

New Jersey Department of Education



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Manasquan School District (2930)

County: MONMOUTH (25)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the Anti-Bullying Bill of Rights Act

July 1, 2015 - June 30, 2016

New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act 2015 - 2016	
District Name: Manasquan School District	
School Name: Manasquan Elementary School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	2
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	2
SUB-TOTAL (possible 15)	
12	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
9	
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 <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	2
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) were provided with professional development in effective practices of successful school climate programs or approaches.	2
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)	
13	
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 <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the Core Curriculum Content Standards.	3
B. The school observed the " <u>Week of Respect</u> ," during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	
6	
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	

<https://education.state.nj.us/abrd/2016/reportscore.php?s=060>

8/2/2016

	Score (0-3)
A. The principal <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> 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.	2
SUB-TOTAL (possible 9)	8
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))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	3
SUB-TOTAL (possible 6)	6
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification</u> to parents of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion</u> of the investigation <u>within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> 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 <u>procedure</u> for <u>ensuring</u> that staff member reports (i.e., verbal and written) include the required information for all incidents of violence, vandalism and HIB.	3
B. The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the home page of the school's website per the ABR and the requirements of the NJDOE.	2
SUB-TOTAL (possible 6)	5
TOTAL SCORE (possible 78)	71

[Return to School for Edits](#) | [Return to 2016 School List](#)

New Jersey Department of Education
Office of Student Support Services
100 Riverview Plaza
Trenton, NJ 08625
609-292-6935
609-533-9855 (fax)



STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Anti-Bullying Bill of Rights Act

District: Manasquan School District (2930)
County: MONMOUTH (25)

New Jersey Department of Education
School Self-Assessment for Determining Grades
under the *Anti-Bullying Bill of Rights Act*
July 1, 2015 - June 30, 2016

New Jersey Department of Education School Self-Assessment for Determining Grades under the <i>Anti-Bullying Bill of Rights Act</i> 2015 - 2016	
District Name: Manasquan School District	
School Name: Manasquan High School	
Core Element #1: HIB Programs, Approaches or Other Initiatives (N.J.S.A. 18A:37-17a)	
Indicators	Score (0-3)
A. The school annually <u>established</u> HIB programs, approaches or other initiatives.	3
B. The school annually <u>implemented</u> and documented HIB programs, approaches or other initiatives.	3
C. The school annually <u>assessed</u> HIB programs, approaches or other initiatives.	2
D. The school's HIB programs, approaches or other initiatives were designed to create <u>school-wide conditions</u> to prevent and address HIB.	3
E. The school safety team (SST) <u>identified patterns</u> of HIB and <u>reviewed</u> school climate and school policies for the prevention of HIB.	3
SUB-TOTAL (possible 15)	
14	
Core Element #2: Training on the BOE- approved HIB Policy (N.J.S.A. 18A:37-17b and c)	
Indicators	Score (0-3)
A. School employees, contracted service providers and volunteers were provided <u>training</u> on the HIB policy.	3
B. The HIB policy training included instruction on preventing HIB on the basis of <u>protected categories</u> enumerated in the ABR and <u>other distinguishing characteristics</u> that may incite incidents of discrimination or HIB.	3
C. The HIB policy was <u>discussed</u> with students, in accordance with the district's process for these discussions.	3
SUB-TOTAL (possible 9)	
9	
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 <u>instruction in suicide prevention that included information on HIB</u> , in each five-year professional development period.	3
B. Each teaching staff member completed at least 2 hours of <u>instruction on HIB prevention</u> , in each five-year professional development period.	3
C. The school anti-bullying specialist (ABS) was given <u>time during the usual school schedule</u> to participate in <u>in-service training</u> in preparation to act as the ABS.	3
D. The members of the school safety team (SST) 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 <u>provided ongoing, age-appropriate instruction</u> on preventing HIB in accordance with the Core Curriculum Content Standards.	3
B. The school observed the " <u>Week of Respect</u> ," during the week beginning with the first Monday in October of each year, <u>recognizing the importance of character education</u> by providing age-appropriate instruction focusing on HIB prevention.	3
SUB-TOTAL (possible 6)	
6	
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 <u>appointed</u> a school anti-bullying specialist (ABS).	3
B. The ABS <u>met</u> at least two times per school year with the district anti-bullying coordinator (ABC).	3
C. The school safety team (SST) <u>met</u> 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))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
A. The school <u>implemented</u> the district's procedure for reporting HIB that includes all required elements.	3
B. The school <u>implemented</u> the district's procedure for reporting new information on a prior HIB report.	2
SUB-TOTAL (possible 6)	5
Core Element #7: HIB Investigation Procedure (N.J.S.A. 18A:37-15b(5) and (6)(a) and (b))	
During the 2015-2016 school year, was there at least 1 report of HIB?	Yes
Option A Indicators	Score (0-3)
The school followed the BOE-approved policy on HIB investigation procedures, which provides for:	
A. <u>Notification to parents</u> of alleged offenders and alleged victims in <u>each</u> reported HIB incident.	3
B. <u>Completion of the investigation within 10 school days</u> of the written incident report.	3
C. Preparation of a <u>written report</u> on the findings of each HIB investigation.	3
D. Results of the investigation <u>reported</u> to the chief school administrator (CSA) within <u>2 school days</u> 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 <u>procedure</u> for <u>ensuring</u> 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)	76

