ADMINISTRATION
1613/page 1 of 3
Disclosure and Review of Applicant's
Employment History
July 18
M

[See POLICY ALERT No. 216]

### 1613 <u>DISCLOSURE AND REVIEW OF APPLICANT'S</u> <u>EMPLOYMENT HISTORY</u>

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

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

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

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



ADMINISTRATION
1613/page 2 of 3
Disclosure and Review of Applicant's
Employment History

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

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

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

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

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



ADMINISTRATION
1613/page 3 of 3
Disclosure and Review of Applicant's
Employment History

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

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

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

Adopted:



ADMINISTRATION R 1613/page 1 of 12 Disclosure and Review of Applicant's Employment History July 18

M

[See POLICY ALERT No. 216]

### R 1613 <u>DISCLOSURE AND REVIEW OF APPLICANT'S</u> EMPLOYMENT HISTORY

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students and is offered employment or commences employment following June 1, 2018 unless the school district, charter school, nonpublic school, or contracted service provider complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. as outlined in Policy and Regulation 1613.

### A. Definitions (N.J.S.A. 18A:6-7.6 et seq.)

For the purposes of this Policy and Regulation:

- 1. "Applicant" means any person considered for employment or offered employment for pay or contract for the paid services of any person serving in a position which involves regular contact with students.
- 2. "Child abuse" means any conduct that falls under the purview and reporting requirements of N.J.S.A. 9:6-8.8 et seq. and is directed toward or against a child or student, regardless of the age of the child or student.
- 3. "Disclosure Information Request Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Information Request, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.
- 4. "Disclosure Release Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.



ADMINISTRATION
R 1613/page 2 of 12
Disclosure and Review of Applicant's
Employment History

- 5. "Hiring entity" means all school entities including school districts, charter schools, nonpublic schools, or contracted service providers holding a contract with a school district, charter school, or nonpublic school.
- 6. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.
- B. Hiring Entity Required Application and Review Process (N.J.S.A. 18A:6-7.7)
  - 1. A hiring entity shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the provisions of N.J.S.A. 18A:6-7.6 et seq.
    - a. The hiring entity shall require an applicant to provide a Disclosure Release Form which must include the following information:
      - (1) A list, including name, address, telephone number, and other relevant contact information of the applicant's:
        - (a) Current employer;
        - (b) All former employers within the last twenty years that were schools; and
        - (c) All former employers within the last twenty years where the applicant was employed in a position that involved direct contact with children; and



ADMINISTRATION
R 1613/page 3 of 12
Disclosure and Review of Applicant's
Employment History

- (2) A written authorization that consents to and authorizes disclosure of the information requested under b. below pursuant to N.J.S.A. 18A:6-7.7.a.(2) and the release of related records by the applicant's employers listed under B.1.a.(1) above, and that releases those employers from liability that may arise from the disclosure or release of records:
- (3) A written statement as to whether the applicant:
  - (a) Has been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated:
  - (b) Has ever been disciplined, discharged, nonrenewed. asked resign to employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual pending misconduct were under or investigation, or due to an adjudication or finding of child abuse or sexual misconduct: or
  - (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.



ADMINISTRATION
R 1613/page 4 of 12
Disclosure and Review of Applicant's
Employment History

- (4) The hiring entity must comply with the requirements of N.J.S.A. 18A:6-7.6 et seq. for every applicant who will be employed by the hiring entity.
  - (a) However, the provisions of N.J.S.A. 18A:6-7.6 et seq. may be required by the hiring entity for any applicant.
- b. The Superintendent or designee of the hiring entity will review the applicant's Disclosure Release Form. Upon determining to continue the application process, the Superintendent or designee shall provide the applicant's Disclosure Release Form to all employers listed by the applicant under the provisions of N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above and provide all employers listed with the applicant's written authorization that consents to and authorizes disclosure in accordance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) and request the following information:
  - (1) The dates of employment of the applicant; and
  - (2) A statement as to whether the applicant:
    - (a) Was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
    - (b) Was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or



ADMINISTRATION R 1613/page 5 of 12 Disclosure and Review of Applicant's Employment History

