

Manasquan High School Enrollment for BOE Agenda: October 2023

Month: September 2023

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Student CLI	Total Student Count
Avon	20	0	0	0	0	20
Belmar	122	7	13	4	3	149
Brielle	214	4	1	0	3	222
Lake Como	36	1	1	0	2	40
Manasquan	264	7	3	0	1	275
Sea Girt	43	0	0	0	1	44
Spring Lake	32	1	1	0	1	35
Spr Lk Hts	117	3	2	2	0	124
Parent Paid	26	0	0	0		26
Employee Child	9	0	0	0		9
Paid by Another Agency						
Tuition Free	0		0			0
Neptune & Pt. Plsnt					2	2
Totals	883	23	21	6	13	946
					TOTAL MHS	946
					TOTAL MES	502
					TOTAL ENROLLMENT	1,448

DOCUMENT B

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2023-2024 school year

	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
HIGH SCHOOL			
Sep-22	95.77	934.72	895.28
Sep-23	95.91	934.02	895.82
ELEMENTARY SCHOOL			
Sep-22	97.151	501.22	481.333
Sep-23	99.721	501.817	500.25

HIGH SCHOOL/CENTER FOR LEARNING INDEPENDENCE

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
September 11th	11:36a.m.	5 minutes		Fire Drill
September 18th	8:52a.m.	10 minutes		Lockdown Drill
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
September 12th	2:11 p.m.	5 minutes		Fire Drill
September 25th	2:00 p.m.	10 minutes		Lockdown Drill

[illegible][illegible]

Manasquan High School
2023 - 2024 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
FIGHTING	2										2
DEFIANCE	1										1
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
TOTALS	3	0	0	0	0	0	0	0	0	0	3
IN SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
SMOKING / POSESSION OF TABACCO	1										1
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
											0
TOTALS	1	0	0	0	0	0	0	0	0	0	1
TOTAL STUDENTS SUSPENDED	4	0	0	0	0	0	0	0	0	0	4
TOTAL SATURDAY DETENTIONS	0										0
STUDENTS SUSPENDED 1 TIME											
STUDENTS SUSPENDED 2 TIMES											
STUDENTS SUSPENDED 3 TIMES	3										
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										3	
TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE										3	

Manasquan High School

2023 - 2024 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
FIGHTING			2		2
DEFIANCE			1		1
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
Totals	0	0	3	0	3
IN SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
SMOKING / POSESSION OF TABACCO		1			1
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	0	1	0	0	1
TOTAL STUDENTS SUSPENDED	0	1	3	0	4
TOTAL SATURDAY DETENTIONS	0				0

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

School Bus emergency evacuation drills must be conducted twice each school year according to the New Jersey Administrative Code (NJAC 6A:27-11.2).

Emergency evacuation drills and safety education

(a). School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school.

1. All other students shall receive school bus evacuation instruction at least once within the school year.

(b). The school bus driver and bus aide shall participate in the emergency exit drills.

(c). Drills shall be conducted on school property and shall be supervised by the principal or person assigned to act in a supervisory capacity.

(d). Drills shall be documented in the minutes of the local board of education at the first board meeting following the completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

REPORT OF THE COMPLETION OF THE SCHOOL BUS EMERGENCY EVACUATION DRILL TO THE BOARD OF EDUCATION

Date of the school bus emergency evacuation drill:

9/26/23

Time of day the drill was conducted:

9:30-10:30

School Name:

Manasquan Elementary School

Location of the Emergency Evacuation Drill:

School parking lot

Route Number(s):

N/A

Name of the school principal/person(s) overseeing the drill:

Jacqueline Pulera

Other information relative to the emergency evacuation drill:

Petrina Kellon

Quinn

SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT

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1. Date of the drill;
2. Time of day the drill was conducted;
3. School name;
4. Location of the drill;
5. Route number(s) included in the drill; and
6. Name of school principal, or person(s) assigned, who supervised the drill.