[Return to School for Edits](#) | [Return to 2016 School List](#)

New Jersey Department of Education
Office of Student Support Services
100 Riverview Plaza
Trenton, NJ 08625
609-292-5625
609-633-8655 (fax)

MANASQUAN PUBLIC SCHOOLS

TITLE: **CHILD CARE PROGRAM COORDINATOR –
BEFORE & AFTER CARE PROGRAM**

QUALIFICATIONS:

1. Bachelor Degree in Education
2. New Jersey Teacher Certification
3. Strong operational office skills – composing correspondence, accurate record keeping, typing/keyboarding
4. Strong technology skills – MS Word; Excel spreadsheets; data entry, retrieval, and related functions
5. Strong mathematical or business skills preferred.
6. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status
7. Strong interpersonal and communication skills.
8. Ability to multi-task and work under and adhere to deadlines.
9. Shall maintain a level of confidentiality.

REPORTS TO: Business Administrator; Elementary School Principal; Elementary School Assistant Principal

JOB GOAL: To serve as the Child Care Program Coordinator; to carry out all duties necessary for the smooth and efficient operation of the Child Care Program.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for enrollment, organization, orientation and daily operation of the child care programs.
2. Shall be responsible for the operation of the child care programs including hours of operation, program content, student activities, provisions for program substitutes, program closing information, record-keeping requirements, release forms, payment schedules and provision for emergencies.
3. Responsible for all billing to clients and preparing monthly payment schedules for parents.
4. Responsible for reviewing posted client payments in QuickBooks and other reports.
5. Responsible for making bank deposits.
6. Approves payroll for staff.
7. Recommends staff for hiring.
8. Responsible for maintenance of record keeping requirements related to the programs including enrollment records, attendance records, parent release forms, and payment schedules.
9. Responsible for submitting appropriate forms for facility use and any needed maintenance requests.
10. Prepares and submits monthly reports relating to the Board Office.
11. Make appropriate, timely quarterly reports on areas of responsibility to the Board Office and Principal.
12. Organizes and attend staff meetings.
13. Evaluates before and after care program teachers.
14. Coordinates ordering and distribution of supplies for the program.

15. Prepares and circulates appropriate brochures, pamphlets and other such information as appropriate to advertise and publicize programs in area of assignment.
16. Communicates appropriately with child care staff and parents/guardians.
17. Adheres to all district policies and procedures.
18. Maintains on-site communication with Building Administration.
19. Shall perform other such duties as assigned consistent with this job description.

TERMS OF EMPLOYMENT: Compensation, benefits and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually by a Building Administrator.

