4	15	28	40	3	43	3
5	23	28	50	1	51	3
6	25	22	45	2	47	3
7	23	35	55	3	58	3
8	32	33	65	0	65	4
TOTALS	233	269	479	23	502	32

High School

Grade	Students on Roll	Students Not Present	Total Present 2nd Friday
9	220	0	220
10	223	0	223
11	243	2	241
12	262	1	261
Totals	948	3	945

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2023-2024 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>
August 3rd	9:56a.m.	5 minutes		Fire Drill
August 3rd	10:18a.m.	10 minutes		Shelter in Place Drill
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
August 10th	10:15a.m.	8 minutes		Shelter in Place Drill
August 31st	11:00a.m.	5 minutes		Fire Drill

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

September 2023

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
		NO REPORT FOR THE MONTH			
MHS					
		NO REPORT FOR THE MONTH			

All victims received counseling.

POLICY

MANASQUAN BOARD OF EDUCATION

Finances

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TUITION PROGRAM POLICY FOR NON-RESIDENT/NON SENDING DISTRICT REGULAR EDUCATION STUDENTS

6153 TUITION PROGRAM POLICY FOR NON-RESIDENT/NON SENDING DISTRICT REGULAR EDUCATION STUDENTS

The Manasquan Board of Education is authorized by N.J.S.A. 18A: 38-3 to admit pupils who are not residents in the Manasquan to the Manasquan Schools upon such terms and conditions as the Board of Education may establish.

For the purpose of increasing classroom enrollment, the Board may agree to accept non-resident/non sending district pupils in grades kindergarten through 12th grade subject to the following requirements, terms and conditions:

- A. The Chief School Administrator (CSA) will review all applications for admission pursuant to tuition admission guidelines as stated hereinafter. All applicants shall be presented to the Board of Education with the CSA's recommendation as to each. The Board will determine whether or not to accept each applicant. Confirmation of intended enrollment to the Manasquan School District should be received by the School Business Administrator/Board Secretary within ten (10) days of the receipt of Board acceptance.
- B. ~~A \$100.00 (one hundred dollar) fee will be collected with each original application. The non-refundable application fee will be applied to any tuition due or that becomes due.~~
- B.C. Any child whose parent(s)/guardian(s) hereinafter referred to as parents, reside outside the school district and the sending districts shall be considered non-resident. Non-resident pupils may be admitted on a tuition basis upon completion of the following:
 - 1. The child may be accepted to a class with enrollment of twenty-two (22) or less upon recommendation of the CSA.
 - 2. Class size may not exceed twenty-five (25) students unless agreed to by Board action otherwise.
 - 3. The parent(s)/guardian(s) of the applicant will complete the Application Form and sign it.
 - 4. The applicant will be interviewed by the CSA.



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REGULAR EDUCATION STUDENTS

5. All prior school records including but not limited to standardized test scores, state test scores, report cards, disciplinary records, anecdotal records and health records shall be submitted.
 6. The applicant will submit letters of recommendation from teacher(s) and administrator of the school last attended.
- C.D.** The Board reserves the right to withdraw private tuition status from any pupil admitted under the policy for disciplinary reasons or failure to pay tuition. If this occurs, the home district will be notified.
- D.E.** Pupils are admitted under this policy with the assumption that their educational needs can be addressed at any incremented cost to the district equal or less than the amount of tuition they are asked to pay. Should it be determined at any time that this is not so the Board reserves the right to withdraw private tuition students. There shall be no increase in teaching staff due to the acceptance of non-resident tuition pupils.
- E.F.** No transportation shall be provided to any non-resident pupil and the parent of said pupil shall accept the responsibility of transportation to and from the Manasquan Schools.
- F.G.** Pupils shall maintain appropriate academic and/or social standards and adhere to school disciplinary requirements. In the event a pupil fails to do so, the Board may terminate the enrollment of that pupil.
- G.H.** When the district has determined special services, equipment and/or materials are required for a non-residential tuition pupil to continue enrollment, the parents will be notified by the CSA. Payment for such services will be in addition to previously stated tuition and will be due within thirty (30) days after the billing date. Failure to do so may constitute cause to release the pupil from the Manasquan School District.
- H.I.** The Manasquan Board of Education will accept students who require regular educational services. Regular educational services are defined as those which do not require evaluation by the Child Study Team, classification and/or instruction by a special education teacher as well as any other services mandated by the Individuals with Disabilities Education Act and all amendments thereto, including the Individuals with Disabilities Education Improvement Act of 2004, and all implementing federal and state regulations. Additionally, regular educational



TUITION PROGRAM POLICY FOR NON-RESIDENT/NON SENDING DISTRICT REGULAR EDUCATION STUDENTS

services are also defined as those which do not require any modifications or supports mandated by Section 504 of the Rehabilitation Act which incur any additional costs.

I.J. The CSA shall report to the Board of Education from time to time regarding the non-residential/non sending district tuition program and the Board shall evaluate the same during the first quarter of each calendar year.

J.K. Tuition for all enrolled pupils in grades kindergarten through twelfth grade shall be in accordance with a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis. Rates will be established each April of the preceding school year and notification of the rates will be mailed to all tuition and prospective pupils.

K.L. Tuition for all enrolled pupils in grades kindergarten through twelfth grade shall be in accordance with a schedule set forth by resolution of the Board that may be modified by resolution on an annual basis. Rates will be established each April of the preceding school year and notification of the rates will be mailed to all tuition and prospective pupils.

