STUDENT HANDBOOK

SY2026-2027

"The Manasquan School District, rich in tradition, empowers all students by providing a safe and healthy environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra–curricular opportunities in partnership with the community."

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MANASQUAN ELEMENTARY SCHOOL ADMINISTRATION

Mr. Robert Santa Maria
Assistant Principal
732–528–8810 (x–2003)
rsantamaria@manasquan.k12.nj.us

Mrs. Megan Manetta
Principal
732–528–8810 (x–2300)
mmanetta@manasquan.k12.nj.us

DISTRICT PERSONNEL

Superintendent	Mr. Robert Goodall
Assistant Superintendent	Mr. Jesse Place
Business Administrator	Dr. Peter Crawley
Director of Curriculum & Instruction	Mrs. Jaclyn Puleio
Director of School Counseling Services	Mrs. Lesley Kenney
Director of Special Services	Mrs. Cindy Cimino
Supervisor of 6-12 Instruction	Mr. Rick Coppola
Supervisor of PreK-5 Instruction	Ms. Christin Walsh
District Anti–Bullying Coordinator	Mr. Craig Murin
Affirmative Action Officer	Mr. Jesse Place

ELEMENTARY SCHOOL PERSONNEL

Middle School Counselor (Gr. 5–8)	Mr. Anthony Cinelli
Elementary School Counselor (Preschool – Gr. 4)	Ms. Harmony Schwier
District ESL Counselor	Mrs. Fátima Mulroy
I&RS/Section 504 Co–Coordinators	Mr. Cinelli / Ms. Schwier
District 504 Compliance Officer	Mrs. Lesley Kenney
Elementary School Anti–Bullying Specialist	Ms. Leigh Busco
Technology Integration Coach	Ms. Lisa Kukoda

MANASQUAN BOARD OF EDUCATION

Mrs. Alexis Pollock, President
Mr. Alfred Sorino, Vice President
Mr. Bruce Bolderman
Ms. Marion Ahern
Mr. Anthony Carnahan
Mr. Eugene Cattani, Jr.
Ms. Paraskevi Cavangh
Mr. Joseph Loffredo
Mr. Alexander Levin
Ms. Jaime Malone
Mr. David D'Ambrosio
Mr. William Dibble

MANASQUAN ELEMENTARY SCHOOL P.T.O. OFFICERS

Ms. Molly Siliato and Ms. Alexis Oram, Presidents
Ms. Kristen Driscoll and Ms. Jennifer Mundie, Vice Presidents
Ms. Krista Giampapa, Treasurer
Ms. Victoria Michals, Recording Secretary
Ms. Christine Hackett, Corresponding Secretary

Manasquan Elementary School Staff

Ames, Taylor	Grade 5
Buleza, Allison	Behaviorist
Bilodeau, Jennifer	Special Education
Boyne, Alissa	Speech
Bradley, Linda	Special Education
Brown, Lauren	Grade 3
Calabrese-Buss, Lauren	Grade 2
Cassidy, Patricia	Nurse
Cinelli, Anthony	5-8 Guidance
Clark, Eric	Music
Deegan, Suzanne	Special Education
DeMattia, Gina	PE/Health
Demuro, Jeffrey	PE/Health
DeStefano, Nicole	Speech
Drazdik, Samantha	Grade 4
Dullea, Meghan	Special Education
Eastmond, Carrie	Mathematics
Femenella, Cheryl	Grade 3
Ferretti, Kristina	Special Education
Gordon, Sarah	Music
Hannafey, Valerie	Nurse
Jensen, Laura	Science
Jones, Jestine	Mathematics
Kappy, Catherine	Grade 1
Kehoe, Deborah	Special Education
Kelly, Lauren	Special Education
Kelly, Pamela	Special Education
Knitter, Nancy	Grade 2
Knitter, Sean	PE/Health
Kopec, Oriana	Media Specialist
Kuriscak, Kindle	CST
Levy, Mark	Technology
Leybovich, Alyse	Kindergarten
Manser, Andrew	Mathematics
Markovitch, Robert	Science
Martin, Sarah	Social Worker
Mazza, Melissa	Special Education
McCann, Brian	Special Education
McMullen, Jaimee	Grade 5
Melfi, Christine	Pre School
Melillo, Marissa	Kindergarten
Mulroy, Fatima	ELL Guidance
O'Brien, Jessica	Special Education
Painchaud, Marissa	Reading Specialist
Pape, Michael	Language Arts
Pierce, Kristine	Social Studies
Platten, Jenna	Special Education
Quigley, Amelia	Grade 5
Reichey, Teresa	Math Interventionist
Reid, Marc	Mathematics
Reo, Patricia	Special Ed.
Rieth, Juliana	Language Arts
Riley, Rebecca	Pre School
Rodriguez, Carmen	Grade 1
Romano, Danielle	Special Education
Rostron, Jenny	Art
Rotante, Justine	Special Education
Russoniello,Thomas	Social Studies
Saake, Heather	Pre School
Savage, Teresa	CST
Sayre, Michele	Grade 2
Schwier, Harmony	PreK- 4 Guidance
Snel, Brianna	Grade 4
Temple, Julie	Special Education
Thieme, Lauren	French
Thompson, Devon	Spanish
Trischitta, Andrea	Language Arts
Wahl, Kirt	Technology
Ward, Kimberly	Language Arts
Warncke, Dana	PE/Health
Wells, Jill	OT
Woytowicz, Jessica	Grade 3
Wyville, Madeline	Art
Yeager, Brianna	Kindergarten

DISTRICT MISSION STATEMENT

The Manasquan School District empowers all students by providing a safe, healthy, and inclusive environment where continual growth, perseverance, and rigorous academic standards are balanced with extensive extra–curricular opportunities and rich tradition through partnership with the community.

DISTRICT BELIEF STATEMENTS

- We believe in providing quality resources and facilities.
- We believe students have the right to learn in a safe and secure environment that respects diversity.
- We believe a cohesive school community is imperative for all stakeholders to foster a supportive learning environment.
- We believe in the investment in meaningful and individualized professional development.
- We believe evolving technology is an integral element of every student's learning.
- We believe in meeting the diverse needs of all students to ensure emotional, social, and physical development.
- We believe in rigorous academic standards.
- We believe in empowering students to take ownership.

PHILOSOPHY OF MANASQUAN ELEMENTARY SCHOOL

The purpose of the educational program at Manasquan Elementary School is to enable all children to grow intellectually, socially, emotionally, and physically. This growth is promoted with the understanding that all children are individuals whose needs and interests must be addressed. A dedicated staff of teachers, paraprofessionals, and school administrators provide educational opportunities to fulfill the needs of every child in a positive and nurturing learning environment.

Manasquan Elementary School provides its students with a diversified curriculum that embodies the cognitive, psychomotor, and affective domains of learning. All programs are designed to prepare each student to successfully meet future challenges. Special education classes, remedial programs, gifted and talented and enrichment activities are provided to differentiate instruction and meet the individual needs of all students.

Manasquan Elementary School, reflecting the values of the community and the nation, strives to foster good citizenship by developing an awareness of civic rights and responsibilities and an attitude of respect and helpfulness toward others. With this understanding, students will be encouraged to become more aware of the implications of personal judgments and decisions as they affect themselves and others in our society.

The faculty and staff of Manasquan Elementary School endeavors to produce students who are reflective of this educational philosophy. With the growth and achievements that have taken place at the elementary level, they are prepared to meet the challenges of their secondary education.

BOARD OF EDUCATION

All district by–laws, policies, and regulations can be found on the district website (www. manasquanschools.org) under the "Board of Education" link at the top of the web page. The BOE meeting schedule can also be found in the link, as well as meetings, agendas and audio.

EARLY DISMISSALS AND SCHOOL CLOSINGS

2026 – 2027

September 8, 2026	• **School Opens–** ***All students*** • **12:30 Dismissal/Faculty In–Service**
September 9, 2026	• 12:30 Dismissal- Faculty In-Service
October 16, 2026	• 12:30 Early Dismissal/Faculty In–Service
October 30, 2026	• 11:30 Dismissal for Grades K–8 • Return to Homeroom/line–up • Halloween Parade 1:30 PM
November 2-4, 2026	• 12:30 Early Dismissal • Parent Teacher Conferences (1:15 – 3:00 PM)
November 5 & 6, 2026	• **School Closed** /NJEA Convention
November 25, 2026	• 12:30 Dismissal/Thanksgiving Recess
November 26 & November 27, 2026	• **School Closed**/Thanksgiving Recess
December 8, 2026	• *12:30 Dismissal/Faculty In–Service*
December 23, 2026	• 12:30 dismissal/ Holiday Recess
December 24, 2026 – January 1, 2027	• (School Closed)/Holiday Recess • Schools re–open 1/4/2027
January 18, 2027	• **School Closed**/ Martin Luther King, Jr. Day
January 29, 2027	• **School Closed**/ Faculty In–Service
February 8–12, 2027	• School Closed/Winter Recess • Schools re–open 2/15/27
March 17-18, 2027	• 12:30 Dismissal for Prek-2 Only • Parent Conferences
March 26-April 2, 2027	• Schools Closed- Spring recess • Schools re-open 4/5/2027
May 7, 2027	- 12:30 dismissal/Faculty In-service
May 28-31, 2027	• Schools Closed- Memorial Day Weekend
June 4, 2027	• 12:30 Dismissal/Staff In-Service
June 16 – 22, 2027	• 12:30 PM Closing • Final Five Days of School **(tentative)**

WHAT TO DO IF ...

Your child will be absent from school:	You must call the Attendance Desk **by 8:00 AM** to report your child's absence. Please leave a **detailed message** explaining the reason for your child's absence at 732–528–8810 (extension 2009)
A child becomes ill at school:	A student who becomes ill during school hours is taken to the Nurse's Office. If it becomes necessary to send the child home, you will be contacted. **Be sure to keep all emergency numbers up to date!**
You want a message delivered:	**In case of emergency**, a message may be given to the school secretary, and it will be given to your child. Please note that this does NOT include reminders for after–school activities, forgotten sneakers or gym clothes, projects, homework, books.
You plan to move:	Please give the Main Office the information needed to forward necessary records directly to your new school district. A parent/guardian will be required to sign a release of information form.
Your address or phone number changes during the school year or over the summer:	Please let the Main Office know immediately, as well as the School Nurse.
Your child must take medication during school hours	ONLY the School Nurse is allowed to dispense medication and ONLY with a note from the student's physician.
Your child is having a problem in class	You should FIRST speak directly to the teacher before contacting an Administrator. You may leave a voice mail for the teacher or contact the teacher in writing to request a conference.
Your child is absent from school, and you wish to have your child's homework/ assignments	For students in **Grades K–5**, call the school **before 8:15 AM** and ask if your child's homework can be sent to the Front Lobby. The make–up work will be in the Front Lobby after 3:00 PM. **Teachers will try their best to accommodate your request**. For students in **Grades 6 – 8**, requests for homework must be made by the student to his/her teacher(s) upon their return to school. Please do not call for homework requests unless your child is absent for three or more consecutive days. It is recommended to have a buddy from your child's class to contact and/or keep track of the missed classwork your child needs. Please also remember that all daily homework assignments are posted on teacher websites.
Your child forgets his/her lunch	Your child may call home for a forgotten lunch. Lunches are to be dropped off in the Front Lobby and your child is to pick up his/her lunch prior to their lunch period. **The office will only call and interrupt classes in Grades K –2 to notify a teacher that one of their students has a lunch in the office**. **It is the responsibility of students in Grades 3 – 8 to check the office for a dropped off lunch prior to going to the cafeteria. Please review this procedure with your child(ren).**
Your child loses an article of clothing or other valuable	You may check the lost and found box in the cafeteria or check in the Main Office for small items (eyeglasses, jewelry, keys, etc.)

