

DOCUMENT A

District Enrollment: 10/31/2018

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	38	1			39
Belmar	108	12	6	1	128
Brielle	221	7	4	1	233
Lake Como	55	7		1	63
Manasquan	284	8	5		297
Sea Girt	24	1	1		26
Spring Lake	39	1			40
Spr Lk Hts	123	2	2	1	128
Parent Paid	10	1			11
Employee Child	2				2
Paid By Another Agency	1				1
Tuition Free	2				2
Totals	907	40	18	4	969
				TOTAL MHS	969
				TOTAL MES	545
				TOTAL ENROLLMENT	1,514

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2018-2019 school year**

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Oct-17	95.27	923.79	880.07
Oct-18	95.30	946.68	902.61
ELEMENTARY SCHOOL			
Oct-17	97.454	567.048	581.667
Oct-18	97.231	545.091	529.409

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2018-2019 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>
October 9th	9:02 a.m.	8 minutes		Fire Drill
October 24th	1:03 p.m.	18 minutes		Evacuation Drill
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
October 11th	2:00 p.m.	10 minutes		Lockdown
October 23rd	11:45 a.m.	4 minutes		Fire Drill

ELEMENTARY SCHOOL SUSPENSIONS BY GRADE

GRADE	1	2	3	4	5	6	7	8
Tardy								
Profanity								
Detention/Cut Class								
Leaving School Grounds								
Smoking								
Willful Disobedience								
Truant								
Forged Note								
Fighting								
Conduct of Such Character								
Destruction of School and Personal Property								
Threatening Staff Member								
Threatening Student						1		
Disturbance in Class								
Harrassment of Student								
Possession of Drug/Alcohol								
Insubordination								
Possession of Stolen Property							1	
Possession of a Weapon								
Simple Assault						1		
TOTAL	0	0	0	0	0	2	1	0

Suspensions By Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL
DISREPECTFUL TO STUDENT	2										2
DISREPECTFUL TO STAFF	1	2									3
DEFIANCE	1										1
FIGHTING	2										2
PUSHING / SHOVING	1										1
THROWING OF OBJECTS	1										1
UNDER THE INFLUENCE	0										0
UNLISTED OFFENSE	1										1
VERBAL ABUSE / PROFANITY		2									2
MARIJUANA		1									1
											0
Totals	9	5	0	0	0	0	0	0	0	0	14
IN SCHOOL SUSPENSIONS:											
VERBAL ABUSE / PROFANITY		2									2
SATURDAY DETENTION NO SHOW		1									1
SMOKING / POSSESSION		1									1
											0
Totals	0	4	0	0	0	0	0	0	0	0	4
TOTAL STUDENTS SUSPENDED	9	9	0	0	0	0	0	0	0	0	18

TOTAL SATURDAY DETENTIONS	3	4								
STUDENTS SUSPENDED 1 TIME	12	STUDENTS SUSPENDED 4 TIMES		STUDENTS SUSPENDED 7 TIMES						
STUDENTS SUSPENDED 2 TIMES		STUDENTS SUSPENDED 5 TIMES		STUDENTS SUSPENDED 8 TIMES						
STUDENTS SUSPENDED 3 TIMES	2	STUDENTS SUSPENDED 6 TIMES		STUDENTS SUSPENDED 9 TIMES						

TOTAL NUMBER OF SUSPENSIONS TO DATE	18							TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE	14
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SUSPENSIONS BY DISTRICT

OUT OF SCHOOL SUSPENSIONS:	SQUAN	AVON	BELMAR	L. COMO	SLH	SL	SEA GIRT	BRIELLE	TOTALS
DISREPECTFUL TO STUDENT						1		1	2
DISREPECTFUL TO STAFF				2	1				3
DEFIANCE				1					1
FIGHTING				2					2
PUSHING / SHOVING					1				1
THROWING OF OBJECTS	1								1
UNDER THE INFLUENCE									0
UNLISTED OFFENSE	1								1
VERBAL ABUSE / PROFANITY				1	1				2
MARIJUANA				1					1
Totals	2	0	0	7	3	1	0	1	
IN SCHOOL SUSPENSIONS:									0
VERBAL ABUSE / PROFANITY			1	1					2
SATURDAY DETENTION NO SHOW								1	1
SMOKING / POSSESSION					1				1
Totals	0	0	1	1	1	0	0	1	0
TOTAL STUDENTS SUSPENDED	2	0	1	8	4	1	0	2	18
TOTAL SATURDAY DETENTIONS	2			3				2	