APPROVED BY: The Manasquan Board of Education

DATE: Approved by the Manasquan Board of Education **Date:** _____

MANASQUAN PUBLIC SCHOOLS

TITLE: **CHILD CARE TEACHER – Before & After Care Program**

QUALIFICATIONS:

1. Bachelor Degree in Education
2. New Jersey Teacher Certification
3. Three (3) years' experience as a certified teacher
4. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status
5. Strong interpersonal and communication skills
6. Shall maintain a level of confidentiality.

REPORTS TO: Child Care Program Coordinator

PERFORMANCE RESPONSIBILITIES:

1. Supervises over the safety and well-being of all students in the program on a daily basis.
2. Assists students with homework, as needed.
3. Organizes activities for participating students.
4. Collaborates with other Child Care Teacher(s).
5. Communicates with parents/guardians.
6. Maintains on-site communication with building administration and Child Care Program Coordinator
7. Maintains daily student attendance records.
8. Shall perform other such duties as assigned consistent with this job description.

TERMS OF EMPLOYMENT: Compensation, benefits and work year to be established by the Board of Education

EVALUATION: Performance of this job will be evaluated annually by the Child Care Program Coordinator

APPROVED BY: Manasquan Board of Education

DATE: _____

POLICY GUIDE

OPERATIONS

8454/page 1 of 4

Management of Pediculosis

Jun 16

[See POLICY ALERT No. 209]

8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

[Option – Select Only One Option Below]

- _____ The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.
- _____ The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.]

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.



POLICY GUIDE

OPERATIONS
8454/page 2 of 4
Management of Pediculosis

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

[Select the Grades in the School District]

1. Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.



POLICY GUIDE

OPERATIONS
8454/page 3 of 4
Management of Pediculosis

- 2. Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.
- 3. Grades Nine through Twelve – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.]

[Option

- When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. Parental approval shall be obtained by the Principal or designee or school nurse.]

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.



POLICY GUIDE

OPERATIONS

8454/page 4 of 4

Management of Pediculosis

Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



POLICY GUIDE

PROPERTY
7481/page 1 of 2

Unmanned Aircraft Systems (UAS also known as Drones)
Jun 16

[See POLICY ALERT No. 209]

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

[Option – Select Option Below if the Board Permits the Use of UAS on School Grounds]

____ However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

Select One or Both Options

____ The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an



POLICY GUIDE

PROPERTY

7481/page 2 of 2

Unmanned Aircraft Systems (UAS also known as Drones)

unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

- The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board of Education or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.]

[Option

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.]

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted:



POLICY GUIDE

Manasquan School District

5536 VOLUNTARY RANDOM TESTING FOR STUDENT ALCOHOL OR OTHER DRUG USE

The Manasquan High School Board of Education believes firmly that it is the responsibility of the district to help safeguard the health, character, citizenship, and personal development of the pupils in its schools. Therefore, we must maintain that the unlawful possession and use of illegal drugs, steroids, and alcohol is wrong and harmful. The Board recognizes that the misuse of drugs, steroids, and alcohol threatens the positive development of pupils and the welfare of the entire school community. The Board of Education is committed to the prevention of drug, steroid, and alcohol abuse and to the rehabilitation of identified abusers.

The Board of Education further recognizes that the problem of illegal drug, steroid, and alcohol use presents a continuing challenge and a clear danger to the school population as a whole. The district's commitment to maintaining the integrity of athletics and excellent co-curricular programs requires a clear policy and supportive programs relating to the detection and prevention of substance abuse by pupils involved in athletics and co-curricular activities.

The New Jersey Legislature found there are many school districts within the State with a growing problem of drug and alcohol abuse among their students. Federal and State Courts have held it may be appropriate for school districts to combat this problem through the random drug testing of students participating in extracurricular activities, including interscholastic athletics, and students who possess school parking permits. The New Jersey Legislature passed legislation that is consistent with the New Jersey and United States Constitution, for the random testing of school district students in grades nine through twelve.