- (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.
- c. The review of the applicant's employment history may be conducted through telephonic, electronic, or written communications in accordance with N.J.S.A. 18A:6-7.7.
  - (1) If the review is conducted by telephone, the results of the review shall be documented in writing by the Superintendent or designee responsible for reviewing the applicant's employment history. The Superintendent or designee may use the Disclosure Release Form to complete this review.
- 2. After reviewing the information disclosed by an employer under B.1.b. above and finding an affirmative response to any of the inquiries listed and if the Superintendent or designee of the hiring entity determines to continue with the applicant's job application process, the Superintendent or designee shall make further inquiries of the applicant's current and/or former employer(s) to ascertain additional details regarding the matter disclosed pursuant to N.J.S.A. 18A:6-7.10.
  - a. The Superintendent or designee shall make these additional inquiries by requesting the current and/or former employer to complete the Disclosure Information Request Form and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct.
  - b. The Superintendent, upon receiving and reviewing the additional information disclosed in accordance with B.2.a. above, will make a determination to continue with the applicant's job application process.



ADMINISTRATION
R. 1613/page 6 of 12
Disclosure and Review of Applicant's
Employment History

- 3. All employment history documentation for each applicant employed by the hiring entity in accordance with N.J.S.A. 18A:6-7.6 et seq. shall be maintained in the employee's personnel file. All employment history documentation for an applicant not hired shall be maintained by the Superintendent or designee and destroyed in accordance with the New Jersey Department of Revenue Records Management Services Records Retention and Disposition Schedule.
- 4. Employment history review pursuant to N.J.S.A. 18A:6-7.6 et seq. is not required for applicants the hiring entity does not wish to employ.
- 5. The hiring entity, in accordance with N.J.S.A. 18A:6-7.9.b., in conducting the review of the employment history of an out-of-State applicant, shall make, and document with specificity, diligent efforts to:
  - a. Verify the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a. and B.1.a. above; and
  - b. Obtain from any out-of-State employers listed by the applicant the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.
- C. Completing a Disclosure Request from a Hiring Entity Regarding a Current or Former Employee (N.J.S.A. 18A:6-7.9)
  - 1. All requests for information from a hiring entity regarding a current or former employee of this school district, charter school, or nonpublic school in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee.
    - a. The Superintendent or designee, upon receiving a request from a hiring entity for information, shall provide the information requested in accordance with N.J.S.A. 18A:6-7.6 et seq. to the hiring entity submitting the request if:



ADMINISTRATION R 1613/page 7 of 12 Disclosure and Review of Applicant's Employment History

- (1) The employment relationship is confirmed pursuant to N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above; and
- (2) The written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) above.
- b. At the discretion of the Superintendent, the requested information may be provided through telephonic, electronic, or written communications, pursuant to N.J.S.A. 18A:6-7.7 and B.1.c. above.
- 2. In the event a hiring entity requests additional information from this school district, charter school, or nonpublic school beyond a response to the questions as outlined in N.J.S.A. 18A:6-7.7.b. and B.1.b. above, the Superintendent or designee will review the written request and will make a determination as to the additional information and/or documentation to be provided to the hiring additional information entity. Any request for and/or documentation must be submitted by the hiring entity in writing to the Superintendent or designee before providing any additional information and/or documentation.
  - a. Upon providing such additional information and/or documentation, the Superintendent or designee will take every measure to ensure privacy and confidentiality, consistent with State and Federal laws and regulations regarding student privacy and the privacy rights of others.
  - b. Any personally identifiable information regarding any student or other individual other than the applicant's personally identifiable information shall be redacted prior to the release of any additional information.
  - c. The requested additional information should be provided to the hiring entity within twenty days, as required by statute.



ADMINISTRATION
R 1613/page 8 of 12
Disclosure and Review of Applicant's
Employment History

- 3. A copy of all requests for information and any information provided to a hiring entity, in accordance with the provisions of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq., shall be maintained by the Superintendent or designee in the applicant's personnel file and shall only be destroyed in accordance with the New Jersey Department of Revenue Records Management Services Records Retention and Disposition Schedule.
- D. Timeline for Current or Prior Employers to Disclose Information (N.J.S.A. 18A:6-7.9)
  - 1. No later than twenty days after receiving a request for information under N.J.S.A. 18A:6-7.7.b. and B.1.b. above, an employer that has or had an employment relationship within the last twenty years with the applicant shall disclose the information requested pursuant to N.J.S.A. 18A:6-7.6 et seq.
  - 2. The failure of an employer to provide the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above within the twenty day timeframe established under N.J.S.A. 18A:6-7.9.a. and D.1. above may be grounds for the automatic disqualification of an applicant from employment with a hiring entity. A hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated:
    - a. Because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7 and B. above; or
    - b. Due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.
- E. Provisional Employment (N.J.S.A. 18A:6-7.10)