SUSPENSIONS BY GRADE

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
DISREPECTFUL TO STUDENT	2				2
DISREPECTFUL TO STAFF	1	2			3
DEFIANCE				1	1
FIGHTING	1	1			2
PUSHING / SHOVING	1				1
THROWING OF OBJECTS		1			1
UNDER THE INFLUENCE	1				1
UNLISTED OFFENSE	1	1			2
VERBAL ABUSE / PROFANITY					0
MARIJUANA				1	1
Totals	7	5	0	2	14
IN SCHOOL SUSPENSIONS:					0
VERBAL ABUSE / PROFANITY	1	1			2
SATURDAY DETENTION NO SHOW				1	1
SMOKING / POSSESSION			1		1
Totals	1	1	1	1	4
TOTAL STUDENTS SUSPENDED	8	6	1	3	18
TOTAL SATURDAY DETENTIONS		5		2	

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
November 13, 2018

Case #	Date of Report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
	No ES Reports for the Month				
MHS					
#5	09/25/2018	7598387636	4260159916	Not HIB	Counseling with School Counselor

All victims received counseling.

NURSING SERVICES PLAN

Manasquan School District

Superintendent - Dr. Frank Kasyan
2018-2019

The Certified School Nurses in the Manasquan Public Schools have a multitude of roles within the scope of professional practice. In an ongoing effort to ensure children remain healthy and ready to learn, the school nurses take on the roles of health care provider, investigator, communicator, collaborator, counselor, educator, child advocate, community liaison, recorder, screener, first responder and manager.

Nursing Care Provider

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

Investigator

As investigator, the school nurses seek information regarding health histories, health practices, risky behavior trends, environmental concerns, safety issues, communicable disease patterns and current health information relevant to the practice of school nursing. Consultations with parent/guardians, pediatricians, physicians, specialists, health agencies, administrators, classroom teachers, guidance counselors, student assistance counselors, learning disability counselors, law enforcement agents, school psychologists, physical therapists, cafeteria staff, custodial and maintenance staff, mobile crisis unit, suicide prevention coalition, and grief counselors are sought in order to gather information. Three particular areas the nurse investigates daily are requests from parents to provide long term physical education excuses for their student, requests for Home Instruction and tracking down health records for students transferred into the district.

Communicator

As communicators, the school nurse uses a varied approaches to share important information with students, parents, staff members, physicians, health care agencies, administration and government entities. Telephone conferences, personal letters, newsletters, flyers, bulletin board postings,

e-mail communications, website updates, personal conferences, departmental meetings, Intervention and Referral Services meetings and Child Study Team meetings represent some of the methods and forums in which health information is communicated.

Collaborator

The school nurse collaborates interprofessionally with nurses in the district, with nurses from the sending districts, with physicians and nurse providers of our students in private practice and with our School Physician daily. This process includes maintaining confidentiality in shared group knowledge of the client, effective communication and decision making for best outcomes. Often functioning autonomously as the medical officer of the building, the school nurse practices responsibly, respectfully, assertively and with accountability as she collaborates with other disciplines in the district. The interdisciplinary collaboration of the nurse is demonstrated in her team dynamics with the Intervention and Referral Services (I&RS), Crisis Team, Code Blue Team and Safety and Security Team. It is this interprofessional and interdisciplinary partnership that creates a team approach designed to work on a common goal for improved outcomes of the students and population served. Interprofessional and interdisciplinary collaborative interactions occur constantly throughout the school nurse's day through a sharing of skills and knowledge to improve the population's quality of care.

Counselor

School nurses serve in the role of counselor to students, parents and staff regarding health issues and personal concerns. An ever increasing population of students with diagnosed mental health illnesses sees the health office visits escalating with children presenting with mild to moderate anxiety each day. The school nurse initiates immediate therapeutic intervention. Referrals are made to school psychologists, student assistance counselors, guidance counselors, physicians, mobile crisis responders, mental health therapists and community health resources as needed.

Educator

The role of educator is a vital role for the certified school nurse. Informal teaching takes place continuously on a one-on-one basis during the delivery

of health care to students and staff. Staff education on health topics (asthma, allergies, diabetes, child abuse, convulsive disorder, blood borne pathogens, eating disorders, disabilities and mental health disorders) is provided at building meetings or in small groups as appropriate. The certified school nurse conducts inservice for volunteer staff delegates on assessment and treatment of students presenting with anaphylaxis due to an acute allergic reaction and the administration of Epinephrine Injection. Additionally, the certified school nurse conducts inservice on the assessment and treatment of Diabetic students presenting with Hypoglycemia due to a dangerous drop in blood sugar and the administration of Glucagon Injection. Parent education is provided through written materials and private discussions.