The purposes of this voluntary random drug testing program are to have a positive effect on attaining the important objectives of deterring drug use and provide a means for the early detection of students with drug problems so that referral for evaluation or referral for treatment, pursuant to N.J.A.C. 6A:16-4.4(b)10 and N.J.A.C. 6A:16-1.3 and 4.1, or other appropriate assistance may be offered.

Parents and students in grades nine through twelve who participate in the school district's Voluntary Random Drug Testing will be required to sign a Consent Form consenting to the provisions of the Program for twelve months.

The Manasquan Board of Education encourages its pupils to refrain from illegal consumption of controlled dangerous substances and alcohol. In order to promote a drug-free lifestyle, the Board is instituting a voluntary random drug/alcohol



POLICY GUIDE

Manasquan School District

testing program for its high school pupils (grade nine through twelve). The program is designed to ensure that:

1. High school pupils are given an opportunity to join, along with their peers, a voluntary drug/alcohol prevention program;
2. Parent(s) or legal guardian(s) are given a vehicle to encourage their children to remain drug and alcohol-free; and
3. Pupils are given the opportunity to unite and take a collective stand against substance abuse.

Each pupil enrolling in the voluntary random drug/alcohol testing program pursuant to this policy shall be subject to random drug/alcohol testing as administered by the Board's program specialist. Said testing shall take place each week throughout the school year, with a random selection of participating pupils tested on randomized dates. Each participating pupil's identification number shall be placed into a pool and shall be randomly selected throughout the year. Procedures governing the administration of such tests shall be set forth in regulations developed by the Superintendent and/or his/her designee(s).

Pupils enrolled in the program who test positive for the first time shall not be subject to discipline. However, such pupils shall be: (1) medically excluded from school for up to ten school days or until received clearance from a medical professional and (2) subject to the restrictions on team practice and competition as set forth in their respective high school athletic department training rules (if they participate in athletic extra-curricular activities). Attendance at school shall not resume until a written report, including a non-diluted, negative chemical screening analysis, has been submitted to the Principal by the parent(s) or legal guardian(s). The student shall be required to participate in an administrative conference with the Student Assistance Counselor and shall undergo an assessment, if so required by the Student Assistance Counselor, prior to resuming attendance at school. Pupils enrolled in the program who test positive a second time or more shall be subject to: (1) such disciplinary measures and procedures as are set forth in Board policy governing drugs and alcohol and (2) the restrictions on team practice and competition as set forth in their respective high school athletic department training rules (if they participate in athletic extra-curricular activities).

A pupil shall be deemed to have tested positive when:

1. The urine sample submitted to the laboratory returns with a positive test for controlled dangerous substance or alcohol;
2. A urine sample submitted by the pupil has been tampered with, including but not limited to, the use of a masking agent; and
3. A pupil refuses to submit to the urine test.

In order to enroll in the program, pupils and their parent(s) or legal guardian(s) shall jointly sign a consent form wherein they agree to abide by the rules of the program.

POLICY GUIDE

Manasquan School District

Pupils desiring to discontinue their membership in the program must provide the Board with a written document signed by both the parent(s) or legal guardian(s) and the pupil.

The Board's Program will randomly test up to twenty eligible students per month from September 1 through the last day of school in the program. In accordance with the provisions of N.J.S.A. 18A:40A-23, the district's random drug and alcohol testing program (Program) will test for the use of controlled dangerous substances as defined in N.J.S.A. 2C:35-2 and alcohol. The Board of Education will annually adopt a list of prohibited substances to be tested and the cut-off levels for each substance that determines a positive test before the beginning of each school year. This information will be provided to each parent and student with the Consent Form.

In accordance with the provisions of N.J.S.A. 18A:40A-24 and N.J.A.C. 6A:16-4.4(a), the Board of Education, prior to adopting this Policy, held a public hearing on the proposed Policy. The notice of the public hearing specifically identified the proposed Policy as an agenda item for the hearing and copies of the proposed Policy were made available at the meeting and upon request from the public prior to the public hearing.