MANASQUAN ELEMENTARY SCHOOL

"One School, One Team, Making a Difference"

Megan Manetta, Principal
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Dear Parent/Guardian:

The Every Student Succeeds Act (ESSA), enacted on December 10, 2015, replaces the No Child Left Behind Act (NCLB) and is the latest reauthorization of the Elementary and Secondary Education Act (ESEA).

Although NCLB was designed to make changes in teaching and learning to increase students' academic achievement, the Highly Qualified Teacher (HQT) provision under NCLB was eliminated from the ESSA. Despite this fact, all educators in New Jersey are still required to hold the appropriate state certificate/license for their given position.

Under the ESSA, all schools receiving Title I funds must inform parents of their right to ask schools about the professional qualifications of their child's teachers and paraprofessionals. Manasquan Elementary School receives Title I funding, and we are happy to share this information with you upon your request. Additionally, schools are required to provide timely notice that a student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet applicable State certification or licensure requirements.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in Manasquan School District. All of our teachers have college degrees, and many have advanced degrees. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure their teaching skills remain at the highest possible level.

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on ESSA and the role of parents, please visit the United States Department of Education's (USDE) website at http://www.ed.gov/essa.

By partnering, families and educators can help ensure that your child receives the best education possible.

GENERAL REGULATIONS

Registration Requirements:

a. Birth Certificate
b. Proof of immunizations
c. Three Proofs of Residency
d. Must be five years old on or before October 1

Transferring to another school:

a. Same as a, b, c, and d above
b. Transfer card from the school student is leaving

STUDENT RECORDS

The Manasquan Board of Education has primary responsibility for the compilation, maintenance, access to and security of pupil records in compliance with the Federal Educational Rights and Privacy Act of 1974 (FERPA). Only records mandated by the State or Federal Government or specifically permitted by this Board of Education may be compiled. Upon written request, a student's education records are available for review by parent/guardian and school personnel in accordance with the procedures of this district. The administration is authorized to forward educational records, on request, to a school in which a pupil in this district seeks or intends to enroll upon authorization by the parent.

SCHOOL HOURS

Arrival/Dismissal Times

Grades PreK through 8 will start school at 8:25 AM.
Dismissal for PreK students will be 2:45 PM.
Dismissal for Kindergarten students will be 2:50 PM.
Dismissal for students in Grades 1–8 will be 3:00 PM.

PreK – 8 students are not to arrive at school prior to 8:10 am without prior arrangements made with a staff member. There will be no supervision of students until 8:10 am.

MAIN OFFICE

The Main Office is open Monday – Friday from 7:30 AM – 3:30 PM.

ARRIVAL/DISMISSAL FROM SCHOOL

Students are to report to the following locations at the beginning of the school day, and be dismissed from these locations at the close of the school day:

PreK–K	South (Primary) Playground
1–4	Front Entrance (by the flagpole –only)
5	North Entrance – on Broad Street entering by Pod B
6	North Entrance – by side Faculty Parking Lot (Art Studio)
7-8	Pod C Entrance (steps by back parking lot)

TIME SCHEDULE

REGULAR SCHEDULE

(Schedule reflects 40–minute periods with a 3–minute passing time)

Homeroom	8:25 – 8:33
Period 1	8:36 – 9:16
Period 2	9:19 – 9:59
Period 3	10:02 –10:42
Period 4	10:45 –11:25
Period 5	11:28 –12:08
Period 6	12:11 –12:51
Period 7	12:54 –1:34
Period 8	1:37 – 2:17
Period 9	2:20 – 3:00

SHORTENED SCHEDULE (12:30 Closing)

Homeroom	8:25 – 8:31
Period 1	8:33 – 8:59
Period 2	9:01 – 9:25
Period 3	9:27 – 9:51
Period 4	9:53 – 10:18
Period 5	10:20 – 10:45
Period 6	10:47 – 11:12
Period 7	11:14 – 11:38
Period 8	11:40 – 12:04
Period 9	12:06 – 12:30
Dismissal Time	12:30

No hot lunches will be served for a 12:30 dismissal. Students may bring a snack on these days. A time for snacks will be provided during the student's normal lunch period.

DELAYED OPENING SCHEDULE

The following schedule will be in effect in the event of a delayed school opening:

Homeroom	***9:55 (arrival time for students)***
Period 3	10:02–10:42
Period 4	10:45–11:25
Period 5	11:28–12:08
Period 6	12:11–12:51
Period 7	12:54 –1:34
Period 8	1:37 – 2:17
Period 9	2:20 – 3:00

Please note: Requests for make–up work will not be accepted on delayed opening days.

CAFETERIA/PLAYGROUND SCHEDULE

Preschool students will eat lunch in their classroom.
Grade PreK: Students will eat lunch in their classrooms.
Grades K– 4: Students will eat lunch in the Cafeteria.
Grades 5 – 8: Students will eat lunch in the Cafetorium.

Kindergarten	10:40 – 11:25 (Per 4)
Grades PreK, 1 & 2	11:28 – 12:08 (Per 5)
Grades 3 & 4	12:11 – 12:51 (Per 6)
Grades 5 & 6	11:28 – 12:08 (Per 5)
Grades 7 & 8	12:11 – 12:51 (Per 6)

EMERGENCY EARLY DISMISSAL PROCEDURES

If an Emergency Early Dismissal is needed (weather conditions, power outages, etc.), parents will be notified by using the Honeywell Instant Alert System. Please understand that ALL students must be signed out at the Early Dismissal time by a Parent/Guardian or a contact on your child's Emergency Procedure Card. Be aware that the Dismissal Form you complete at the beginning of the school year is NOT in effect. If your child has your permission to walk/ride home after school, we cannot honor that in the case of an early closing. We must be assured that you are aware of the Emergency Dismissal and understand that your child will need to leave school earlier during the day. The only exception is for students in Grades 6 – 8, in which parents may call the office and give verbal permission for their child(ren) to walk/ride home at the early dismissal time. Also understand that parents cannot come in and tell us they are taking another parent's child home without verbal permission from that child's parents. We know that parents are trying to be helpful, but NO CHILD will be dismissed without permission from their parent/guardian since EVERY child's safety must be accounted for.

EMERGENCY SCHOOL CLOSINGS

In the event of severe weather, or an emergency, a special announcement will be made using our School Messenger System. In addition, emergency announcements can be found on our district website at **www.manasquanschools.org and News 12 New Jersey.**

If an emergency occurs during school hours, students will remain in school until they are picked up by their parents or authorized representative. Contact will be made through our **School Messenger System**. Parents must make every effort to pick up their children as soon as they are contacted.

STUDENT ATTENDANCE

For the Board of Education to fulfill its responsibility to provide a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance. Absence from school jeopardizes the ability of a pupil to satisfactorily complete the prescribed course of study and violates the statues requiring children to regularly attend school (N.J. S.A. 38:25–26). The administration accepts its responsibility of properly operating the school within the context of prevailing laws and regulations. Students have the right to receive an education which allows for maximum personal growth and prepares them to be productive members of our society. It cannot succeed in the paramount task of providing an education through accepted curricula unless the pupils for whom it is intended are present for all regularly scheduled classroom activities. Consequently, there is an inherent responsibility upon the parents and pupils for the pupil to attend school regularly.

OFFICE PHONE CALLS

The telephone in the office is to be used for students calling for forgotten lunches, forgotten glasses, to let a parent know that he/she has detention, or for emergency purposes ONLY.
It is not to be used for making after school plans with other classmates that should be done with your child before coming to school. Students will also not be permitted to use the office phone for forgotten homework, forgotten gym clothes/sneakers, or other forgotten assignments. Please remind your child of this information. Your help with this matter would be greatly appreciated.

ATTENDANCE POLICY

The frequent absence of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to successfully complete the prescribed curriculum requirements. Students shall be subject to the school district's response to unexcused absences that count toward truancy, as outlined in N.J.A.C. 6A:16-7.6(a)4. and Policy/Regulation 5200.

Unexcused Absences and Truancy Response:

1. **Up to Three Unexcused Absences:**
    - The school will notify parents in writing, investigate the cause, and work with the family to address and correct attendance issues.
2. **Four to Nine Unexcused Absences:**
    - The school will notify parents in writing, assess the situation, and create an action plan, including referrals to support services, alternative placements, or court involvement.
3. **Ten or More Unexcused Absences:**
    - The student will be considered truant, and the school may refer the case to court.
    - Ongoing communication with parents and agencies to encourage regular attendance.
4. **Court Referral:**
    - Parents may be referred to the Municipal Court for compulsory education violations.
5. **Students with Disabilities:**
    - Attendance plans will be implemented in accordance with the student's IEP and other applicable plans.

Discipline:

- Students may be denied participation in co-curricular activities if they do not meet attendance standards.
- Absences for religious holidays will not impact eligibility for awards or activities.

Students absent for **more than 20 days** from Manasquan Elementary School may be considered for retention. After **ten days** of absence, a warning letter will be sent. Disciplinary actions will include a review by the Intervention & Referral Services (I&RS) Committee, which will meet with the parents to address attendance issues. Students absent from school are ineligible to participate in after-school activities on the day of their absence unless the administration approves of extenuating circumstances.

TRUANCY

After four cumulative unexcused absences in which the school has not been notified by a parent or guardian for the reason(s) for absence, a student may be considered truant. Administration must obtain the cause of the absences by a parent or guardian. Between five and nine unexcused cumulative absences not reported to the school, an action plan may be required to specify needed interventions to support the students return to school and regular attendance. After ten or more cumulative unexcused absences with a cause not reported to the school, a student will be considered truant, and Administration must cooperate with law enforcement and the appropriate agencies pursuant to

N.J.S.A. 18 A:38–25 and N.J.A.C. 6A:16–7.6 (a)4i.v. and H.4 to determine need for a court referral for truancy.

EXTENDED ABSENCES DUE TO ILLNESS

Absences from school due to extended illness require immediate notification to the school. After three (3) days of absence due to illness, a physician's note indicating the nature of illness, possible duration of period of illness, and medical clearance to return to school may be required. In the event of an extended illness beyond a two–week period (10 school days), arrangements for home instruction will be scheduled.

ATTENDANCE REPORTING PROCEDURES

Due to procedures required by the State Department of Education regarding the reporting of student absences, accurate records need to be maintained in the Main Office designating whether student absences are *excused* or *unexcused*. This data will be printed on every school's NJ State Report Card.

To assist the school with this new requirement, please understand that it is critical for you to report your child's absence on our telephone attendance extension: 732–528–8810 (Press "4")

It is imperative that **you leave a detailed message before 8:00 AM** describing the reason for your child's absence. In addition, please remember that a note to the homeroom teacher is also required upon your child's return.