Report the completion of the buss emergency evacuation drill
to the Board of Education

Date of the school bus emergency evacuation drill: September 14, 2023

Time of day the drill was conducted: 7:00 am - 7:25 am

School Name: Manasquan High School

Location of the Emergency Evacuation Drill: Buss drop off at the front entrance of the school

Route Number(s): 9500, 9501, 7518, 7520, 7521, 7523, 7524, PQS7525, Brielle

Name of the school principal/person(s) overseeing the drill:

Craig Murin & Rich Read - High School Assistant Principals

Other information relative to the emergency evacuation drill:

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

October 2023

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
		NO REPORT FOR THE MONTH			
MHS					
#1	09/12/2023	6607911563	7782521194 2125678034 9201784027 2540517724	Not HIB	Counseling with school counselor

All victims received counseling.

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R 1642.01 SICK LEAVE

A. Definitions – N.J.S.A. 18A:30-1.c. and 18A:30-4.i.

1. “Certified Domestic Violence Specialist” means a person who has fulfilled the requirements of certification as a Domestic Violence Specialist established by the New Jersey Association of Domestic Violence Professionals.
2. “Child” means a biological, adopted or foster child, stepchild or legal ward of an employee, child of a domestic partner or civil union partner of the employee.
3. “Designated domestic violence agency” means a county-wide organization whose primary purpose is to provide services to victims of domestic violence and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the division for the express purpose of providing the services.
4. “Domestic or sexual violence” means stalking, any sexually violent offense, as defined in N.J.S.A. 30:4-27.26, or domestic violence as defined in N.J.S.A. 2C:25-19 and N.J.S.A. 17:29B-16.
5. “Family member” means a child, grandchild, sibling, spouse, domestic partner, civil union partner, parent, or grandparent of an employee, or a spouse, domestic partner, or civil union partner of a parent or grandparent of the employee, or a sibling of a spouse, domestic partner, or civil union partner of the employee, or any other individual related by blood to the employee or whose close association with the employee is the equivalent of a family relationship.
6. “Health care professional” means any person licensed under Federal, State, or local law or the laws of a foreign nation, to provide health care services, or any other person who has been authorized to provide health care by a licensed health care professional including, but not limited to, doctors, nurses, and emergency room personnel.



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7. "Supervisor" means the building or district administrative staff member designated by the Superintendent who is responsible for supervising the employee.

B. Eligibility for Sick Leave – N.J.S.A. 18A:30-1

1. Sick leave is defined as the absence from an employee's post of duty, for any of the following reasons:
 - a. The employee is personally ill or injured;
 - b. For diagnosis, care, or treatment of, or recovery from, an employee's mental or physical illness, injury or other adverse health condition, or for preventive medical care for the employee;
 - c. For the employee to aid or care for a family member of the employee during diagnosis, care, or treatment of, or recovery from, the family member's mental or physical illness, injury or other adverse health condition, or during preventive medical care for the family member;
 - d. Absence necessary due to circumstances resulting from the employee, or a family member of the employee, being a victim of domestic or sexual violence, if the leave is to allow the employee to obtain for the employee or the family member:
 - (1) Medical attention needed to recover from physical or psychological injury or disability caused by domestic or sexual violence;
 - (2) Services from a designated domestic violence agency or other victim services organization;
 - (3) Psychological or other counseling;
 - (4) Relocation; or



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- (5) Legal services, including obtaining a restraining order or preparing for, or participating in, any civil or criminal legal proceeding related to the domestic or sexual violence;
 - e. The death of a family member for up to seven days;
 - f. To attend a child's school-related conference, meeting, function or other event requested or required by a school administrator, teacher, or other professional staff member responsible for the child's education, or to attend a meeting regarding care provided to the child in connection with the child's health conditions or disability;
 - g. The school or place of care of a child of the employee is closed by order of a public official or because of a state of emergency declared by the Governor, due to an epidemic or other public health emergency; or
 - h. The employee has been exposed to a contagious disease or is quarantined for the disease in the employee's immediate household.
- 2. N.J.S.A. 18A:30-1, Policy 1642.01, and this Regulation shall not supersede any law providing collective bargaining rights for school district employees and shall not reduce, diminish, or adversely affect an employee's collective bargaining rights.
- C. Physician's Certificate Required for Sick Leave – N.J.S.A. 18A:30-4
- 1. In case of sick leave claimed due to personal illness or injury, the Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.