Child Advocate

As child healthcare advocates, school nurses work closely with staff and families to facilitate that health needs and accommodations are identified and met. This can be in a meeting with staff regarding the healthcare needs and allowances for a particular student, or representing a student in a court of law. Advocacy extends beyond these areas to include referrals for health services, counseling, community programs, camps, and DYFS.

Community Liaison

In the role of community liaison, the school nurses work with local groups and organizations to bring special programs into the schools and from school out into the community. Students and staff have benefited from the Walks for Juvenile Diabetes and Autism, the annual blood drive to benefit the Central Jersey Blood Center, the Flu Vaccine program, the Leukemia and Lymphoma Society, the Epilepsy Foundation, the New Jersey Sharing Network and the American Heart Association to name a few.

Recorder

A time consuming role for the school nurse is the role of recorder. A legal health record must be maintained apart from the academic record, for each student with documentation of each incident of nursing care delivered. Each entry must include the date, time, and major complaint, nursing assessment, plan of care, implementation and evaluation and referrals to other

professionals so that a running account of each student's visit to the health office can be reflected and maintained through the Genesis program. This accurate account of student visits to the health office can reflect either a pattern of behavior, psychological issues or environmental issue in the classroom or in the home. Written communication from parents or health care providers must also be incorporated into the student records. Data must also be collected and recorded for state agencies related to immunizations, communicable diseases such as MRSA, tuberculosis testing, waste management, year round sports participation and employee injuries.

Screener

Each year the school nurse conducts mandated screenings on student height, weight, blood pressure, vision, hearing and scoliosis metrics. The measurements are assessed and recorded on the student health record.

First Responder

The school nurse maintains certification in Basic Life Support (BLS), Cardiopulmonary Resuscitation (CPR) and the use of the Automated External Defibrillator (AED). The school nurse is a member of the Code Blue (emergency cardiac response) Team and facilitates campus AEDs.

Manager

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

Level I: Nursing Dependent

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

Level II: Medically Fragile

Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a professional nurse. Examples may include, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care with suctioning, unstable or newly diagnosed diabetic with unscheduled blood sugar monitoring and insulin injections, diabetics with insulin pumps requiring monitoring and asthmatics requiring nebulizer treatments.

Level III: Medically Complex

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

Level IV: Health Concerns

In the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, varying from biweekly to annually. Examples include, but are not limited to: dental disease, headaches, migraines, sensory impairments, diabetes self-managed by the student, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

MANASQUAN ELEMENTARY SCHOOL

Grade Levels: Pre-Kindergarten – 8

Student Population: 545

General Education Enrollment: 443

Special Education Enrollment: 102

Total Students with medical involvement:

Level I: Nursing Dependent	-	0
Level II: Medically Fragile	-	6
Level III: Medically Complex	-	41
Level IV: Health Concerns	-	160

MANASQUAN HIGH SCHOOL

Grade Levels: 9 – 12

Student Population: 969

General Education Enrollment: 807

Special Education Enrollment: 162

Total Students with medical involvement:

Level I:	Nursing Dependent	-	0
Level II:	Medically Fragile	-	24
Level III:	Medically Complex	-	48
Level IV:	Health Concerns	-	362

This number includes; one student with Cerebral Palsy, eight students with seizure disorder requiring medication, two students with Cancer, four students with Supraventricular Tachycardia requiring intervention with vagal maneuvers for attempted cardioversion, two students with postural orthostatic tachycardia (POTS), one student with Reflex Neurovascular Dystrophy, two student with Hypoplastic heart syndrome, 45 Asthmatics - some requiring nebulizer treatments as needed for asthma attacks, many with Exercise Induced Asthma requiring the use of metered dose inhalers prior to exercise, approximately 24 known student with depression disorder, clinical depression or other mental health illnesses such as generalized anxiety disorder, many with Chronic Fatigue Syndrome/Epstein Barre Virus/Mononucleosis, many with ADHD, eight insulin dependent students with Type 1 Diabetes Mellitus, twelve with life threatening food allergies that require emergency health care plans, Seizure Action Plans, Asthma Action Plans, Cardiac Action Plans and Food Allergy Plans.