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review by the hiring entity of information received pursuant to N.J.S.A. 18A:6-7.7 and B. above, provided that all of the following conditions are satisfied:



ADMINISTRATION R 1613/page 9 of 12 Disclosure and Review of Applicant's Employment History

- 1. The applicant has complied with N.J.S.A. 18A:6-7.7.a. and B.1.a. above;
- 2. The hiring entity has no knowledge or information pertaining to the applicant that the applicant is required to disclose pursuant to N.J.S.A 18A:6-7.7.a.(3) and B.1.a.(3); and
- 3. The hiring entity determines that special or emergent circumstances exist that justify the temporary employment of the applicant.
- F. Penalties to Applicants (N.J.S.A. 18A:6-7.8)
  - 1. An applicant who willfully provides false information or willfully fails to disclose information required in N.J.S.A. 18A:6-7.7.a. and B.1.a. above:
    - a. Shall be subject to discipline up to, and including, termination or denial of employment;
    - b. May be deemed in violation of subsection a. of N.J.S.A. 2C:28-3; and
    - c. May be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L. 1999, c.274 (N.J.S.A. 2A:58-10 et seq.).
  - 2. A hiring entity shall include a notification of the penalties set forth in N.J.S.A. 18A:6-7.8 and F.1. above on all applications for employment for positions which involve regular contact with students.
- G. Termination (N.J.S.A. 18A:6-7.9.d.)
  - 1. A hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if:
    - a. The applicant is offered employment or commences employment with the hiring entity following June 1, 2018; and



ADMINISTRATION R 1613/page 10 of 12 Disclosure and Review of Applicant's Employment History

- b. Information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the hiring entity that the hiring entity determines disqualifies the applicant or employee from employment.
- 2. The termination of employment pursuant to the provisions outlined in G.1. above and pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.
- H. Information Not Deemed Public Record and Immunity (N.J.S.A. 18A:6-7.11)
  - 1. Information received by an employer in accordance with Policy and Regulation 1613 and N.J.SA. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records.
  - 2. An employer, school district, charter school, nonpublic school, school administrator, or contracted service provider that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to and not in limitation of any other immunity provided by law.
- I. Prohibited Actions Relative to Certain Agreements and Employment Contracts (N.J.S.A. 18A:6-7.12)
  - 1. On or after June 1, 2018, a school district, charter school, nonpublic school, or contracted service provider may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:



ADMINISTRATION R 1613/page 11 of 12 Disclosure and Review of Applicant's Employment History

- a. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
- b. Affects the ability of a school district, charter school, nonpublic school, or contracted service provider to report suspected child abuse or sexual misconduct to the appropriate authorities; or
- c. Requires the school district, charter school, nonpublic school, or contracted service provider to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the school district, charter school, nonpublic school, or contracted service provider, unless after investigation the allegations are found to be false or the alleged incident of child abuse or sexual misconduct has not been substantiated.
- 2. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.12 shall be void and unenforceable.
- J. Public Awareness Campaign (N.J.S.A. 18A:7.13)
  - 1. The New Jersey Department of Education (NJDOE) shall establish a public awareness campaign to publicize the provisions of N.J.S.A. 18A:6-7.6 et seq. and to ensure applicants and employers are aware of their respective rights and responsibilities under N.J.S.A. 18A:6-7.6 et seq. The NJDOE shall post on its website guidance documents and any other informational materials that may assist applicants and employers in the implementation of and compliance with N.J.S.A. 18A:6-7.6 et seq.



ADMINISTRATION R 1613/page 12 of 12 Disclosure and Review of Applicant's Employment History

2. The NJDOE developed forms for applicants and employers may be used to comply with the requirements of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.7, as well as any other forms necessary to carry out the provisions of N.J.S.A. 18A:6-7.6 et seq.

Issued:



### REGULATION

## MANASQUAN BOARD OF EDUCATION

STUDENTS R 5533/Page 1 of 3 PUPIL SMOKING

### R 5533 PUPIL SMOKING

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure pupils do not smoke in violation of Board Policy 5533 and the law.

### A. Notice Provisions

- 1. A sign shall be posted in every school building indicating smoking is prohibited in any school building or on school grounds. The sign shall also indicate violators will be subject to a fine.
- 2. Each school's student handbook will indicate smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board of Education.
- 3. A public address announcement will be made, when practicable, at school-sponsored events indicating smoking is prohibited in school buildings and on school grounds.