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2. If an employee's need to use sick leave as defined pursuant to N.J.S.A. 18A:30-1 and B. above is foreseeable, the Board requires advance notice, not to exceed seven calendar days, as determined by the Superintendent, prior to the date the leave is to begin, of the intention to use the leave and its expected duration, and the employee shall make a reasonable effort to schedule the use of sick leave in a manner that does not unduly disrupt the operations of the Board.
3. If the reason for the leave is not foreseeable, the Board of Education requires an employee to give notice of the intention as soon as practicable, provided the Board of Education has notified the employee of this requirement.
4. The Board may prohibit an employee from using foreseeable sick leave on certain dates, and require reasonable documentation if sick leave that is not foreseeable is used during those dates.
5. In case of sick leave claimed for three or more consecutive days, the Board may require reasonable documentation that the leave is being taken for a purpose permitted pursuant to N.J.S.A. 18A:30-1.a. and B.1. above.
6. If the leave is permitted under N.J.S.A. 18A:30-1.a.(2) or (3) and B.1.b. or c. above, documentation signed by a health care professional who is treating the employee or the family member of the employee indicating the need for the leave and, if possible, the number of days of leave, shall be considered reasonable documentation.
7. If the leave is permitted under N.J.S.A. 18A:30-1.a.(4) and B.1.d. above because of domestic or sexual violence, any of the following shall be considered reasonable documentation of the domestic or sexual violence:
 - a. Medical documentation;
 - b. A law enforcement agency record or report;
 - c. A court order;



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- d. Documentation that the perpetrator of the domestic or sexual violence has been convicted of a domestic or sexual violence offense;
 - e. Certification from a certified Domestic Violence Specialist or a representative of a designated domestic violence agency or other victim services organization; or
 - f. Other documentation or certification provided by a social worker, counselor, member of the clergy, shelter worker, health care professional, attorney, or other professional who has assisted the employee or family member in dealing with the domestic or sexual violence.
8. If the leave is permitted under N.J.S.A. 18A:30-1.a.(7) and B.1.g. above, a copy of the order of the public official or the determination by the health authority shall be considered reasonable documentation.

D. Sick Leave Charges

- 1. An employee who is absent for greater than fifty percent of their work day shall be charged a full sick day if the employee's reason for absence is covered by N.J.S.A. 18A:30-1.
- 2. A sick leave day once commenced may be reinstated as a working day only with the approval of the Superintendent or designee.
- 3. An employee absent on sick leave on a day when the school is closed early for emergency reasons will be charged with a full sick leave day.
- 4. An employee scheduled for a sick leave absence on a day on which the schools do not open because of an emergency will not be charged with a sick leave day.



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E. Readmission After Disability

1. An employee absent on sick leave, covered under N.J.S.A. 18A:30-1.a.(1); (2); and (8) and B.1.a.; b.; and h., for more than five consecutive working days who wishes to return to work shall submit the signed statement of their physician or institution indicating the employee's fitness to perform their duties.
2. The Board may, at its discretion, require the employee submit to an examination by a physician or institution designated by the Board to confirm the information submitted by the employee's physician or institution.
 - a. The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board.
3. If the results of the examination conducted pursuant to paragraph E.2. above are inconsistent with the statement of the employee's physician in E.1. above, the employee and the Board shall agree to a third physician or institution to conduct the examination. The Board shall bear the cost of this third examination.

F. Accumulation of Sick Leave

1. If any employee requires in any school year less than the specified number of days of sick leave with pay allowed, all days of such minimum sick leave not utilized that year shall be accumulative to be used for additional sick leave as needed in subsequent years in accordance with N.J.S.A. 18A:30-3.

G. Exhaustion of Sick Leave

1. The Superintendent or designee shall monitor employee accumulated sick leave and charge an employee's accumulated sick leave.
 - a. Sick leave will be charged, first, to the sick leave newly available in the employee's current contract year and, when that sick leave entitlement is exhausted, to the employee's accumulated sick leave.