The Program's Policy and procedures will include the following components:

1. A description of the procedures for randomly selecting students to be tested in accordance with the procedures outlined in N.J.A.C. 6A:16-4.4(b)2.;
2. A description of the procedures for the acquisition and management of student's alcohol and other drug test specimens as outlined in N.J.A.C. 6A:16-4.4(b)3.; and
3. The standards for ensuring the confidentiality and scope of authorized disclosure of alcohol or other drug testing information as outlined in N.J.A.C. 6A:16-4.4(b)4 and a description of the consequences for violating the confidentiality and disclosure standards;

The Principal or designee shall provide written notice to all ninth through twelfth grade students and their parents at the beginning of each school year that an active written Consent Form will be required from students and parents as participation in the district's voluntary random student alcohol and drug testing program as authorized by N.J.S.A. 18A:40A-22. The consent form is required for students to participate in interscholastic athletics and extra-curricular activities. The Principal's written notice shall include a list of extra-curricular activities that are included in the Program.

POLICY GUIDE

Manasquan School District

A parent providing consent to the Program shall be notified in a confidential manner each time his/her child has been tested under the Program. The Board of Education will ensure the method used for the collection and transport of alcohol and other drug specimens is in accordance with those outlined in N.J.A.C. 6A:16-4.4(c). A student who refuses to consent to the alcohol or other drug test upon being randomly selected shall be considered in violation of the Policy and subject to such consequences as if the student tested positive for alcohol and drugs.

The Board of Education will approve in Policy 5536 any consequences for a student who tests positive for alcohol or drug use under this Program. The consequences shall be limited to removal from or prohibition against participation in interscholastic sports, extra-curricular activities, and/or disapproval or revocation of the student's parking permit.

The Board will also adopt procedures for students or their parents to challenge a positive result from the alcohol or other drug tests. The Board will also adopt guidelines for referral for evaluation or referral for treatment, pursuant to N.J.A.C. 6A:16-1.3, 4.1, and 4.4 or the provision of other appropriate assistance for students who test positive for alcohol or other drug use.

A copy of this Policy will be available to parents and students and a parent and student will be required to acknowledge their receipt of this Policy in their Consent Form.

N.J.S.A. 18A:40A-23; 18A:40A-24
N.J.A.C. 6A:16-4.3; 6A:16-4.4

Adopted:



POLICY GUIDE

STUDENTS
5350/page 1 of 2
Student Suicide Prevention
Jun 16

[See POLICY ALERT Nos. 81, 193 and 209]

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency New Jersey Division of Youth and Family Services** to request that agency's intervention on the student's behalf.

[Optional

{The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades _____ through _____ to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.}

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**, every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed



POLICY GUIDE

STUDENTS

5350/page 2 of 2

Student Suicide Prevention

health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**

Adopted:



REGULATION GUIDE

STUDENTS
R 5350/page 1 of 5
Student Suicide
Jun 16

[See POLICY ALERT Nos. 96 and 209]

R 5350 STUDENT SUICIDE

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;



REGULATION GUIDE

STUDENTS
R 5350/page 2 of 5
Student Suicide

11. Substance abuse; and
12. Loss of economic resources.

B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.
2. The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent(s) ~~or legal guardian(s)~~, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~ in accordance with Policy No. 8462.
4. If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
 - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
 - b. The student's feelings of hopelessness and the length of time the student has had such feelings,
 - c. The student's thoughts of suicide and how persistent and strong those thoughts are, and
 - d. Whether the student has considered alternative courses of action to resolve his/her problems.



REGULATION GUIDE

STUDENTS
R 5350/page 3 of 5
Student Suicide

5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:
 - a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
 - b. Refer the student to the Child Study Team for comprehensive evaluation,
 - c. Notify the student's parent(s) ~~or legal guardian(s)~~ immediately and strongly recommend consultation with a licensed mental health professional or agency,
 - d. Request the parent(s) ~~or legal guardian(s)~~ to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.
7. A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent(s) ~~or legal guardian(s)~~ has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
8. If the student's parent(s) ~~or legal guardian(s)~~ does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~.