Manasquan High School NJSIAA – Sports Program

The sports program has always been an added responsibility for the school nurses in the district. In 2017-2018, it generated over 900 student athletes at MHS. Currently, the Certified School Nurse receives, reviews and processes sport physicals for all students intending to participate in sports in each of the three seasons. All physicals must be reviewed by the Certified School Nurse and signed by the school physician prior to consideration for eligibility. Additionally, district students attending county vocational schools are processed through the MHS School Nurse prior to participation. Over 2000 sport packets and updates are reviewed, interpreted

and processed each school year by the School Nurse. The Pre participation History and Physical contains health related information which students often return incomplete. This requires follow up phone calls to the student's home or private care provider until the packet is completed or corrected, prior to consideration for participation. All student/athletes must be medically cleared by the school physician and school nurse who review each applicant thoroughly before medical clearance is declared for participation. NJSIAA rules and regulations are followed in this pre participation process, which also indicate that a written letter of clearance or denial with follow up instructions toward eventual clearance is mailed to every home. This enormous task could benefit from the assistance of clerical personnel so that it is carried out in a timely manner.

Processing sports applications is a time consuming task throughout the year, but especially in the month of September when the health office is busy with Sports Physical Reviews, Glucagon and Epinephrine Injection inservices, reviewing and updating health records, obtaining prescriptions and medications, creating individual care plans, creating a health awareness list and meeting with faculty to discuss student concerns, tracking the status of provisional students and transferring a large amount of student files in and out of the district due to transfers to and from other schools. It is the recommendation of this office that an additional full time support individual be provided to the health office that can assist with clerical areas of filing, and mailing preparticipation sport physical determinations in the weeks prior to the onset of the three sport seasons for omissions, and make phone calls for remediation. Each physical requires at a minimum, five minutes reviewing and identifying omissions and planning remediation. 600 Fall Sport Physicals were processed by the High School Certified School Nurse during the 2018 summer. Projecting for the 2019 Fall sports participants, a minimum of 100 hours is needed to process physicals during in the summer. The nurse makes appointments with students and parents to remediate Physicals which include obtaining medication authorization, training epinephrine and glucagon injection delegates, blood pressure, pulse and vision reexaminations, referrals to cardiologists and orthopedists for clearance as recommended by the physician and creating care plans for food allergies, anaphylaxis, asthma, epilepsy and diabetes.

Level I: Nursing Dependent:

Level II: Medically Fragile:

Epilepsy/Convulsive - Seizure Disorder

Cystic Fibrosis

Ulcerative Colitis

Syncopal Episodes

Sotos Syndrome

Hydrocephalus with V-P Shunt

Insulin Dependent diabetics

Addison's Disease – Adrenal Insufficiency

Cardiac disorders including but not limited to

- Supraventricular Tachycardia requiring intervention with vagal maneuvers for attempted Cardioversion
- Hypertrophic Cardiomyopathy

Severe Food Allergy with Possibility of Life-Threatening Emergency

Asthma

Cancer – Hodgkin's Lymphoma,

Medication allergy

Life threatening allergy

Turettes/TICs

ADD

ADHD

Migraine Headaches

Hearing disorders

Non-life threatening allergy

Seasonal allergies

Visual Impairments

Organ transplant recipient

Brain tumor cancer recovery patient

Vestibular Migraines

Level III: Medically Complex:

Juvenile Rheumatoid Arthritis and Fibromyalgia, or neuromuscular disorder

Allergy with Possibility of Anaphylaxis

Chrohn's disease

Anorexia

PANDAS

Moderate Asthma or Reactive Airway Disease

Complex Mental Health Disorders

- Major Depressive Disorder
- Obsessive Compulsive Disorder

- Oppositional Defiance Disorder
- Agoraphobia
- Generalized Anxiety Disorder
- School Phobia
- Androphobia

Daily Prescription Medications during school hours

Autism

Transgender and Gender identity concerns

Religious Exemptions from Vaccinations

Osgood-Schlater Disorder

Hirschsprung's Disease

Vocal Cord Dysfunction

Level IV: Health Concerns:

Chronic Fatigue Syndrome

Multiple Functional Heart Murmurs

Mental health disorders

Urinary retention/incontinence conditions

Irritable Bowel Syndrome

Visually disabled/legally blind

Henoch-Schonlein Purpura

Status Post concussion disorder

Lymes disease

Celiac – Gluten disorders

Dyslexia

Skin disorders

Spontaneous Epistaxis

Seasonal Allergies

Many students with custodial issues

Many students with one parent deceased

Many students in a single parent/guardian home

Many students working after school to support the single parent

Tasks Conducted by CSN

Physical Examinations

- Coordinate with School Physician to conduct physical exams on new transfers, uninsured students, to complete working papers, to examine

students following suspicion of under the influence of an illicit substance and post-concussion evaluation.

Sports Physicals

- Review, Remediate and notify parent.