For your information, the reasons listed below are considered "excused" for our school's attendance reporting policy only — **but ALL absences, excused or unexcused, count towards the** 20–day limit with the exception of #4, #5 and #6.

1. Medical: illness/medical procedure – with a doctor's note or verbal parent confirmation
2. Family illness or death
3. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans, and Individualized Health Care Plans.
4. Religious observation
5. Pupil suspension from school
6. Bring Your Child to Work Day

PRE–EXCUSED ABSENCES

Absences from school other than for illness or emergency reasons are strongly discouraged. On occasions that necessitate this absence, a note to the school advising the duration of the absence is required. Assignments required during the absence will be completed upon the student's return.

SIBLING ATTENDANCE AT SCHOOL PERFORMANCES

To clarify any questions regarding attendance at grade level performances during the school day, please know that we do **NOT** permit parents to sign their children out of class to attend a sibling's performance elsewhere in the building. Since many of our children have siblings, it would be unfair to allow some children to attend their brothers' or sisters' special performances, and not others. In addition, it is also very disruptive to the teacher and the instructional program in the classroom when individual students are signed out to see a performance that their classmates cannot.

PUPIL VACATIONS DURING SCHOOL YEAR

State law and local Board of Education Policy require school attendance unless illness or certain other legitimate situations prevent a child from coming to school. **THE PRACTICE OF STUDENT ABSENCES FROM SCHOOL FOR FAMILY VACATIONS IS STRONGLY DISCOURAGED. SINCE SCHOOL TIME IS VITAL TO LEARNING, IT IS DETRIMENTAL FOR PUPILS TO BE ABSENT FROM SCHOOL FOR EXTENDED PERIODS OF TIME AND MAY SEVERELY AFFECT STUDENT GRADES. PARENTS WHO CHOOSE TO REMOVE THEIR CHILDREN FROM SCHOOL MUST ASSUME FULL RESPONSIBILITY FOR ANY EFFECT THIS MAY HAVE ON THEIR CHILD'S EDUCATION AND GRADES**.

RETURNING TO SCHOOL FOLLOWING ABSENCE

The student is required to bring a note to school stating the reason(s) for the absence from a parent/guardian on the day immediately following an absence. Additionally, parents are asked to call the office each day their child is absent.

MAKE–UP WORK

It is the responsibility of the student to request from his/her teacher(s) and complete all work missed during an absence. This shall include tests, quizzes, projects, lab reports, etc. Make–up work must be submitted to the teacher by the end of the second day following each absence. If a student does not meet his/her responsibility during the designated period, a grade of "0" will be recorded for the assignments. Parents are asked to monitor their children's make–up work when an absence occurs to ensure its completion. Please note in the event of missed classes due to extracurricular or other school–related activities during the school day, students are responsible for completing their work as normal. This circumstance will not be treated as an absence! Students in such situations have the opportunity to see their teachers (or classmates) before dismissal to inquire about missed assignments.

In addition, requests for make–up work will not be accepted on days with delayed openings.

If a student must be absent for an extended period of time due to a family vacation, **all work must be completed upon the student's return to school.**

If work is requested in advance, parents must notify the teacher(s) directly with a written request for assignments **at least one week prior to the vacation absence or the request will not be granted.** Requests for work for an extended period must be made to the teachers. It is not the responsibility of the office to coordinate requests for make–up work for an extended period of time**.**

If work is requested in advance, it is expected that the work missed during the absence be completed and turned in to the teacher(s) upon the student's return to school. Please know that gathering a week's worth of work in advance is time–consuming and a courtesy granted by the teachers, therefore, your cooperation in ensuring your child's completion of the work would be greatly appreciated. In addition, please understand that it is impossible for a teacher to predict the exact assignments during the course of a future week. If work is given ahead of time, some assignments may change by the time your child returns from vacation.

TARDINESS TO SCHOOL

Tardiness – Defined as not being in the assigned seat in homeroom at the beginning of the school session. **A student must report to the Courtesy Desk in the vestibule upon late arrival to school and obtain a late slip.** Parental notes do not excuse the tardiness, but only let the office know that parents are aware of the student's tardiness.

Excessive tardiness will be addressed on an individual basis according to the guidelines listed below:

3-6 Tardies:	Student will be assigned a lunch detention after an administrative conference.
9 Tardies:	A letter to parent/guardian regarding tardiness and assignment of Central Detention
20+ Tardies:	A letter regarding excessive tardiness and a parent conference with an Administrator to discuss the infraction and needed corrective action. A referral will also be made to our school's Intervention and Referral Services Team (I&RS).

EARLY SIGN–OUT PROCEDURE FOR STUDENTS

A parent **must** report to the Security Desk in the vestibule to sign out their child. No student will be permitted to leave the building area during the normal school day unless a parent or designated adult officially signs the student out. If a designated adult is sent to sign a student out early, that individual's name MUST appear on the student's Emergency Procedure Card. In addition, the student must be sent to school with a signed note specifying the time the student will be leaving and who will be signing the student out.

Children will not be dismissed from their classroom until an adult has physically signed them out.

SCHOOL NURSE SERVICES

Our school nurse is available daily during school hours to attend to student injuries and illnesses that occur during the school day. She is also responsible for various health screenings (vision, hearing, scoliosis, etc.), medication administration, health updates, and the coordination of various health related programs. A log is kept of students' daily visits to the nurse's office and if there is reason for concern, a parent/ guardian will be notified. Please do not send your child to school with a request to see the nurse first thing in the morning to be checked for a fever or an injury that occurred outside of school. If you suspect any problems with your child's well–being, please consult your family physician. **Any student with an injury requiring exclusion from gym or recess will require a note from the doctor stating the date(s) of exclusion. A new physician's note will then be required to return to gym/recess activities.**

PROGRESS REPORTS/REPORT CARDS

Progress reports will be made available on the Parent Portal on our Genesis Student Data Management system four times a year in Grades 1 – 8:

PROGRESS REPORTS

MP 1 October 05, 2026
MP 2 December 17, 2026
MP 3 March 04, 2027
MP 4 May 20, 2027

Marking Period End Dates:

MP 1 November 13, 2026
MP 2 January 28, 2027
MP 3 April 16, 2027
MP 4 June 22, 2027

REPORT CARDS

Report cards will be made available on the Parent Portal on our Genesis Student Data Management system four times a year in Grades 1 – 8:

MP 1 November 23, 2026
MP 2 February 06, 2027
MP 3 April 26, 2027
MP 4 June 24, 2027

KINDERGARTEN

- Progress Reports will be issued at the end of the 1st & 3rd Marking Periods
- Report Cards will be issued at the end of the 2nd & 4th Marking Periods

Grades K–2 (Primary Standards–Based Report Card):

4	(90–100)	Exceeds Standards consistently grasps, applies, and extends key concepts, processes, and skills. Works beyond standards.
3	(80–89)	Meets Standards grasps and applies key concepts, processes and skills. Meets benchmarks.
2	(70–79)	Approaching Standards: beginning to grasp and apply key concepts, processes and skills.
1	(Below 70)	Needs Support: difficulty grasping key concepts, processes, and essential skills. Area of concern that requires support.

Grades 3 – 8 (Numerical grades)

A+	97 – 100	C+	77 – 79
A	93 – 96	C	73 – 76
A–	90 – 92	C–	70 – 72
B+	87 – 89	D+	67 – 69
B	83 – 86	D	65 – 66
B–	80 – 82	F	Below 65

To pass any course, a student must earn a minimum of a 70 average and pass at least two of the four marking periods.

HONOR ROLL POLICY (Grades 6 – 8)

Marking Period Criteria

First Honors: 90 (or above) average in each subject (A)
Second Honors: 80 (or above) average in each subject (B)

High School level courses (Algebra I, Geometry 1 and World Languages) – will be weighted by adding seven points to the final grade for Honor Roll calculations only. (The additional points will not be added to the final marking period grades shown on report cards.)

Students in the Seventh and Eighth Grade Honors Classes will have the Major Subject Area classes (Mathematics, Language Arts, Social Studies and Science) weighted three points for Honor Roll calculations only. (The additional points will not be added to the final marking period grades shown on report cards.)

ACADEMIC AWARDS

Recognition for students in Grades 6 – 8 will be given in an Academic Awards Ceremony at the end of the school year. To achieve the **Principal's Award** a student must accumulate a minimum of 6 points. The **P.T.O. Achievement Award** will be presented to students who have achieved a minimum of 4 points.

Points are obtained per Marking Period as follows:

First Honor Roll	–	2 points
Second Honor Roll	–	1 point

Due to the preparation needed regarding the extensive number of awards, and to ensure greater accuracy for the Academic Awards Program, the 4th Marking Period honor roll status will be determined by the grade average calculated at the time of Fourth Marking Period Progress Reports. This allows us the opportunity to at least acknowledge the students' progress up to the midway point of the fourth marking period.

EIGHTH GRADE GRADUATION AWARDS

President's Award for Educational Excellence is based on the following criteria:

- Grade Point Average
  - A 3.5 G.P.A. on a 4.0 scale of all grades from fourth grade through the mid–point (end of second marking period) of the eighth grade.
- NJSLA scores
  - Exceeds Expectations ("5") in either Language Arts or Mathematics.

Board of Education Academic Awards are based on the following criteria:

- Grade Point Average
  - A 3.5 G.P.A. on a 4.0 scale from fourth grade through the first three marking periods during the eighth–grade year
- Honor Roll
  - Students must achieve **first honors** two out of first three marking periods of their eighth–grade year.

Student Honors Speakers at Graduation is based on the following criteria:

- Grade Point Average: The **top two** students achieving the highest G.P.A. on a 4.0 scale from fourth grade through the first three marking periods during the eighth–grade year. (In the event that more than two students have the same GPA on a 4.0 scale, a numerical GPA on a 100–point scale will be used to determine the top two students.)
- Honor Roll: In addition to the above G.P.A. criteria, the students must also achieve **first honors** all three of the first three marking periods during their eighth–grade year.

STEM (STEAM) EDUCATION

Manasquan Elementary School provides curriculum–based STEM Education to **ALL** students in **EVERY** class, Grades K–8.

STEM education is the preparation of students in competencies and skills in the four major disciplines of science, technology, engineering, and mathematics. It is the re–visioning of science education to enable the next generation of innovators. STEM includes a range of instructional strategies to help students apply concepts and skills in the different disciplines while participating in a **design process** with opportunities to solve meaningful problems. STEM education encourages creativity, creates problem solvers, supports communication and collaboration, produces critical thinkers, offers students challenging and engaging content, and meets the criteria for the new Next Generation Science Standards (NGSS).

In addition, planning is also being currently conducted to infuse the arts into our STEM Program. The "A" stands for the broad spectrum of the liberal arts including Fine Arts and Music, Language Arts, and Social Studies that each shape developments in STEM fields. Ultimately, all subject areas relate to each other and to the real world. STEAM allows educators to better teach academic and life skills in a standards–backed, reality–based, personally relevant exploratory learning environment. As a result, STEAM Education is defined as ***"science and technology, interpreted through engineering and the arts, all based in mathematical elements"***.