REGULATION GUIDE

STUDENTS
R 5350/page 4 of 5
Student Suicide

C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.
3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a student of this district commits suicide.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.
4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.
5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.
6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.
7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.



REGULATION GUIDE

STUDENTS
R 5350/page 5 of 5
Student Suicide

8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
 - a. Preventing glorification or romanticization of the suicide,
 - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,
 - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and
 - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
9. Students who were close to the victim, and their parent(s) ~~or legal guardian(s)~~, shall be offered special counseling services and notified of available community mental health services.

Issued:



Document I

Tuesday, August 16, 2016 3:03 PM

Manasquan Public School District

External Placements - 16/17 SY

DOCUMENT I

FOR BOARD APPROVAL 8-16-2016

Town	Student No.	Student Name	Placement	Effect. Date	2016-2017 Annual Tuition	Transportation
Manasquan						
	211309		Oakwood School		\$51,618.60	
	251739		TBD		TBD	
	181434		Bonnie Brae (residential)		TBD	
	2285		Collier Middle School		\$65,626.00	
	171335		Harbor School		\$61,565.70	
	100896		The Woods School (residential w/Aide) (7/2016 through 6/2017 plcm.)		\$114,105.20	
	121197		CPC High Pt Adolescent School		TBD	
	1715		LifeWorks, 1/2 day		\$29,535.00	
	22271		Alpha School (w/Aide)		\$98,590.80	
	282564		Shrewsbury Boro School		TBD	
	50101		Alpha School (w/Aide)		\$98,590.80	

Manasquan Pre-School - Manasquan Resident Students/Received Special Ed./Received P-Parent Paid

Manasquan S.E. Students	Parent Paid Tuition Students
313172	8:15 - 10:30 - Tuition \$1,279.00
313171	11:15 - 2:50 - Tuition \$2,001.00
313170	

Residing Districts - Informational Only - (Bolded indicates new placement)			
Town	Student No.	Student Name	Placement
Belmar	102898	Lehmann	
	171334	Harbor School	
	171336	Eden Institute	
	53196	Wall High School	
Lake Como	101996	Wall High School	
	151271	LifeWorks 1/2 day, MHS 1/2 day, plus independ. reading program	
	182561	Oakwood	
Brielle	182556	Red Bank Regional	
	51396	Point Pleasant Boro	
	92797	Douglass Developmental Center	
	52097	Jackson Memorial H.S.	
Sea Girt	201056	TBD	
	182296	Wall H.S.	
Avon	92797	Wall Life Skills	
	82697	Children's Center	
	182560	New Roads School	
SL	11299	a.m. Oakwood, p.m. Career Center	
	21398	Deron School	
	12098	Oakwood	
	182558	Search Day School	
		Lewis School of Princeton	
	182562	Search Day School	
SLH	70795	Oakwood School	

	20497	Harbor School			
	121498	Collier High School			
	182555	Oakwood			
	182275	Middletown North H.S. - Visions Program			
	192791	Newgrange School			
		Alpha School			
8/16/2016					

MEMO from the Office of the Principal, Rick Coppola

IMPORTANT DATES AND TIMELINE FALL SEMESTER 2016-2017

The following is for your information, interest and planning. Please visit Manasquan High School Home Page and Calendar for updates