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H. Records

1. The personnel file of each person employed by this district will include an accurate record of the employee's use and accumulation of sick leave days.
 - a. The Superintendent or designee will maintain the employees record of accumulated sick leave in accordance with Policy 1642.01 and this Regulation.
2. Each employee's attendance record will record the reason for any absence.
3. **When entering an absence, each employee must specify the general category of reason for taking sick leave from B.1 above. The categories and associated reasons shall be:**
 - a. **Self Illness / Medical Care (includes reasons B.1.a., B.1.b., B.1.d., & B.1.h)**
 - b. **Family / Child Care (includes reasons B.1.c., B.1.d., B.1.f.)**
 - c. **Death of Family Member (reason B.1.e)**
 - d. **Child's School Closed for Public Health Emergency (reason B.1.g)**

Issued: 22 August 2023
Revised: 21 November 2023



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.



TUITION PROGRAM POLICY FOR NON-RESIDENT/NON SENDING DISTRICT
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.



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

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



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, 2022 - June 30, 2023



School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2022 - June 30, 2023

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 Elementary School

District Name: Manasquan School District

School Year: July 1, 2022 - June 30, 2023

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, 2022 - June 30, 2023

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, 2022 - June 30, 2023

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</i> for <i>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

School Name: Manasquan Elementary School

District Name: Manasquan School District

School Year: July 1, 2022 - June 30, 2023

Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2022-2023 school year? Yes

During the 2022-2023 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB? 0

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, 2022 - June 30, 2023



School Name: Manasquan High School
District Name: Manasquan School District
School Year: July 1, 2022 - June 30, 2023

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, 2022 - June 30, 2023

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, 2022 - June 30, 2023

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, 2022 - June 30, 2023

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</i> for <i>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

School Name: Manasquan High School

District Name: Manasquan School District

School Year: July 1, 2022 - June 30, 2023

Preliminary Determination

Did your school district's policy permit the use of a preliminary determination for reports of HIB during the 2022-2023 school year? Yes

During the 2022-2023 school year, how many times was a preliminary determination made in your school that an incident or complaint was outside the scope of the definition of HIB and did not need to be investigated as HIB? 3

**MANASQUAN BOARD OF EDUCATION
REQUEST FOR OBSOLETE EQUIPMENT DISPOSAL**

DATE	ITEM	DISTRICT ASSET NUMBER	SERIAL NUMBER
10/17/2023	Iphone 6s	5434	
10/17/2023	iphone	6069	
10/17/2023	Dell U2422H Monitor		HCXJ1K3
10/17/2023	Epson 955WH	4770	VSLK5400582
10/17/2023	Ipod	2946	
10/17/2023	26" CCTV Monitor		
10/17/2023	Dell 19"		
10/17/2023	Sharp Projector	1401	50414602
10/17/2023	Epson 99W	4580	U4CK4X00880
10/17/2023	Dell 27" monitor(2709)		
10/17/2023	Dell 24" monitor(u2414hb)		
10/17/2023	Ipad Docking station		
10/17/2023	Dell 24" monitor(2407) QTY: 6		
10/17/2023	Aerohive AP250	5456	2501808070263
10/17/2023	iPad A1474	4531	DMPMR3WFK10
10/17/2023	iPad A1395	3258	DVPHMH7ZDFHW
10/17/2023	Dell Latitude 3330	3797	CKJGRT1
10/17/2023	MIFI Hotspot	4999	
10/17/2023	Intransa VA210		002590145948
10/17/2023	Dell Server Poweredge 29		FDRK9G1
10/17/2023	Dell Server Poweredge 29		32P83D1
10/17/2023	Dell Latitude 3330	3791	hkjgrt1
10/17/2023	Dell Optiplex 390		2RD36V1

MANASQUAN SCHOOL DISTRICT
Job Description

TITLE: **DIRECTOR OF SCHOOL COUNSELING SERVICES**

QUALIFICATIONS:

1. Valid New Jersey Certificates for Supervisor, Principal, and Director of Student Personnel Services.
2. Master's Degree, preferably in the area of Student Personnel Services.
3. Has completed a minimum of five years of successful experience in school district student personnel work.
4. Broad knowledge of instructional technology equipment and applications; online services; technology resources and integration of technology across the curriculum.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Guidance Counselors, Guidance Support Staff