1. A completed Pupil Tuition Contract and an acceptance fee as set forth in the Annual Contract must be remitted to the School Business Administrator/Board Secretary within ten (10) days of written notification of acceptance of the pupil and will be applied toward the first tuition payment.
2. Grades K-12 parents of pupils enrolled in kindergarten through grade twelve agree to pay tuition as set forth in the Annual Contract.
3. Parents agree to and shall comply with all requirements set forth in the policy of the Board of Education governing non-resident/non sending district tuition pupils, a copy of which is enclosed and made part of this contract, including all Board of Education policies and regulations and the school Code of Conduct.
4. All fees and payments are non-refundable. In the event of non-payment of any charge or fee when due, parents agree that pupil's enrollment may be cancelled and the pupil(s) shall be withdrawn from the Manasquan School District immediately upon notice from the Chief School Administrator.



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5. Non-resident/non sending district tuition students shall be afforded the same educational opportunities as resident/sending district pupils. All laws, regulations, and requirements applicable to resident pupils shall apply to non-resident pupils.
6. This contract is expressly subject to the approval of the Manasquan Board of Education and shall have no force or effect until specifically approved by it as required by law.
7. In the event the pupil fails to maintain appropriate academic and/or social standards or fails to adhere to school Code of Conduct requirements, the Board may determine to void this contract in which case the pupil shall immediately be removed from the Manasquan School District.
8. In the event acceptance of non-resident tuition pupils is rendered impossible by law, judgment, or decision or otherwise, the Board's only liability shall be for the return of any unearned tuition payments.
9. Families enrolling multiple siblings on a tuition basis will be charged the normal rate for one student and receive a discounted rate equal to 50% of the normal rate for all other students. If there are differences in rates between siblings in different grade levels, the student with the highest tuition rate will be charged in full and the discount will be applied to all others.

Children of Non-resident Staff Members

Children of non-resident employees of the board may be enrolled in the school as per the negotiated agreement between the Manasquan Board of Education and the Manasquan education Association.

Adopted: 06 September 2011
Revised: 20 January 2021
Revised: 17 October 2023



MANASQUAN PUBLIC SCHOOLS
Job Description

TITLE: Audio-Visual Technician

QUALIFICATIONS:

1. Experience with audio-visual technology and equipment including, but not limited to, microphones, sound boards, lighting, lightboards, and projectors.
2. Experience or familiarity with school play and school musical production preferred.
3. Teaching certificate or substitute teaching certificate preferred.

REPORTS TO: Building Principal & Supervisor of Extracurricular Activities

SUPERVISES: N/A

JOB GOAL: Serves as the technical director for high school drama club productions (plays and musicals) by managing and operating the audio-visual systems required for the productions and configures and operates audio-visual systems as required for other events as needed and as assigned by the administration.

PERFORMANCE RESPONSIBILITIES:

1. Workday & High School Drama Club (Play & Musical) Responsibilities

- 1.1. Attend all high school drama club meetings, rehearsals, and performances and provide supervision of students along with the drama director and assistant directors.
- 1.2. Collaborate with the drama director, assistant directors, and overall production team to develop technical plans for the school plays or musicals.
- 1.3. Design and execute the lighting plans, including the selection of fixtures, placement, programming, and cueing for scenes.
- 1.4. Design and manage the sound elements of the productions, including the selection of equipment, recording, editing, and playback during performances.
- 1.5. Provide technical support during rehearsals and performances, including cueing actors, troubleshooting technical issues, and ensuring smooth transitions.
- 1.6. Maintain open communication with the production team, including the director, designers, stage manager, and other key personnel.
- 1.7. Train student members of production crew on how to operate basic AV equipment.
- 1.8. Set up, install, configure, and run audio-visual equipment and systems for events, presentations, and meetings during the employee's normal workday in the auditorium, gymnasium, media center, or other spaces where audio-visual equipment is required.

2. General Audio-Visual Responsibilities Outside Workday

- 2.1. Set up, install, configure, and run audio-visual equipment and systems for events, presentations, and meetings outside the employee's normal workday in the auditorium, gymnasium, media center, or other spaces where audio-visual equipment is required.
- 2.2. Perform routine maintenance and troubleshoot technical issues with audio-visual equipment such as projectors, microphones, speakers, and mixers.
- 2.3. Provide technical support to presenters, speakers, and event organizers during rehearsals and live events.
- 2.4. Integrate various audio-visual systems, including lighting and sound systems, to create seamless presentation experiences.
- 2.5. Conduct pre-event testing and quality checks to ensure that all equipment and systems are functioning properly.
- 2.6. Properly route and manage cables to ensure a clean and organized setup.
- 2.7. Diagnose and resolve technical issues related to audio-visual equipment and systems in real-time.
- 2.8. Maintain an inventory of audio-visual equipment, ensuring that it is kept in good condition and available for use.
- 2.9. Keep up to date with emerging audio-visual technologies and industry best practices.
- 2.10. Dismantle and pack up equipment after events, ensuring it is stored properly.
- 2.11. Quickly address and resolve unexpected technical issues during events.

TERMS OF EMPLOYMENT: 10-month stipend position for responsibilities within the employee's normal workday and drama club (play & musical) responsibilities (#1 above). Stipend as negotiated between Board of Education & Manasquan Education Association.

Additional audio-visual responsibilities outside employee's normal workday (#2 above) to be compensated hourly at a rate set by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of extracurricular advisors.

APPROVED BY: Manasquan Board of Education **DATE:** September 19, 2023