STATE–MANDATED STANDARDIZED TESTING

The Commissioner of Education has implemented a system and related schedule of statewide assessments to evaluate student achievement of the approved academic standards in accordance with the provisions of N.J.A.C. 6A:8–4.1 et seq. The Board of Education is required to administer the applicable statewide assessments according to the schedule prescribed by the Commissioner.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. At the present time, the state assessment is the New Jersey Student Learning Assessment. (NJSLA).

There is NO state provision for a student to "opt–out" of statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on the day he/she returns to school. Parents and students will be informed of all scheduled testing dates, including make–up work, for students who missed the initial testing date(s).

Please refer to the entire Board of Education policy on the district website (www.manasquanschools.org) under the "Board of Education" link at the top of the webpage:

Policy 2622 – STATE ASSESSMEMT

For curricular concerns, please refer to **Policy 5250 – EXCUSAL FROM CLASS OR PROGRAM.**

MANASQUAN ELEMENTARY
SCHOOL'S GIFTED & TALENTED/ENRICHMENT PROGRAM

The Manasquan School District strives to provide all students with the opportunities to learn and grow in a learning environment that challenges them to think critically in an evolving, ever–changing world. Students are encouraged to explore their own interests, and our teachers are trained to provide challenging coursework, projects and means of discourse that not only align with course curricula, but also enhance the student's specific strengths and interests.

The District's Gifted & Talented program looks to reach students in all grade levels, providing them with opportunities for enrichment, exploration and academic rigor in their specific areas of strength and interest. While criteria to qualify for these enrichment opportunities vary based on grade level and content area, teachers and administrators consistently look for ways by which to provide a variety of opportunities (both in and out of district) for students to excel. Our teachers are provided professional development in the areas of differentiated instruction, and time is allotted in teachers' Professional Learning Communities (PLCs) for teachers to develop project–based enrichment opportunities for our students. Students in grades K–8 will be identified as "gifted and talented" through multiple measures in the areas of STEM, Humanities, and Visual & Performing Arts.

The Manasquan School District continually evaluates the Gifted and Talented program to provide students with diverse and challenging opportunities by which to enhance their educational experience.

HONORS CLASSES

Grades 7 & 8

In Grades 7 & 8, major subject area **HONORS CLASSES** have been created in the respective grade levels for enhanced academic advancement. Using criteria established by the Gifted and Talented Committee, select students will be identified for the honors classes. The criteria is subject area specific, as students have the opportunity to be eligible for any or all of the four honors classes in Mathematics, Science, Language Arts, and Social Studies. The program is designed to enhance the curriculum to include rigorous coursework and activities in order to further differentiate instruction for students identified with a strength in specific subject areas. Students will participate in advanced lessons that require increased critical thinking and problem–solving skills. Innovative, project–based learning experiences will be incorporated in the instructional design by our classroom teachers.

Criteria for the Grade 7 & Grade 8 Honors Classes:

Mathematics	Students must meet 4 out of the 5 criteria listed below: • 95 or higher FINAL average in Mathematics • Spring NJSLA score: minimum score of 770 in Mathematics • iReady Score indicating at or above grade level • Teacher Scored Rubric (16 out of 20 possible points) • CogAT (Cognitive Abilities Test) – minimum score of 77
Language Arts	Students must meet 4 out of the 5 criteria listed below: • 95 or higher FINAL average in Language Arts • Spring NJSLA score: minimum score of 770 in Language Arts • iReady Score indicating at or above grade level • Teacher Scored Rubric (16 out of 20 possible points) • CogAT (Cognitive Abilities Test) – minimum score of 77

Science	Students must meet 4 out of the 5 criteria listed below: • 95 or higher FINAL average in Science • Spring NJSLA score: minimum score of 770 in Mathematics • Honors Science Placement Test – minimum score of 85 • CogAT (Cognitive Abilities Test) – minimum score of 77 • Teacher Scored Rubric (16 out of 20 possible points)
Social Studies	Students must meet 4 out of the 5 criteria listed below: • 95 or higher FINAL average in Social Studies • Spring NJSLA score: minimum score of 770 in Language Arts • Honors Social Studies Placement Test – minimum score of 85 • CogAT (Cognitive Abilities Test) – minimum score of 77 • Teacher Scored Rubric (16 out of 20 possible points)

FOR STUDENTS WHO PARTICIPATED IN GRADE 7 HONORS CLASSES: STUDENTS WHO ACHIEVED A FINAL AVERAGE OF **90** OR HIGHER IN THE MAJOR SUBJECT AREA Honors Class (Mathematics, Language Arts, Social Studies, Science) WILL AUTOMATICALLY CONTINUE IN THAT SUBJECT AREA HONORS CLASS THE FOLLOWING YEAR IN GRADE 8. STUDENTS WHO DO NOT MEET THE ACADEMIC GRADE REQUIREMENT OF 93 MUST THEN MEET THE COMPONENTS OF THE ESTABLISHED CRITERIA LISTED ABOVE.

HIGH SCHOOL LEVEL COURSES (for identified Eighth Graders)

GRADE 8 ALGEBRA I PROGRAM

Students entering the Eighth Grade will be eligible to take a high school level Algebra I course with the stipulations listed below. Students meeting the criteria will be placed in the Eighth Grade Honors Mathematics Class.

Criteria for Eligibility

Students must meet 4 out of the 5 listed criteria below:

- Spring NJSLA Mathematics Test: minimum score of 770
- Final average of 95 or higher in Grade 7 Mathematics class
- iReady Score indicating at or above grade level
- Teacher Scored Rubric (16 out of 20 possible points)
- Cognitive Abilities Test (CogAT): minimum score of 77

1. Final grades will be averaged on all four marking periods plus an average of the mid–term and final exam.
2. Students may drop the course and transfer to another eighth grade mathematics class at any time up to the mid–term examination, which may be used in the final decision for remaining in or dropping the subject.
3. Students who receive a final grade of an “A” will have the opportunity to take *Geometry Honors.* Students who receive a “B” or “C” as the final grade will have the opportunity to take *Geometry.* If a student receives a “C” or “D, consideration will be made to repeat **Algebra I** during their freshman year. Students failing the course will be required to repeat **Algebra I** in high school.
4. Students taking **Algebra I** in the eighth grade will receive credit for that course in Elementary School only. **The course will not appear on their high school transcript.**
5. Marking Period final grade will be weighted (7 points) for honor roll status only.

Criteria for Eligibility
Students must meet four out of five:
1. Spring NJSLA Mathematics Test: minimum score of 770
2. Final average of 93 or higher in Grade 7 Mathematics
3. iReady Score at or above grade level
4. Cognitive Abilities Test (CogAT): minimum score of 77
5. Teacher Scored Rubric (16 out of 20 possible points)

GRADE 7 ALGEBRA I PROGRAM – Bridge Class

Selected Seventh Grades will have the opportunity to participate in an accelerated mathematics program. Identified students will bypass the 7th grade mathematics class and attend a high school level Algebra I class as a grade 7 student. With successful completion of Algebra I, these students will then have the opportunity to take a high school level Geometry class as an Eighth Grader. (Students will receive credit for the Geometry class in Elementary School only. The course will not appear on their high school transcript.)

Criteria for Eligibility
Students must meet 4 out of the 5 criteria listed below:

1. NJSLA Score 770 or higher in Math
2. 95 or higher in Mathematics during all four marking periods of Sixth Grade
3. Math iReady Score at or above grade level
4. CogAt test score 77 minimum
5. Teacher Scored Rubric (16 out of 20 possible points)

Marking Period final grade will be weighted (7 points) for honor roll status only.

In addition, students identified for the program (who have accepted participation) will be required to take the "*Algebra I Bridge Class*" in July to prepare for the program beginning in September.

NOTE FOR BOTH ALGEBRA PROGRAMS ABOVE:
The State of NJ requires that ALL students taking High School Algebra achieve a minimum score of "4" (Met Expectations) or "5" (Exceeded Expectations) on the Spring NJSLA Algebra Assessment in order to meet the High School Graduation Requirements. Students that do not meet the needed score of 4 or 5 MUST retake the assessment OR repeat the Algebra course.

Gifted & Talented Complaint Policy/Appeals Process

Parents, students and teachers may appeal the decisions of the selection committee regarding selection or removal from the gifted program by following these steps:

1. Submit an appeal letter to the building principal no later than 15 working days after the committee has notified the parents of the selection decision.
    1. The committee members will review their decision and will respond to the person making the appeal no later than 15 working days after receipt of the letter of appeal.
    2. The committee may request additional testing or data collection and may interview the student and/or parents.
2. If dissatisfied with the decision of the committee, file a complaint with the Manasquan Board of Education. The BOE shall issue a decision, in writing, to affirm, reject, or modify the district's action in the matter.
3. If dissatisfied with the decision of the Board of Education, file a petition of appeal of the board's written decision to the Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.18A:6–9 and the procedures set forth in State Board of Education regulations.

ADDITIONAL NOTES:

- All data according to the established criteria will be reviewed by the Gifted and Talented Committee for student identification for the accelerated/honors classes. The list of recommended students must then be approved by the Building Administration for class placement and enrichment opportunities.

- Identified students will receive a letter stating their acceptance into the accelerated/honors classes. Students have the choice to either accept or decline placement in the accelerated/honors classes. Parental approval is required.

- Students participating in the 7th and 8th Grade Honors Classes will have the major subject area classes (Mathematics, Language Arts, Social Studies and Science) weighted three (3) points for Honor Roll calculations ONLY. The additional points will NOT be added to the final marking period grades shown on report cards.

- Should a parent opt–out their child from taking the State–Mandated Assessment (currently NJSLA), please know that is counted as one missed component of the criteria and all other criteria must be achieved.

ACADEMIC/BEHAVIORAL REVIEW OF STUDENTS PARTICIPATING IN ACCELERATED/HONORS CLASSES:

- The School Counseling Office and Building Administration will review final grades at the end of each marking period. Students who are achieving grades of 69 (D) or below – as well as students who have been identified by their teachers as experiencing academic difficulties – will be reviewed for continuation in the honors classes. For students identified as experiencing academic difficulty, time will be given through the next marking period interim reports to monitor their progress, allow time for academic improvement, leading to a decision regarding continuation in the honors classes. Such intervention will include parental notification, parent/student conferences, and on–going updates on student progress. It should be noted that behavioral concerns causing classroom disruption will also be reviewed and discussed as reason for removal from an honors class.

GIFTED AND TALENTED

Gifted and Talented (G&T) offers additional enrichment programs or experiences for identified students to participate in outside of the regular classroom to expand their knowledge in specific subject areas relating to STEM, Humanities, and/or Visual Arts. G&T will be offered to identified students in Grades K–8. Parents/Guardians have the opportunity to accept/deny G&T services. Additional opportunities will be made available to students via the Shore Consortium for the Gifted and Talented and the South Shore Consortium for the Gifted and Talented when deemed appropriate. Program opportunities vary from year to year.

MONMOUTH COUNTY ARTS MIDDLE SCHOOL

The Monmouth County Arts Middle School is an enrichment program for artistically gifted and talented students in Grades 6–8. The program offers accelerated Arts Education Classes for middle school students throughout Monmouth County. The Arts Middle School Program offers accelerated classes in creative writing, instrumental music, dance, visual arts, theater, filmmaking, and photography taught by a faculty of professional working artists. Identified students are accepted into the program through audition and are released from their regular classes one afternoon a week (for three hours) for a twelve–week term. Student transportation is provided. The classes will be held at the Henry Hudson Regional School. Students accepted into the program must maintain passing grades in all MES classes to remain eligible for the program. Students are also responsible for making up regular classwork that is missed.