JOB GOAL: To support the District's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Coordination of Guidance Activities
 - a. Designs, implements and evaluates the districtwide guidance and counseling program.
 - b. Compiles, regularly updates and disseminates in accordance with district procedures a comprehensive description of the K-12 Guidance Program including policies, procedures and other components.
 - c. Maintains communications with offices and agencies that provide specialized help to students and parents.
 - d. Coordinates the district guidance program with others in the school and community to promote maximum cognitive and affective benefits for students.
 - e. Works closely with the high school and elementary school principals in the design and implementation of their master schedules.
 - f. Plans and conducts the scheduling process for students entering sixth through twelfth grade.
 - g. Oversees the K-12 student (cumulative) record system to ensure that relevant, up-to-date information is maintained in accordance with state and federal law, Board policy, and district procedures.
 - h. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.

- i. Maintains own knowledge of the instructional and extracurricular programs of the district and utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience.
 - j. Makes available to students information about post-high school opportunities through college fairs, individual appointments, print documents, audio-visual materials.
 - k. Identifies and addresses needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected students, students making the transition from eighth to ninth grade).
 - l. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents.
 - m. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
 - n. Oversees the registration of new students and the transfer of students.
 - o. Supervises the processing of student working papers.
 - p. Provides for articulation of the guidance program by conducting regular meetings of counselors.
 - q. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate necessary state and district reports.
2. Personnel Administration
- a. Participates in the process to recruit, screen, interview and recommend new counselors for the district.
 - b. Evaluates guidance staff, counselors and office personnel in accordance with state law, Board policy and contractual agreements.
 - c. Evaluates administrative staff including Principals, Assistant Principals, and Supervisors, as assigned by the Superintendent, in accordance with state law, Board policy and contractual agreements.
3. Testing
- a. Oversees the District testing program, prepares information/data as requested, and interprets the results of tests for school personnel, the Board of Education, parents and other audiences.
 - b. Coordinates the monitoring of the graduation status of all high school students to ensure they have met all state and local graduation requirements and/or pursued all alternative assessments and/or appeals.
 - c. Contributes expertise to the development of the K-12 assessment program, the selection of testing instruments, the design of "alternative" assessments, and other activities.
 - d. Works in cooperation with other administrators in the district to coordinate the district's testing/assessment program.
4. Staff Development
- a. Facilitates the participation of the guidance staff in professional development experiences to enhance their job-related knowledge and skills.
 - b. Conducts in-service training for district programs as required.
5. School and Community Relations
- a. Promotes on-going, two-way communications with students, school personnel, parents and others to enhance the guidance services program and the school district.

- b. Works with the high school Principal to coordinate high school parent nights, freshman orientation, eight grade open houses, and any other informational and/or student recruitment events, including visits to other schools.
 - c. Works closely with sending districts to coordinate school programs.
 - d. Prepares and disseminates guidance-related literature and publications (i.e., School Profile).
 - e. Participates in administrative meetings for administrators, directors, and supervisors.
 - f. Facilitates articulation experiences for guidance and other staff.
 - g. Participates in relevant administrative meetings conducted by the Superintendent.
6. Counseling
- a. Counsels students in their academic, personal, and social development consistent with the policies and goals of the Board and within the resources provided by the Board.
7. Professional Development
- a. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
 - b. Keeps up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
 - c. Represents the district at relevant local, county and state guidance meetings.
8. **Supervisor of Academy/Center for Learning and Independence Programs**
- a. **Supervises the daily operations of the program and staff which includes students, BCBA, Transition Coordinator, Teachers, and job coaches.**
 - b. **Supervises the work-based learning community businesses, job sites, and partnerships for students enrolled in the program.**
 - c. **Supervises the budget and financial operations of the academy and CLI programs including oversight of the programs budget, the administration of student checking accounts, and the record keeping of program-related financial transactions.**
9. Other
- a. Performs such other tasks and assumes such other duties as may be assigned by the Superintendent.

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

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

Approved by: Manasquan Board of Education

Date: August 15, 2017
Revised: January 23, 2018
Revised: October 17, 2023