Intervention and Referral Services Team

- The school nurse us an active I&RS team member
- Interdisciplinary team collaboration for student improvement as well as interview and physical screening for students being referred to I&RS.
- Referrals to private care providers for deficits or abnormal findings

Working Papers

- Prepare medical portion for students seeking employment, discuss job safety.

Workman's compensation

- Provide information and act as liaison for injured employee with managed care.
- Notify Central Office electronically of each occurrence

Accident reports

- Ensure accident reports are completed and processed to central office for each staff/student occurrence.

Immunizations

- Update immunization records as needed. Notify parent/guardian and administration of any deficiencies.
- Conduct internal audit to prepare for and work directly with State Department of Health Auditor
- Submit Annual report
- Review immunizations on newly enrolled perspective students prior to admission

State Mandates

- Consult with school physician regarding health concerns as they arise throughout the year, stay current with trends, policy, mandates and legislature as they pertain to student health.

Health Awareness List

- Create a list of all medical concerns of students
- Notify staff of student concerns/limitations and how it may impact learning
- Create Individual Health Care Plans (IHCPs) as needed

Physical Education Excuses

- Maintain a record of all students seeking physical education excuses due to injury, illnesses and anxiety.
- Consult with parent/guardian, school physician, principal, director of student services, athletic director and personal physician regarding causes or contributing factors.

Transfer Students

- During the school year, meet with parent and student to conduct a health and social interview and obtain a health history
- Inform parent of provisional status for student enrolled until immunizations are completed and physical examination is conducted
- Review immunizations of newly enrolled students prior to admission for state compliance
- Obtain original A-45, or create a State of NJ Health Record
- Work with Department of Health for students who arrive from outside the USA and outside of NJ
- Inform principal of a family's noncompliance with immunizations for expulsion from school

Screenings

- Height
- Weight
- Vision
- Hearing
- Scoliosis

Screen students on above areas in accordance with state mandates, record findings on NJ Health Record (A-45), complete and mail referrals home for remediation. Add any significant changes to student's health file and notify faculty of any limitations.

Health Office Supplies

- Create and submit an annual budget for supplies and equipment
- Inventory delivery, rotate stock
- Contact service companies for annual maintenance of screening equipment
- Properly discard expired medications

Health Room Visits

- Daily assessment, evaluation, and treatment of students presenting to the health office, which can number upwards of 80 visits per day.
- Maintaining of all health office visits in the Genesis program
- Numerous telephone call in and out of health office throughout the day for student health concerns or parent/guardians seeking direction.

Medications

- Obtaining, storing, labeling, dispensing and the administration of medications as per physician's orders and standing orders
- Disposal of Medications that are expired
- Secure Emergency lifesaving medication for students:
Epinephrine Auto Injector, Glucagon, Albuterol and anti-convulsive medications
- Notify parents in writing to complete a Medication Authorization form, and at the end of the year to collect student's medication.

Train Delegates

- The Certified School Nurse trains staff on in-service days to act as delegates for state approved administration of certain life sustaining medications
- Epinephrine Auto injector
- Glucagon Injection

Code Blue (CPR/BLS/AED) Response Team

- Coordinate training with local agencies on inservice day

Standing Orders and first Aid Orders

- Review and amend standing orders as needed with school physician

Substitute Nurses

- Review resume, conduct personal interviews and recommend candidates for addition to district sub-nurse list for board approval

- Orient sub-nurses to health office, buildings, policies, procedures and standing orders.
- Secure substitute nurse for all field trips

Field Trips

- Review class list and identify health concerns of students attending
- Determine if a nurse or delegate will attend
- Prepare first aid bag, emergency medication, daily medications including inhaler/nebulizer treatments with accompanying equipment and corresponding physician's orders.

Policy Development:

- Develop or amend policies as need arises according to District and/or State Mandates issued and as requested by the Superintendent.

Continuing Education:

- Complete Safe Schools, Attend district-inservices as well as outside workshops and conferences that deal with school health and population nursing, and all required professional development hours

Membership:

- Maintain membership in County, State and National School Nursing Associations, as well as other professional nursing associations

Staff In-service:

- The Certified School Nurse is the only district employee authorized to train staff members willing to volunteer as assigned delegates. Delegates function in place of the nurse on school trips or school sponsored events to administer Epinephrine Auto Injector for a life threatening anaphylactic reaction, or Glucagon Injection for severe hypoglycemia. The school nurse provides inservice on Bloodborne Pathogen and as needs arise for the health of the population.