NATIONAL JUNIOR HONOR SOCIETY

The purpose of the National Junior Honor Society (NJHS) is to create enthusiasm for scholarship, stimulate interest in community service, promote leadership, develop character, and encourage good citizenship.

Eligible students in Grades 6–8 must meet the minimum grade of 95 in core subject areas (Math, Language Arts, Science, Social Studies). Students who qualify will receive an invitation to apply. Students who complete the required forms will be selected by our Faculty Council for meeting the high standards of scholarship, service, leadership, citizenship, and character as outlined by the organization.

Members are required to attend NJHS meetings, to participate in community service, and to model behaviors that exemplify the standards listed above.

Additional Note: Students participating in accelerated or honors classes, as well as high school level courses are NOT weighted for NJHS acceptance calculations.

HONORS CLASSES AT MANASQUAN HIGH SCHOOL

Eighth Grade students may be eligible to take Honors Classes as Freshmen at Manasquan High School in the subject areas of Biology, English, and World History. Students will be notified in the spring of the criteria established by Manasquan High School for the specific courses. **ATTENDANCE REQUIREMENT FOR HIGH SCHOOL COURSES**

With regards to the Algebra I, Geometry I, Spanish I, Italian I and French I courses, our students will be held to the attendance regulations of Manasquan High School which stipulate that excessive absence is defined as fifteen (15) days in any full year class.

PROMOTION/RETENTION PROCEDURES

The grade placement of each child enrolled in the Manasquan Elementary School shall be made according to his/her individual achievement and needs pursuant to Policy 5410- Promotion and Retention.

While academic achievement shall be given primary consideration in determining promotion/retention, other factors must also be carefully considered. These include the child's social, physical, and emotional development as well as chronological age, effort, and achievement. The final determination must be based upon **what is best for the child.** Retention will be considered if a student's academic achievement is below grade level placement.

Policy for Grades 6, 7, and 8

To pass any course, a student must earn a minimum of a 65 average and pass at least two of the four marking periods. Students who fail two of the following major subjects will be recommended for retention in that grade for the following school year. In addition, failure of three minor subject areas will be considered the equivalent of one major subject.

Major Subjects:	Minor Subjects:
Mathematics Language Arts Science Social Studies	Technology Education Health Art Music Physical Education World Languages (Spanish/French/Italian)

Students passing a New Jersey certified Summer School course (60 hours) in the area(s) of deficiency or documented completion of a minimum of 30 hours of private tutoring by a certified instructor, with the approval of the Principal, will be eligible for promotion for the upcoming school year. Certified on–line recovery courses (from Educere) will also be accepted.

Grade 7 & 8 students only:

After completion of a summer school course (or private tutoring hours), students must then retake and pass the MES Final Exam for the designated course(s).

Grade 8 students only:

Students who do not meet the promotion policy will not be eligible to participate in the following Eighth Grade Promotion privileges: Graduation Ceremony, Graduation Dance, and Eighth Grade Breakfast.

PLEASE NOTE:

- STUDENTS WHO FAIL MORE THAN TWO MAJOR SUBJECT AREAS WILL NOT BE ELIGIBLE TO PARTICIPATE IN A SUMMER SCHOOL PROGRAM FOR THE PURPOSE OF PROMOTION.

- IN ADDITION, STUDENTS WHO FAIL EITHER LANGUAGE ARTS OR MATHEMATICS FOR THE SCHOOL YEAR WILL BE REQUIRED TO ATTEND CLASSES IN OUR BASIC SKILLS PROGRAM FOR THE UPCOMING SCHOOL YEAR.

HOMEWORK POLICY

Goal:
To develop skills through application and practice by building upon classroom instruction.

Statement:
Homework is an important way to maintain continuity in a student's educational program. It is to be considered an integral part of the school curricula and students are expected to complete all homework assignments as their personal responsibility. Homework is a way for children to practice what they learned in school, and in doing so, communicate the curriculum to parents. Although homework is primarily the responsibility of the students, there needs to be a homework partnership with parents providing guidance and encouragement. While assistance with homework, at times, may be necessary, please encourage self–reliance. Overall, the cooperation and understanding of the parent/guardian towards their child's homework responsibility is important in the formation of positive attitudes toward school.

Homework assignments may be made to an entire class, to small groups, or to individual pupils. The amount of homework assigned is grade level appropriate, naturally increasing as students move up through the grade levels.

RULES FOR HOMEWORK

1. Every homework assignment should be properly evaluated.
2. Homework is expected to be completed the night assigned in a satisfactory manner and turned in when due.
3. Late homework assignments
    a. Grades 1 through 3: full credit by the end of the day.
    b. Grades 4–6: 80% credit when submitted one day later. After one day, a grade of zero will be assigned.
    c. Grades 7 & 8: 70% when submitted one day late. After one day, a grade of zero will be assigned.
4. After no later than the third missing homework assignment in a subject in a marking period, the teacher will contact a parent/guardian. Following the third missing assignment and parental contact, should the infraction continue, the teacher will refer the student to the Administration/Counselor for assigned extra help sessions.
5. If a student has an excused absence, a time period of 1 day for each day's absence will be provided to complete missed work. Students experiencing an extended absence will be given a two–week make–up period.
6. IT IS THE STUDENT'S RESPONSIBILITY TO MAKE THE INITIAL CONTACT TO FIND OUT WHAT THEY MISSED DURING THEIR ABSENCE.
7. Homework should never be given for disciplinary purposes, either for the individual child or the group.

ACADEMIC ELIGIBILITY FOR EXTRA–CURRICULAR ACTIVITIES

Extra–curricular activities are offered to students in grades 4 through 8. These activities include all sports, all clubs, Student Council, School Newspaper, Band, Chorus, and all enrichment programs. A student must not be failing **any** subject to be eligible to participate in those activities.
During each marking period, if a student has a failing grade at the time of the initial progress report, the student will have a two–week period to improve his/her grade. If satisfactory improvement is not made, the student is ineligible to participate, and his/her progress will be reviewed at two–week intervals until the end of the marking period.

Students who fail a course for a marking period will be ineligible to participate for a period of two weeks when his/her progress will be reviewed. Continued failing grades will be reviewed at the time of progress reports and at two–week intervals until passing grades are achieved.
During the fourth marking period, an academic review will be taken after the first two weeks. Students failing any subject at this time will be **ineligible** to participate in extra–curricular activities.
Students who fail a course at the end of the school year will be on academic probation until September 30 of the new school year. If a student has a failing grade as of that date, he/she becomes ineligible to participate in extra–curricular activities for the remainder of the first marking period. Teachers will notify activity advisors and coaches of those students ineligible for participation.
Students absent from school are ineligible for participation in the above mentioned after school activities as well. In addition, it should be noted that participation in school events is not a right and may be denied to any student who has demonstrated disregard for the rules of the school.

In accordance with school policy, the administration reserves the right to deny any student the privilege of participation in extra–curricular activities, social events, and class trips if said student has been suspended from school two or more times during the school year for disciplinary reasons.

ACADEMIC INTERVENTION PROGRAM

Selected students will be offered academic support throughout the school year, as needed, in the subject areas of mathematics and language arts literacy. Students may be identified for the program upon examination of school records including, but not limited to, NJSLA scores, subject area grades, teacher recommendation (based on benchmark assessments, observation, guided reading levels, etc.) and/or recommendation from the Intervention and Referral Services Team (I&RS). Once a student has been identified by the school as eligible for the Intervention Program, parents have the right to accept or deny the services for their child.

Parents/guardians will receive progress updates from their intervention teacher at the end of each progress monitoring cycle. The I&RS Team will review student progress and decide on the appropriate program based on the student's response to intervention at the end of each cycle. Academic interventions can be adjusted based on the evaluation of the child’s progress, and any changes to the intervention plan's frequency and/or duration will be communicated to the parent/guardian.

PARTICIPATION IN SPORTS

Athletic teams are designated for interested students in grades 6–8.

Prior to trying out for any team, including cheering, students MUST complete all required permission/medical forms and have a physical examination. Dates of physicals will be announced.

PARENT CONCERNS

In all organizations as complex as a school system, a hierarchy must be established for the processing of problems, inquiries, and requests. A parent having concerns with the educational process or with a specific member of the faculty or staff, **shall make every effort to first resolve the issue in an informal conference with the staff member concerned**. All parents are expected to follow this procedure so that the organization will function in an efficient and professional manner.

a) All conferences shall be carried out in an atmosphere of mutual good will and respect.
b) IT IS EXPECTED THAT PARENTS FOLLOW THE PROCEDURES WITHIN THE ESTABLISHED CHAIN OF COMMAND IN THE DISTRICT TO RESOLVE ALL ISSUES:
    (1) TEACHER
    (2) SCHOOL COUNSELOR (OR CHILD STUDY TEAM PERSONNEL)
    (3) ASSISTANT PRINCIPAL
    (4) PRINCIPAL
    (5) SUPERINTENDENT OF SCHOOLS
    (6) BOARD OF EDUCATION

ELEMENTARY CLASS ASSIGNMENT

Class placement of a student is determined through extensive examination of various criteria by the staff and administration in determining appropriate class assignments for all students.

PARENT REQUESTS WILL NOT BE ACCEPTED according to Board Policy # 6150 which states as follows:

The Manasquan Board of Education is responsible for providing an ultimate program free of bias for each student. To fulfill this responsibility, class assignments must be made that create and maintain:

1. equal distribution of total enrollment, per class;
2. gender balance;
3. balance of students with varying ability levels;
4. balance of students with special needs;
5. student interaction;
6. learning styles.

The Board directs the elementary school principal to develop class lists, with assistance of staff, based on the above concerns. Parent requests will not be honored unless an extenuating circumstance exists. A parent may apply, in writing to the principal, if such an extenuating situation does exist. The principal shall have sole authority to make the decision of student class assignments.

CLASSROOM VISITATION BY PARENTS OR OTHER GUESTS

All visitors MUST enter through the front Main Office, sign in at the Courtesy Window in the Main Lobby, show proper ID, and receive a Visitor's Badge. All other school doors will remain locked during the school day. Staff members will be advised of the arrival of the parent/visitor. All parents, including class parents and PTO Committee Members, are required to follow this procedure. PARENT CONFERENCES ARE TO BE REQUESTED OF A TEACHER OR THE PRINCIPAL/ASSISTANT PRINCIPAL IN ADVANCE. Parents are not permitted to stop in and demand to meet with a teacher. All conferences must be scheduled and agreed upon by the teacher and the parent. Entrances to the building are posted with signs notifying visitors/parents to directly report to the Main Office. In addition, all classroom doors will be locked by the teacher when he/she leaves for the day. Students will not be allowed to return to their classrooms after the rooms are locked. These are safety measures to protect our children.