### B. Reporting Procedures

- 1. Any teaching staff member who observes a pupil smoking in violation of Policy 5533 shall inform the pupil to cease smoking and report the violation to the Principal or designee.
- 2. Any support staff member who observes a pupil smoking in violation of Policy 5533 shall either inform a teaching staff member, who shall report the violation to the Principal or designee or the support staff member may report the violation directly to the Principal or designee.
- 3. The Principal or designee will investigate each report received from a staff member and make a determination whether the pupil has violated Board Policy 5533.

### C. Violation Consequences



## MANASQUAN BOARD OF EDUCATION

STUDENTS R 5533/Page 2 of 3 PUPIL SMOKING

- 1. In the event the Principal or designee determines a pupil has violated Policy 5533, the pupil will be assigned the following discipline in accordance with the school's pupil discipline/code of conduct:
  - a. For pupils found in possessing cigarettes, electronic smoking device or paraphernalia:
    - (1) First offense
      - (a) Parent(s) or legal guardian(s) notified; and
      - (b) Suspension and/or referral to SAC for assistance in quitting use of tobacco.
    - (2) Second offense
      - (a) Phone call to parent(s) or legal guardian(s);
      - (b) Suspension; and
      - (c) Complaint filed in municipal court.
  - b. For pupils found in the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device on school property:
    - (a) Parent(s) or legal guardian(s) notified; and
    - (b) Suspension: and
    - (c) Referral to SAC for assistance in quitting use of tobacco; and
    - (d) Complaint filed in municipal court for violating "New Jersey Smoke-Free Air Act" N.J.S.A. 26:3D-58 (b).



## **REGULATION**

# MANASQUAN **BOARD OF EDUCATION**

STUDENTS R 5533/Page 3 of 3 PUPIL SMOKING

. }

Issued: 14 June 2011



### STRAUSS ESMAY ASSOCIATES

STLIDENTS

5517 STUDENT IDENTIFICATION CARDS

### 5517 STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all pupils, staff, parents and community members in school buildings.

In recognizing this important responsibility, the Board requires all pupils to carry school district issued identification cards at all times while in school.

A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or to produce it when asked to do so may be disciplined. The school district issued Identification Card will be issued to all pupils in the high school, and may be presented for:

- 1. Identification at school district activities on school district property other than the school attended by the pupil;
- 2. Admission to school dances and other school-related activities;
- 3. Identification for library media services to include library book, periodical and other resource check-out;
- 4. Entrance for Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school district property;
- 5. Identification for transportation services offered by the district including the use of activity and/or late buses;
- 6. Identification for admission to certain school related and school district sponsored functions; and
- 7. Accessing money placed on account in the school cafeterias;
- 8. Accessing free or reduced lunch system; and
- 9. Other purposes and activities as determined by the Building Principal.

Pupils will be issued one card every year. A replacement fee of \$5.00 will be charged for all lost identification cards.

Ado	pted:		



## DOCUMENT K

Barbara Kerensky, Director of Curriculum, Instruction, Supervisor of World Language

To: Dr. Frank Kasyan, Superintendent

Lynn Coates, Business Administrator

Jesse Place, JoAnn Dietrick

Re: Approve curriculum and pacing charts written and/or revised summer 2018

Date: August 9, 2018

Please approve the following curricula and pacing charts that have been written or revised during the summer of 2018.

#### **MES**

Art K-2

Art 4-6

Physical Education K-4

Social Studies Grade 6

Social Studies Grade 7

Social Studies Grade 8

### MHS

Accounting

ACE

**Advanced Placement Biology** 

**Advanced Placement Computer Science Principles** 

**Advanced Placement Government & Politics** 

**Advanced Placement Macroeconomics** 

**Advanced Placement Microeconomics** 

**Advanced Placement Statistics** 

Art Appreciation

Astronomy

Band

**Business of Architecture** 

Ceramics

Chorus

**Computer Applications** 

**Emergency Clinical Care** 

**English IV** 

Entrepreneurship

**Environmental Science** 

ESL

Financial Planning

Fine Arts

Food & Culture

French I

French III Honors **Fundamentals of Engineering Design** Graphic Design **Health Careers** Introduction to Business Introduction to Criminal Justice Introduction to Criminology Italian IV

Italian IV Honors

Life Skills

Manasquan High School Early College Program: Spanish II Manasquan High School Early College Program: Spanish I

Manasquan High School Early College Program: Human Development

Marine Science Multimedia Music Appreciation

Peers

**Physical Education Print Media Publications** Spanish I Spanish II Honors

Spanish V