District Recommendations

In preparing the nursing services plan, it is important to review not only population size, but also the severity of concerns presenting to the health office. Each office is staffed with one full time nurse. A third school nurse splits her time between both buildings and provides professional support to each office. If the nurse is called out of the office to respond to an emergency, the office may be locked and/or unattended for any subsequent students presenting in need of assistance. This can be dangerous for any student seeking assistance but most importantly our students living with Type 1 Diabetes Mellitus who may be experiencing signs and symptoms of severe high or low blood sugar and can quickly become unconscious if unattended to within seconds. The same holds true for students with severe allergic reactions needing an Epinephrine Injection for anaphylaxis, or a student with seizure disorder requiring administration of an anti-convulsive medication. This practice lends concerns for liability of intentional patient abandonment. This can be resolved by employing two nurses in each school building and a paraprofessional support staff member to assist with non-nursing functions, thereby ensuring that the health office is not left unattended.

The expanding responsibilities of both health offices are related to students and staff presenting with medical and emotional needs throughout the day. The additional tasks previously mentioned such as the sports programs, state immunization requirements and a drug testing program make it difficult to effectively keep up with mandated yearly hearing, vision and scoliosis screening of the student population. Additional staffing would ensure that the office of the school nurse is not unmanned when the nurse has to leave the office to respond to an emergency and students are not denied access to the health office and the health assistance.

Respectfully submitted,

Dr. Stephen Rice, MD
School Physician

Date

Cheryl Bontales MSN, RN, CSN

Date

Jacqueline Szenzenstein, BSN, RN, CSN

Date

Margaret Ciufu, RN

Date

POLICY

2330 HOMEWORK AND ASSESSMENTS

The Board of Education acknowledges the educational validity of work assigned to pupils for completion outside the classroom as an adjunct to and extension of the instructional program of the schools.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school;
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems;
3. Homework should help develop the pupil's responsibility and provide an opportunity for the exercise of independent work and judgment;
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the pupil and take into account other activities that make a legitimate claim on the pupil's time;
5. As a valid educational tool, homework should be clearly assigned and its product carefully evaluated and that evaluation should be reported to the pupil;
6. The schools should recognize the role of parent(s) or legal guardian(s) by suggesting ways in which parent(s) or legal guardian(s) may assist the school in helping a child carry out assigned responsibilities;
7. **Homework should not exceed 30 minutes per night for any class. Assignments should be designed in a manner in which most students can complete the work in 30 minutes.**
8. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

ASSESSMENTS



POLICY

MANASQUAN
BOARD OF EDUCATION

Program
2330/Page 2 of 2
HOMEWORK AND ASSESSMENTS

In order to help students manage their workload, teachers are not permitted to give any graded test, quiz, or quest during the first period of the day and the first period after lunch. This allows for the rotation to alleviate too many assessments on one particular day.

No homework or graded assignments can be assigned when the class does not meet; homework can only be assessed/checked the day the class physically meets. In-class graded assignments are permitted on all days but nothing that would require a student to prepare the night before on non-testing days.

Science

Science classes, which have an extended period for labs, may not use this time as a testing period. Tests must be administered during the regular class period.

Adopted: 14 June 2011

Revised: _____



POLICY

MANASQUAN BOARD OF EDUCATION

Property
7510/Page 1 of 2
USE OF SCHOOL FACILITIES/FIELDS

7510 USE OF SCHOOL FACILITIES/FIELDS

The Board of Education believes that the school facilities/fields of this district should be made available for community purposes, provided that such use does not interfere with the educational program of the schools.

The Board will permit the use of school facilities/fields when such permission has been requested in writing and has been approved by the Superintendent and/or School Business Administrator/Board Secretary, except that the Board reserves the right to withdraw permission after it has been granted.

In weighing competing requests for the use of school facilities/fields, the Board will give priority to the following uses, in the descending order given:

1. Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
2. Uses and organizations indirectly related to the schools, including the P.T.O.;
3. Departments and agencies of municipal government, **including Manasquan Recreation;**
4. Governmental agencies generally;
5. Community organizations formed for charitable, civic, social, or educational purposes;
6. Other organizations/agencies at the discretion of the Superintendent and/or School Business Administrator/Board Secretary.

The use of school facilities/fields will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, private social function, or any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by district regulations. Users shall be financially liable for damage to the facilities/fields and for proper chaperonage.

Use of school equipment in conjunction with the use of school facilities/fields must be specifically requested in writing and may be granted in accordance with Policy No.