NUTRITION POLICY & PHYSICAL FITNESS

We believe that children need access to healthy foods and have opportunities to be physically active to grow, learn, and thrive, and that good health fosters student attendance and education. To promote proper nutrition in school, we are committed to encouraging our students to eat healthy foods and snacks. In an effort to meet and exceed the nutritional standards set by the U.S. Department of Agricultural (USDA) Child Nutrition Program, the Manasquan School District serves only healthy and nutritious foods that meet the USDA nutrient standards that include serving fresh fruits and vegetables, low–fat milk and whole grains. In particular, all food and beverage served and distributed to students may not list sugar, in any form, as the first ingredient. This includes all forms of candy. Parents of primary grade students sending in birthday treats, as well as classroom parents when planning classroom parties, are reminded to adhere to the nutrition policy above.

In addition to encouraging students to maintain healthy eating habits, we emphasize the importance of engaging in daily physical activity. This is achieved through a comprehensive physical education program for grades K–8 that is consistent with the standards set by the NJ Department of Education Core Curriculum Content Standards, including a school–wide physical fitness program designed to motivate students to personally enhance their individual physical activity level.

CAFETERIA COURTESY CODE

Children in Grades K–8 may purchase a lunch from our cafeteria service or bring lunch and purchase milk/snacks at school. Proper eating and dining habits will be required. Students are responsible for clearing their tables of all utensils, trays, and refuse after eating. Students are to remain in their seats until directed to recess activities by teachers and/or paraprofessionals on duty. Disruptive and inappropriate behavior will not be permitted. Uncooperative students will be sent to the Main Office with a disciplinary referral. Any student going home for lunch must submit a written parent request to the Office at the beginning of the school day and a parent/guardian must sign the student out in the Main Office at lunch time. Upon return, the student must sign in the Main Office **on time for the next class** or a disciplinary action may result. Lunch may be purchased through the district's online service: Payschoolscentral**.com.** An on–line account may be created to pay for meals, check balances, and view student purchases.

STUDENT GRIEVANCES

The Student Council, the official student government body, serves as the forum for all student requests or grievances affecting more than one student. When satisfaction cannot be obtained through the Student Council or when a request or grievance involves only an individual student, the following procedure is to be used:

STUDENT GRIEVANCE PROCEDURES

Step 1	Submit a grievance in writing to the teacher(s) involved. If the matter cannot be resolved by agreement of the parties involved, a student will continue with the grievance procedure.
Step 2	Submit a grievance in writing to the Principal. If the grievance involves the Principal, a written grievance should be filed with the Superintendent of Schools.
Step 3	Upon receipt of the written grievance, the Principal will arrange an appropriate meeting within five school days.
Step 4	Resolution of the grievance will occur within ten school days of the grievance meeting. This resolution will be submitted in writing to all parties of the grievance.
Step 5	Failure of the Principal to comply with Step 2 and 3 of the grievance procedure, constitutes automatic referral of the grievance to the Superintendent of Schools.
Step 6	The Superintendent will arbitrate the grievance within fifteen school days after meeting with all involved parties. This resolution will be provided in written form to parties involved in the grievance.

STUDENT RIGHTS

Students have the right to:

1. a quality education
2. be recognized as an individual with unique needs, aspirations, and competencies
3. attend Manasquan Elementary School without fear or abuse
4. expect fair and equitable treatment by staff and peers
5. confidentiality regarding student records as per federal and state laws
6. due process appeal procedures and policies
7. parent notification consistent with the policies and procedures.
8. advance notice of behaviors that result in suspensions and expulsions that have been identified pursuant to N.J.S.A. 18A:37–2
9. education that supports students' development into productive citizens
10. attendance in safe and secure school environments
11. attendance at school irrespective of students' marriage, pregnancy, or parenthood
12. due process appeal procedures and policies, pursuant to 6A:3–1.3 through 1.17; N.J.A.C. 6A:4; and, where applicable, 6A:14–2.7 and 2.8, and 6A:16–7.2 through 7.5
13. parent notification consistent with the policies and procedures established pursuant to 6A:16–6.2(b)3, this section, and 6A:16–7.2 through 7.8
14. protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104–191, Health Insurance Portability and Accountability Act; 45 CFR 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; 18A:40A–7.1, Confidentiality of certain information provided by pupils, exceptions; 6A:16–3.2, Confidentiality of student alcohol and other drug information; 18A:36–19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; 2A:4A–60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32–7, Student Records; 6A:14–2.9, Student records; as well as other existing Federal and State laws and rules pertaining to student protections;

STUDENT RESPONSIBILITIES

You have a responsibility to gain full measure of benefit from your education experience. You have a responsibility to perform your best academically, arrive to school and classes on time, and be in attendance daily You have a responsibility for your own actions and a responsibility for accepting appropriate consequences in a gracious fashion. You have the responsibility to display kindness and consideration to all staff and peers.

CODE OF PUPIL CONDUCT

The school is a community and the rule and regulations of a school are the laws of that community. The following rules and regulations are designed to protect all members of the educational community in the exercise of their rights and responsibilities, and to best insure the maintenance of a proper learning environment. The Code of Pupil Conduct supports the establishment and maintenance of civil, safe, supportive, and a disciplined school environment conducive to learning.

Students who demonstrate good conduct and academic success are integral to a positive learning environment and school culture. Those students who embody the Six Pillars of Character will serve as leaders and examples in our school community.

The Code of Pupil Conduct for Manasquan Elementary School is based on the following core ethical values:

Pillars of Character

1. Respect
2. Responsibility
3. Trustworthiness
4. Caring
5. Fairness
6. Citizenship

The following behaviors are considered unacceptable and will not be tolerated:

1. Any behavior involving intimidation, harassment, or bullying.
2. Obscene, vulgar, immoral/indecent language (including racial and ethnic remarks), writing, gestures, signs or acts.
3. Any bias incident regarding race, color, religion, ancestry, national origin, sexual orientation, gender, or disability.
4. Malicious destruction, damage or defacing of school property and equipment including textbooks.
5. Lack of respect for school personnel, other adults, and classmates.
6. Violation of safety rules and regulations in school and outside of school at extra–curricular activities.
7. Dressing inappropriately.
8. Enter school premises or any specific portion of the premises without permission and without authority.
9. Physical assault on another student or staff member. (N.J.A.C. 6:A16–5.7)
10. Possession or use of weapons or any implement intended to harm others. (N.J.A.C. 6:A16–5.5)
11. Any act of theft of property of other students, staff member, or the district.
12. Acts so recklessly as to endanger the safety of others.
13. Cheat or otherwise engage in academic dishonesty.
14. Smoking, drinking alcoholic beverages and/or the use of any illegal substance.
15. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstances hazardous to others.

Since discipline is the key to good conduct and proper consideration for other people, violation of the Code of Pupil Conduct will result in appropriate disciplinary action according to the school's Discipline Policy. In addition

to the counseling and support services provided to our families by the Manasquan School District, www.monmouthresourcenet.org provides a variety of community–based health and social service provider agencies available to support our students' and family needs.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil, and expectations and consequences are consistent with board of education policy 5512. This is pursuant to N.J.A.C 6A:16-7.7. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Pupils are expected to behave in a way that creates a supportive learning environment and is consistent with the Code of Pupil Conduct. School procedures are in place to ensure that both appropriate consequences and remedial responses are implemented for pupils who commit one or more acts of harassment, intimidation, or bullying. An Anti–Bullying Specialist for the school, a School Safety Team, and a District Anti–Bullying Coordinator are in place to ensure that incidents of harassment, intimidation, or bullying are completely investigated, properly addressed, and clearly reported. The Anti–Bullying Specialist serves as the Chairperson of the School Safety Team. The School Safety Team's primary responsibility is to review and strengthen the policies and procedures of the school to prevent and address harassment, intimidation, and bullying of students and to further develop, foster, and maintain a positive and respectful school climate. At Manasquan Elementary School, we firmly believe that bullying is a serious problem and students who have been bullied need help from the educational community to stop those who continuously harass, intimidate, or bully. Our goal is to ensure that students feel safe and know that there is help available in their school to deal with bullying adequately and effectively should they become a victim.

- PreK – 8 Anti–Bullying Specialist: Mrs. Leigh Busco
- District Anti–Bullying Coordinator: Mr. Craig Murin

AFFIRMATIVE ACTION

The Manasquan Board of Education hereby reaffirms its policy to ensure equal opportunity for all persons/students and to prohibit discrimination because of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic status. Policy confirms compliance with Section 504 of the Rehabilitation Act of 1973. An intensive affirmative action program shall be an integral part of every aspect of student life, not limited to, but including student participation in the classroom, grading, extra–curricular activities, sports, honors, course selections, and guidance services. Neither harassment nor favoritism shall be permitted in any of the above.

Students shall be protected from all types of needless labeling. Any use of stereotype identifications will be construed by the Board of Education as discrimination and will be ordered by the Chief School Administrator to cease. If any student, or parent, feels that they have been discriminated against, please follow the grievance procedure.

An Affirmative Action Officer is appointed by the district.

District Affirmative Action Officer: Mr. Jesse Place

Mr. Place is located at the Manasquan Board of Education Office, 732–528–8800 x 1900, jplace@manasquan.k12.nj.us

MANASQUAN PUBLIC SCHOOL DISTRICT
AFFIRMATIVE ACTION GRIEVANCE PROCEDURE

In keeping with federal/state antidiscrimination legislation, the Board of Education has adopted and hereby publishes the Grievance Procedure provided for the resolution of student, employee, and parent complaints.

PURPOSE

To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, affectional or sexual orientation, sex, ancestry, national origin, or socioeconomic status.

DEFINITION

- **Grievance:** A formal written complaint
- **Grievant:** Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti–discrimination laws.
- **Affirmative Action Officer:** The district employee designated to coordinate efforts with antidiscrimination legislation and charged with the responsibility of investigating complaints.

PROCEDURE

Step 1 The grievant must present the complaint in written form to the responsible person designated as the Affirmative Action Officer. (Use Grievance Report – Form A)

Step 2 The Affirmative Action Officer has five working days in which to investigate and respond to the grievant. (Affirmative Action Officer is to use the space provided on Grievance Report – Form A)

Step 3 If not satisfied, the grievant may appeal within ten working days to the Superintendent or designee (not Affirmative Action Officer). (Use Appeal – Form B)

Step 4 Response by the Superintendent or designee must be given within five working days. (Superintendent to use space provided for on Appeal – Form B)

Step 5 If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. (Use Appeal – Form C) Local Board hearing shall be conducted to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross–examine and to present written statement. The decision of the Board shall be by a majority of the members at a meeting which shall be public.

Step 6 The Manasquan Board of Education shall respond to the grievant within thirty calendar days. (Use space provided for an Appeal – Form C)

Step 7 If the grievant is not satisfied with Board's decision, the grievant can have it referred to the Monmouth County Superintendent of Schools.

Step 8 The grievant maintains the right to by–pass the grievance procedure and submit the complaint directly to any or all of the following agencies:

1. The Commissioner of Education
   Bureau of Controversies and Disputes
   New Jersey Department of Education
   PO Box 500
   Trenton, New Jersey 08625
   Phone:(609) 292–5706
2. Equal Employment Opportunity Commission Newark District Office
   1 Newark Center, 21st Floor
   Newark, New Jersey 07102
   Phone:(973) 645–6383 or (800) 669–4000
3. U.S. Office for Civil Rights
   U.S. Department of Education
   75 Park Place, 14th Floor
   New York, New York 10007
   Phone:(212) 264–3313 or (212) 637–6330
4. New Jersey Division on Civil Rights
   31 Clinton Street, 3rd Floor
   Newark, New Jersey 07102
   (973) 648–2700

Discipline Policy

Philosophy

The Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board believes that the best discipline is self–imposed and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Furthermore, such rules and regulations are in place to ensure that the school operates in a manner that will provide for the welfare and safety of all students who attend.