August 25	5:00 pm	Freshmen Orientation
September 1	7:38 am	Staff In-Service
September 2, 5		School Closed
September 6	7:38-12:05	Students Return (1/2 day am) Faculty In-Service 12:05– 3:00
September 15	7:00 pm	Back-to-School Night
September 21	7:45 am	Picture Day
September 22	7:00pm	Senior Parent Information Night hosted by Guidance Dept.
September 29	7:00 pm	Junior Parent Information Night hosted by Guidance Dept.
October 1	7:30 am	SAT's at MHS
October 4	6:30 pm	College Night – Meet approx. 100 College Reps.at MHS
October 10		Columbus Day – Schools Closed (Faculty In-Service)
October 13	7:45 am	Picture Day Make-Ups
October 13	7:00 pm	Sophomore Parent Info Night hosted by Guidance Dept.
October 19	7:38 am	PSAT's – Sophomores and Juniors (reg. schedule)
October 19	10:15 am	Non-testing students arrival time at MHS (bus sch. adjusted)
October 20	7:45 am	Senior Portrait Make-Ups (Media Center
October 22	7:45 am	ACT's at MHS
November 3,4,5	7:30 pm	Fall Production (to be announced!)
November 4		End of First Marking Period
November 4	7:38 am	Academy of Health Careers Blood Drive
November 5	7:30 am	SAT's at MHS
November 8	6:30 pm	National Honor Society Induction
November 10, 11		School Closed – Teachers' Convention
November 18	7:00 pm	Homecoming Dance at MHS
November 23	7:38- 12:05	½ day Thanksgiving Recess
November 24,25		School Closed
December 1	7:00 pm	Financial Aid Information Night hosted by Guidance Dept.
December 3	7:30 am	SAT's at MHS
December 5	7:38-12:05	Student ½ day (Faculty In-Service 12:05 – 3:00)
December 10	7:45 am	ACT's at MHS
December 16	7:30 pm	Holiday Chorus Concert
December 23	7:38-12:05	½ day Holiday Recess begins
January 3	7:38 am	School Re-opens
January 19 & 20		Final Exams (scheduled t/b/d)
January 20		End of Second Marking Period (end of First Semester)

MANASQUAN PUBLIC SCHOOLS

TITLE: TREASURER OF SCHOOL MONEYS

QUALIFICATIONS:

1. Holds a School Business Administrator certificate or a CPA license
2. Strong operational office skills – composing correspondence, accurate record keeping, typing/keyboarding

REPORTS TO: Board of Education

JOB GOAL: To handle all of the district's moneys, accounting for all receipts and expenditures.

PERFORMANCE RESPONSIBILITIES:

1. Serves as the custodian of school moneys, to receive, promptly deposit and hold in trust within the officially designated depositories all moneys paid to the school district.
2. Pays out school moneys only on warrants made payable to the person entitled to receive payment. Ensures that the object for which the warrant is issued is specified and that the warrant is signed by the board president, the board secretary/business administrator and the treasurer.
3. Receives school employee payrolls and issues a warrant for the full amount of each payroll certified by the board president and the board secretary/business administrator; deposits the warrants in a separate payroll account; and issues individual checks drawn on such accounts to each employee.
4. Keeps in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the state board of education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
6. Renders an annual report to the board at the close of the school year showing the amounts received and disbursed during the school year, and files a copy of the report with the executive county superintendent.
7. Pays over the balance of school funds in his/her hands to his/her successor.
8. Performs such other duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the board of education in accordance with law.

TERMS OF EMPLOYMENT: Appointed in accordance with law. Salary to be determined annually by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: The Manasquan Board of Education

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:13-14	Treasurer of school moneys, appointment; term; bond
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:17-31	Treasurers of school moneys; who to act
<u>N.J.S.A.</u> 18A:17-32	Bond of treasurer
<u>N.J.S.A.</u> 18A:17-33	Compensation
<u>N.J.S.A.</u> 18A:17-34	Receipt and disposition of moneys
<u>N.J.S.A.</u> 18A:17-35	Records of receipts and payments
<u>N.J.S.A.</u> 18A:17-36	Accounting, monthly and annual reports
<u>N.J.S.A.</u> 18A:19	Expenditure of funds; audit and payment of claims
<u>N.J.S.A.</u> 18A:24-59	Payment of principal and interest of obligations
<u>N.J.A.C.</u> 6A:23A-16.4	Minimum bond requirements for treasurer of school moneys

DATE: Approved by the Manasquan Board of Education

Date: _____