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7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

The Board shall approve annually a schedule of fees for the use of school facilities/fields based upon the following guidelines:

1. The use of school facilities/fields for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The Superintendent shall develop regulations for the use of school facilities/fields; such regulations shall be distributed to every user of the facilities/fields and every applicant for the use of school facilities/fields. Permission to use school facilities/fields shall be granted only to persons and organizations that agree in writing to be bound by these regulations.

N.J.S.A. 18A:20-20; 18A:20-34

Adopted: 14 June 2011

Revised: _____



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R 7510 USE OF SCHOOL FACILITIES/FIELDS

A. Classification of Users

Organizations and individuals using school facilities/fields will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities/fields over other users and may use school district facilities/fields without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:
 - a. Users and groups directly related to the school and the operations of the school.
 - b. Users and organizations indirectly related to the school.
2. Class II users will be given priority for the use of school facilities/fields over Class III users and may use school district facilities/fields without payment of a use fee but **may** be charged custodial and service costs. Class II users include the following organizations and individuals:
 - a. Department or agencies of the municipal government.
 - b. Other governmental agencies.
 - c. Community organizations formed for charitable, civic, or educational purposes.
3. Class III users will be given lowest priority for the use of school facilities/fields and may use school district facilities/fields only on payment of a use fee and charges for custodial and service costs. **Manasquan Recreation will not be charged due to a previously arranged in-kind agreement.** Class III users include the following organizations and individuals:
 - a. Other organizations/agencies at the discretion of the Superintendent or Business Administrator.



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4. No other organizations or individuals will be permitted to use school facilities/fields.

B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator.
2. Application for use of school facilities/fields must be submitted to the Business Administrator not less than a week before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities/fields that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities/fields, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The Business Administrator will review each application and check the school calendar to determine whether the facility/field requested is available at the date and time requested, that is, the facility/field has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.



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2. If the facility/field is not available for use, the Business Administrator will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility/field is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the Business Administrator will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the appropriate schools for final approval.
4. Standards for approval include the following limitations on use:
 - a. School facilities/fields are available for use only on weekdays and limited weekends. School facilities/fields are not available for use on school holidays.
 - b. School facilities/fields are available for use only after school has ended and no later than 9:30 p.m. except for students.
 - c. The use of school facilities/fields will generally not be granted for observances or celebrations that are essentially private in nature or for meetings of small groups that can conveniently convene in private homes.
 - d. In accordance with Policy No. 7510, the use of school facilities/fields will not be granted for partisan political activity, or any purpose that is prohibited by law.
5. The Business Administrator will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility/field. That information will be entered on the application form.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.



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8. The application form will include the rules governing the use of school facilities/fields, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities/fields after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities/fields. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities/fields is not transferable.
11. The organization representative must inform the Business Administrator of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Business Administrator of a canceled use at least five working days in advance of the scheduled time of the use may result in imposition of service charges.
12. Permission to use a school facility/field is automatically withdrawn on a day when the facility/field is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility/field must assume responsibility for the orderly and careful use of the facility/field and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility/field or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or



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participating in the function or activity for which permission has been granted.

3. The user shall furnish evidence of the purchase of liability insurance in the amount of
 - a. \$1,000,000 per person,
 - b. \$1,000,000 per accident or event, and
 - c. \$1,000,000 property damage.

E. Rules for the Use of School Facilities

1. Users of school facilities/fields will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility/field used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities/fields cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities/fields will respect Board property.
 - a. The user will not damage, destroy, or deface school property. The facility/field will be used with care and left in an orderly and neat condition.



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- b. The user must obtain the Business Administrator's permission to bring equipment, decorations, or materials to the school facility/field. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property.
- c. Any equipment, scenery, decorations, or other material brought to the school facility/field and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises more than twenty-four hours after the use may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must obtain the Business Administrator's permission to use, move, or tune a district piano. A piano may be moved only by a competent and experienced commercial mover and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility/field may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.
- h. The user must obtain the Business Administrator's permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.



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- i. No signs, posters, advertisements, or other displays may be placed in a school building without the approval of the Business Administrator.
 - j. No school keys shall be issued to a user.
 - k. No animal shall be allowed on school premises without the approval of the Business Administrator.
 - l. The head of maintenance or designee is responsible for examining the facility/field immediately after the use and informing the user of any loss or damage that must be corrected.
 - m. Permission to use school facilities/fields extends only to the facility/fields requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. Users may make use of public telephones.
 - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles.
3. Uses Must be Properly Supervised.
- a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility/fields and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is directed by the Business Administrator to perform extra services as an accommodation to the user, the user will be charged an additional fee and the custodian will be compensated accordingly by the district.
 - b. The use of certain school facilities/fields (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility/field. The user will be charged an



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additional fee and the school employee will be compensated accordingly by the district.

- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity.
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility/field be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

1. The following schedule comprises rental charges and custodial fees for facilities use. These fees are set and will not be prorated. Hourly fees will be charged on a per hour basis only.

High School	
Auditorium (public performance including stage) (up to 6hrs/day)	\$500/day
Auditorium beyond 6hrs/day for a public performance including stage	\$85/hr
Auditorium (rehearsal only, no public attendance) (up to 6hrs/day)	\$250/day
Auditorium (rehearsal only, no public attendance) (beyond 6 hrs/day)	\$45/hr
Cafeteria (kitchen use is prohibited)	\$100/day or



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(under 3hrs/day)	\$500/wk (5days)
Cafeteria (kitchen use is prohibited) (under 3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Cafeteria (beyond 6hrs/day)	\$35/hr
Gymnasium (3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Gymnasium (beyond 6 hrs/day)	\$35/hr
Gymnasium (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Large Group Area (Music Suite, Media Ctr. Etc.) (up to 6 hrs/day)	\$100/day
Large Group Area (Music Suite, Media Ctr. Etc.) (beyond 6 hrs/day)	\$20/hr
Classroom (up to 6 hrs/day)	\$60/day
Classroom (beyond 6 hrs/day)	\$10/hr
Fields (under 3 hrs/day)	\$100/day or \$500/wk (5 days)
Fields (3-6 hrs/day)	\$200/day or \$1,000/wk (5days)
Fields (beyond 6 hrs)	\$35/hr

Any area that is scheduled for use under 3 hours will be charged in accordance with the above schedule. However, if the users exceeds 3 hours they will automatically be subject to the fee for the 3-6 hours period. The hourly rate will not apply until after you exceed the 6 hours. Users cannot change their approved times or add additional areas to be used without prior approval and receipt of payment for the event.

Elementary School	
Music Suite (public performance including stage) (up to 6hrs/day)	\$200/day
Music Suite (public performance including stage) (beyond 6hrs)	\$35/hr
Music Suite (rehearsal only, no public	\$100/day



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attendance) (up to 6hrs/day)	
Music Suite (rehearsal only, no public attendance) (beyond 6hrs)	\$20/hr
Cafeteria (kitchen use is prohibited) (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Cafeteria (kitchen use is prohibited) (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Cafeteria (kitchen use is prohibited) (beyond 6 hrs)	\$35/hr
Gymnasium (under 3 hrs/day)	\$100/day or \$500/wk (5days)
Gymnasium (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Gymnasium (beyond 6 hrs)	\$35/hr
Large Group Area (Media Ctr. Etc.) (up to 6hrs/day)	\$100/day
Large Group Area (Media Ctr. Etc.) (beyond 6 hrs)	\$20/hr
Classroom (up to 6hrs/day)	\$60/day
Classroom (beyond 6 hrs)	\$10/hr
Fields (under 3 hrs/day)	\$100/day or \$500/wk (5 days)
Fields (3-6 hrs/day)	\$200/day or \$1,000/wk (5 days)
Fields (beyond 6 hrs)	\$35/hr

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In addition to the fee schedule above, organizations will be assessed the cost of custodial services. There shall be a fee of time-and-one-half overtime rate of pay per hour for each custodian (minimum of four hours at overtime rate). On Sundays, fees shall be at double-time rate per hour (minimum of four hours). The custodial fees will reflect current contract rates. The organizations will be billed for custodial services by the Board of Education after the event, but building fees must be paid 5 days prior to the event or the event will not be permitted to take place. The custodial fees will include at least a 1/2 hour to 1 hour prior to the event and 1/2 hour to an hour after the event. The determination of the 1/2 hour or 1 hour will be at the discretion of the district.

2. Fee Schedule for Staff (Custodians)

Billed after the fact.

An hourly rate ranging from **\$25 to \$40** (reflects time and a half) will be charged in addition to the building use fees for Saturday events (depending on which custodian takes the work)

An hourly rate ranging from \$35 to **\$57** (reflects double time) will be charged in addition to the building use fees for Sunday events (depending on which custodian takes the work)

No custodial fees can be charged during the week during the school year as the staff is already on duty until approximately 10:00 pm every weeknight.

3. The Business Administrator will prepare an itemized bill for the use of school facilities/fields based on the approved application form. The bill will be sent to the representative of the applicant organization at least five working days in advance of the use and is payable immediately.
4. Payment must be received by the Business Administrator before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the Business Administrator.

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