To ensure that all students obtain the best education possible in a positive social climate, it is important that students understand that acceptable standards of behavior are expected at all times. Most importantly, Manasquan Elementary School students are expected to be respectful, kind, and courteous at all times. Each student should conduct himself/herself in an orderly manner within the entire building, on the playground, at all extra–curricular activities, assembly programs, and on field trips. Any act of harassment, intimidation, or bullying will not be tolerated. Disciplinary actions will be administered when an individual's actions interfere with the rights of teachers to teach and the rights of students to learn. Students who violate established school rules and do not adhere to the Code of Pupil Conduct shall be referred to the Principal, Assistant Principal, and/or the Discipline Committee. Appropriate disciplinary measures will then be imposed on an individual basis. The Discipline Policy presents a fair, firm, and orderly process for handling individual and repeated infractions of school rules and regulations. Specific judgments regarding consequences will be based on Board Policy, severity, frequency, and the number of prior behavioral infractions committed during the school year.

School Behavioral Goals

Manasquan Elementary School maintains the following behavioral goals:

(1) to educate children academically, socially, and emotionally;
(2) to create a safe, positive learning environment; and
(3) to teach good citizenship skills.

Our school's overall behavioral objective is to foster a school–wide atmosphere of mutual respect. To successfully achieve these goals, the following guidelines for student behavior will be implemented.

Attendance and Tardies

Manasquan Elementary School believes that attendance is critical to student success in all aspects of education. Expectations and consequences for issues with attendance will be consistent with district policy 5200 for attendance and district policy 5240 for tardiness. This is pursuant to N.J.A.C 6A:16-7.6.

Disciplinary Measures

Teachers will first attempt to contact parents when the behavior of a pupil creates a situation where the education of the child and those around him or her is disrupted. Teachers are responsible for handling minor infractions including, but not limited to, incomplete assignments, unprepared/forgotten materials, lateness to class, gum chewing, excessive talking/calling out in class, failure to return paperwork requiring a parent signature, and other common classroom situations.

Minor Infractions:

First Offense	Verbal Warning from Teacher
Second Offense	Verbal Warning and Teacher Conference with student
Third Offense	Teacher Detention and Parent Notification

Teacher Detention

Teacher detention may be assigned for disciplinary reasons or to complete missed work. For grades 1–2, detention with the classroom teacher may be assigned from 3:00 – 3:10 p.m. For grades 3–8, teachers may keep a student after school anytime up until 3:30 p.m. In all grade levels, a teacher may also have the option of keeping a student in for lunch/playground detention. In all cases of teacher detention, a parent must be notified by the teacher of the student's infraction with either a phone call or in writing. Parents must be notified with a phone call *prior* to the end of the school day regarding any student being kept after school. If a parent cannot be contacted, the student will be detained the following school day. In addition, please note that attendance at extracurricular activities (sports, clubs, etc.) are not acceptable reasons for missing teacher detention. An unexcused absence at a teacher–assigned detention will result in a formal disciplinary referral.

When the teacher has exhausted the usual means to ensure control and has followed the sequence of responses to minor infractions as listed above, the situation shall then result in a formal referral to the Administration should the inappropriate behavior(s) continue. Habitual problems or those of such a nature that disrupt the educational process will not be tolerated.

Central Detention:

Central Detention (CD) may only be assigned by the Principal or Assistant Principal for students in grades 3–8. Parents will be notified from the office of their child's Central Detention obligation by the Principal, Assistant Principal, or by the student. CD will be assigned for the following day after the referral to allow for written notification. Student Central Detention is served from 3:00 p.m. – 4:00 p.m. in a designated area with a CD Proctor who is a certified teacher. Any student who misses CD without a note from the parent explaining a legitimate reason (i.e., doctor's appointment or religious obligation), will be assigned three (3) additional days of CD. Please note that attendance at extracurricular activities (sports, clubs, etc.) **are not** acceptable reasons for missing Central Detention.

Special Education Students

Classified students are subject to the same school disciplinary procedures and may be disciplined in accordance with their Individual Education Plan (I.E.P.) in consultation with the Child Study Team. However, before disciplining a classified student, it must be determined that (1) the student's behavior is not primarily caused by his/her educational handicap; and (2) the program that is being provided meets the student's needs. The administration and staff shall comply with the Manasquan Board of Education's physical restraint and seclusion policy and regulation #5561 (Use of Physical Restraint and Seclusion Techniques for Students with Disabilities) and of the New Jersey statutes N.J.S.A. 18A:46–13.4 et seq. when dealing with an emergency in which a student is exhibiting behavior that places the student or others in immediate physical danger. This is in accordance with the provisions of N.J.S.A 18A:46-13.4 et seq. For students with disabilities, the behavior interventions and supports shall be determined and provided by N.J.A.C 6A:14

Discipline Expectations and Progressive Discipline:

Students should fully understand that any teacher or paraprofessional in the building has the authority to correct misconduct at any time and submit formal disciplinary referrals to the Administration. Disciplinary measures by Administration may include any combination of the following: lunch/recess detention, Central Detention (CD), Parental Conferences, ineligibility to participate in extra–curricular activities and/or school sponsored events, referral to the Child Study Team, and/or the possibility of in–school or out–of–school suspensions.

Consequences are determined on a case–by–case basis utilizing a progressive discipline approach. This means that behavioral issues will be monitored, and consequences will be more severe with repeated infractions. In all circumstances, the individual needs of the student and the details of the infraction will be considered when determining an appropriate consequence.

Behavioral Supports:

Students will be provided with comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the district board of education. These supports may include: positive reinforcements for good conduct and academic success; supportive interventions and referral services; and remediation of problem behavior that takes into account the behavior's nature, students' developmental ages, and students' histories of problem behaviors and performance.

Disciplinary Actions:

Listed below are examples of unacceptable behaviors that will justify formal Disciplinary Referrals to the Principal and/or Assistant Principal. Please note this list is not exhaustive and is provided as a frame of reference. Such behaviors will then be subject to disciplinary actions by Administration. *Students should fully understand that any teacher or paraprofessional in the building has the authority to correct misconduct at any time and submit formal disciplinary referrals to the Administration.* Disciplinary measures by Administration may include any combination of the following: lunch/recess detention, Central Detention (CD), Parental Conferences, ineligibility to participate in extra–curricular activities and/or school sponsored events, Discipline Committee Conferences, referral to the Child Study Team, assignment of a work–related task to emphasize the importance of civic responsibility, and/or the possibility of in–school or out–of–school suspensions (as further clarified under
"Suspensions and Expulsions").

Infraction	1st Action	2nd Action	3rd Action
Tardiness to school Policy 5240	Defined as 3 infractions: Administrative meeting	Defined as 6 infractions: Lunch Detention	Defined as 9 infractions: Central Detention
Tardiness to class Policy 5240	Defined as 3 infractions: Teacher Detention	Defined as 6 infractions: Lunch Detention	Defined as 9 infractions: Central Detention
Failure to wear or present a student ID Policy 5517	Defined as 3 infractions: Lunch Detention	Defined as 6 infractions; Lunch Detention	Defined as 9 infractions: Lunch Detention
Classroom disturbance which disrupts instruction Policy 5560	Teacher Detention with parent contact	Lunch Detention	Central Detention
Inappropriate Use of Computer Network/District Issued Devices Policy 2361, Policy 7523	Teacher Detention with parent contact	Lunch Detention	Central Detention
Violation of Student Use of Internet Enabled Devices Policy 5516	Device confiscation. Item returned to the student at the end of the school day.	Device confiscation. Necessary retrieval by parent and/or guardian.	Device confiscation. Lunch detention. Necessary retrieval by parent and/or guardian. Further infractions will result in secure storage of internet-enabled devices by administration.

Excessive horseplay without injuries Policy 5600	Lunch Detention	Central Detention	2 days Central Detention
Use of inappropriate language Policy 5600	Lunch Detention	Central Detention	2 days Central Detention
Violation of dress code Policy 5511	Meeting with Administration	Lunch Detention and Parent Conference	Central Detention and Parent Conference

Level 2 Infractions:

Infraction	1st Action	2nd Action	3rd Action
Cuts to class or lunch/recess Policy 5600	Central Detention	2 days Central Detention	In-School Suspension
Repeatedly disruptive behavior that substantially interferes with the teacher's authority and ability to instruct, resulting in removal from class Policy 5560, Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Indecent gestures, abusive/indecent language directed at student or students Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Intentional damage to school property or the property of another student Policy 5513, Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Disruptive or inappropriate behavior at assemblies or school trips Policy 5600, Policy 5850	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension
Unexcused absence from detention Policy 5600	Serve original detention plus one additional detention	Serve original detention plus 2 days Central Detention	Serve original detention plus Before-school detention
Violation of safety rules in cafeteria, hallway, bathroom, or playground Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	Before-School Detention
Cheating, copying, or other academic integrity violation Policy 5701	Teacher conference and academic consequence	Meeting with Administration plus academic consequence	Parent Conference plus academic consequence

Initiating unwanted and/or aggressive physical contact with intent to annoy, embarrass, or provoke another student Policy 5600	Central Detention and Meeting with Administration	2 days of Central Detention and Parent Conference	In-School Suspension

Level 3 Infractions:

Infraction	1st Action	2nd Action	3rd Action
Defiance or disrespect toward any staff member Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference, and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension
Inciting a riot (e.g. food fight) Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension
Theft Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference, and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension
Purposeful physical aggression with the intent to cause harm. This includes but is not limited to pushing, shoving, and/or tripping Policy 5600	2 Days of Central Detention, Meeting with Administration, Parent Conference, and Mandatory Counseling Session	In-School Suspension	2 days In-School Suspension

Level 4 Infractions:

Infraction	1st Action	2nd Action	3rd Action
Verbal or criminal physical assault of an individual, including but not limited to staff, guests, or parents/guardians Policy 5600, Policy 5612	3 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, 5 days in-school suspension, Parent Conference, and Mandatory Counseling Session
Physical altercation/fighting, defined as fighting or provoking a fight. This is the mutual engagement in a physical confrontation that may result in bodily injury. It is recognized that one student may initiate a fight, and another may defend, but all students who fight will be suspended. Policy 5600	3 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, 5 days in-school suspension, Parent Conference, and Mandatory Counseling Session
Recording students or staff and sharing this recording with others without the permission of the staff member or student and their parent/guardian via social media, text, email, or any other method. Policy 5516	Up to 3 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Session	5 days Out-of-School Suspension with re-entry meeting, 5 days in-school suspension, Parent Conference, and Mandatory Counseling Session
Acts of harassment, intimidation, or bullying Policy 5751, Policy 5512	Up to 10 days Out-of-School Suspension with re-entry meeting, Parent Conference, and Mandatory Counseling Sessions including follow-up		
Possession, sale, and/or use of alcohol or drugs, or refusal to undergo substance abuse screening Policy 5530	5 days Out-Of-School Suspension, 5 days In-School Suspension and referral to Student Assistance Counselor, Mandatory Counseling Sessions including follow-up	10 days Out-Of-School Suspension and referral to Student Assistance Counselor, Mandatory Counseling Sessions including follow-up	
Use/possession or distribution of a dangerous/deadly weapon Policy 8467, Policy 5613	Up to 10 days In-School or Out-Of-School Suspension and Administrative Review pursuant to Law and Board Policy		
Possession and/or use of a firearm/fireworks Policy 8647, Policy 5611			

Participation in Extra–Curricular Activities:

Students demonstrating habitual disciplinary problems may lose their extra–curricular privileges. This policy is in effect for all extra–curricular activities including, but not limited to, athletics, clubs, class trips, dances, plays, concerts, and graduation exercises. Habitual disciplinary problems may result in the consequences below:

- Three disciplinary referrals during a marking period – minimum loss of privileges for one week
- Five disciplinary referrals during a marking period – minimum loss of privileges for two weeks
- Eight accumulated referrals during the school year – loss of privileges for the remainder of the school year
- After <u>any</u> disciplinary referral, upon discretion of the Administration, depending upon the severity of the infraction.

Suspension and Expulsion

The Board of Education realizes exclusion from the educational program of the schools, by suspension or expulsion, is the most severe sanction to be imposed on a student and one that cannot be imposed without due process, since exclusion deprives a child of the right to an education in our district.

For the purposes of this policy, "suspension" shall be *temporary* exclusion, by the school Principal, of a student from his/her regular school program. Such suspension may take place within (in–school suspension) or outside school facilities. A "short–term suspension" shall be a suspension of *not more than five school days.*

"Expulsion" is permanent exclusion of a student from the schools of this district. No student below the age of sixteen should be expelled from school without provision for an alternate educational program.

No student otherwise eligible for attendance at schools of this district shall be excluded from school unless he/she has interfered, materially and substantially, with the maintenance of good order in the schools or because it is necessary to protect the student's physical or emotional safety and well–being.

A student may be suspended by the building Principal, who shall report such action to the Superintendent as soon as possible; the Superintendent shall report the action to the Board of Education at its next regular meeting. The suspended student may be reinstated by the Principal within five days of the suspension, by the Superintendent at any time before the second meeting of the Board following such suspension, or the Board at their first such meeting. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate, continue the suspension of, or expel the student.

No student shall be deprived of the right to an education in the public schools of this district without being given notice of the charges and an opportunity to be heard on his/her behalf before the person or body holding authority to reinstate him/her. Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension within one day thereafter (except that when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit).

Students suspended for a period of time longer than a "short–term" suspension shall be afforded a formal hearing which shall take place not later than twenty–one days after the suspension occurred. The Board requires each such hearing shall be closed to the public (but the hearing may be publicly held should all parties thereto agree).

Each suspended student who has requested a formal hearing shall be restored to a regular educational program pending outcome of the hearing except when, in the opinion of the Superintendent, the presence of the student in school poses such a danger to himself or others as to warrant continued absence.

The Board of Education, consistent with the provisions of N.J.A.C. 6A:16–7 and Board of Education Policy/Regulation #5610 (Suspensions) requires the oral or written notification to the student's parent/guardian of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student.

Students referred to the Principal and/or Assistant Principal for infractions including, but not limited to, the following are subject to suspension/expulsion:

1. fighting on school grounds
2. continuous willful disobedience and/or open defiance toward staff members
3. physical assault on another person
4. physical assault on another person with a weapon (Manasquan Board of Education Policy #5613)
5. willfully causing or attempting to cause damage (i.e. cut/deface/otherwise injure) to School property
6. taking personal/school property from another person by force or fear
7. smoking or chewing tobacco in school or on school grounds
8. habitual use of profanity/obscene language
9. use of profanity/obscenity toward any staff member
10. verbal assault/threat toward any staff member
11. unauthorized assembly/occupancy and failure to disperse when directed to do so by the principal or others in authority
12. incitement which could possibly disrupt normal school functioning or causes violent behavior and/or truancy by students
13. continuous and deliberate class disruption
14. conduct of such character as to constitute a continuing danger to the physical well–being of other students
15. possession and/or use of drugs, alcohol, and/or other controlled dangerous substance
16. causing false alarm(s)
17. stealing
18. physical assault upon a board member or employee (Manasquan Board of Education Policy #5612).
19. lewd/obscene exposure
20. possession of a weapon(s) and/or item(s) which may present a danger to others (Manasquan Board of Education Policy #5611)

Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law (exceptions as allowed in N.J.S.A. 18A:6–1) but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils. Any pupil who commits assault upon a teacher, administrator, board member, other employee of a school board, or another student, with a weapon, on any school property, on a school bus, or at a school–sponsored function shall be immediately removed from the school's regular education program pending a hearing before the local board of education. A student who is removed from the regular education program pursuant to N.J.S.A. 18A:37–2.2 must be placed in an alternative education program. If an alternative education program is not available, the student must be provided home instruction or other suitable facilities and programs until placement is possible.

The Administration reserves the right to deny any student the privilege of participation in extra–curricular activities including (but not limited to) clubs, athletic events, social activities, and class trips if the student has been suspended from school (2) or more times during the school year for disciplinary reasons as indicated:

Second suspension:	loss of participation/privileges for 30 days
Third suspension:	loss of participation/privileges for the remainder of the school year (This includes the Eighth Grade Graduation Ceremony, Eighth Grade Breakfast, Eighth Grade Trip, 7th/8th Grade Beach Walk, and the Graduation Dance.)

Rules and regulations regarding suspensions shall be in effect at all times a student is under authority of the school. This includes (but is not limited to) the regular school day, field trips, athletic events, social events such as dances/plays, etc., in, on, and/or off Board of Education property.

Rules governing suspensions:

1. Suspension begins at the end of the school day in which the infraction was committed and extends to the beginning of the school day the student is scheduled to return.
2. Making up class assignments missed during suspension is the responsibility of the student. Work must be made up <u>and submitted upon the day of the student's return to school</u> to receive credit.
3. For a student to be re–admitted, a parent/guardian must accompany that student upon return to school.
4. Suspended students may not be on school grounds during the period of suspension.
5. Students under suspension may not take part in or attend any school–sponsored activity in, on, or off school property.
6. The Principal or Assistant Principal will notify the parent/guardian of the suspension by both phone call and registered letter.
7. Failure to abide by the rules governing suspension may result in
    - Additional suspension period
    - Police action
    - Expulsion
8. Additional offenses or actions of extreme severity, dangerous to the well–being of other students or interfering with orderly functioning of the school will result in recommendations to the Board for expulsion and/or filing of appropriate complaints or juvenile petition.

Considerations:

A. These rules and regulations shall be in affect at all times a student is under authority of the school. This includes (but is not limited to) the regular school day, field trips, athletic events, social events such as dances, plays, etc., in on, and/or off Board of Education property.
B. When a student is suspended, the parent must be notified in writing.
C. Students under suspension are ineligible to participate in all extra–curricular activities during the period of the administrative action.
D. Continued disciplinary infractions may result in suspension or exclusion from participating in extra–curricular activities including athletics, clubs, dances, trips, the beach walk, and the graduation ceremony.

INTERVENTION AND REFERRAL SERVICES (I&RS)

Manasquan Elementary School's Intervention & Referral Services (I&RS) Committee has been established to design and monitor the implementation of strategies for general education students referred to the I&RS Committee because they are experiencing academic, behavioral, emotional difficulties within the school setting. Committee members work cooperatively with teachers and parents to recommend intervention/modifications that may benefit students and help them achieve greater success in their academic studies. A written *"Pupil Accommodation Plan"* shall be prepared by the I&RS Committee for students who have been referred and are determined to require support services, modifications to their regular education program, and/or referrals to school or community–based social and health provider agencies. The I&RS Committee is also responsible for coordinating any necessary student cases under Section 504 of the Rehabilitation Act of 1973.

The Intervention & Referral Services differs from the Child Study Team in that the I&RS deals with regular education students' difficulties with a particular emphasis on the specific behavioral patterns that are exhibited within the school environment. The I&RS, after recommending interventions and modifications for implementation in the regular classroom, may refer students to the Child Study Team. The Child Study Team is responsible for the evaluation, identification, and remediation of student educational disabilities.

The I&RS Committee meets on a weekly basis and accepts referrals from administration, school staff members, parents, and/or students. I&RS Committee members must successfully participate in the required training program to serve on the Committee. Members may include Principals, School Counselors, School Nurse, Reading Specialist, School Psychologist, and designated teachers.

I&RS Co–Coordinators	Miss Harmony Schwier & Mr. Anthony Cinelli
Chairperson, Grades K–4	Miss Harmony Schwier (Elementary School Counselor)
Chairperson, Grades 5–8	Mr. Anthony Cinelli (Middle School Counselor)

STUDENT COUNSELING PROGRAM

The Student Counseling Program was designed to identify, refer and provide support services for students who exhibit signs of personal, emotional, and/or substance abuse related difficulties. Such difficulties may manifest themselves in a variety of ways and may affect the student's functioning both in and out of school. The problems that pupils bring with them to school are often a reflection of the more complex problems of our society. The Student Counseling Program attempts to link the family with the school and with other community agencies to better address these complex social issues.

Students who are identified as having interpersonal, family, emotional, academic, alcohol or other drug–related problems may be referred to our School Counselors. Such problems may manifest themselves in a variety of ways such as poor attendance/truancy, lack of motivation, depression, acting out, lack of academic achievement, poor attitude, withdrawal, or unspecified frequent illnesses.

Some of the areas the Student Counseling Program incorporates includes substance abuse awareness and prevention, harmful effects of tobacco, eating disorders, depression, family relationships, grief and loss, divorce, and interpersonal relationships.

Elementary School Counselor	Miss Harmony Schwier
Middle School Counselor	Mr. Anthony Cinelli

HEALTH REGULATIONS

Immunization

a. Board policy requires that students be immunized against DTaP, polio, MMR (Measles, Mumps and Rubella), Hepatitis B, Varicella, Meningococcal, Tdap, HPV, and Influenza.

Contagious Diseases

a. Parents are requested to contact the school nurse when a student has a communicable disease such as: chicken pox, strep throat, etc.
b. Any student diagnosed with strep throat must be on antibiotics for a full 24 hours before returning to school.
c. Any student with chicken pox must get clearance from the school nurse before returning to class.
d. **Students who have a fever must remain home and may return to school only after they have been fever-free for at least 24 hours without the use of fever-reducing medication (such as Tylenol or Motrin).**

Emergencies

1) If the child becomes ill or is injured at school, the school nurse will notify the parent, and the parent will be responsible for transportation home.
2) Medication
   a) The administration of medication to pupils during the school hours shall only be given in exceptional circumstances wherein the child's health may be jeopardized without it.
   b) Pupils requiring medication at school must have written request of the parent or guardian and a written order from the prescribing physician which identifies the type, dosage, time, interval, purpose and side effect of the medication. "Medication" shall include all medicines prescribed by a physician, *including any over the counter medications.*
   c) Medicines must be properly labeled, in the original container, with the child's name, dosage, etc., on the pharmacist's label.
   d) Young children should not be permitted to carry his/her own medication with the exception of inhalers (with the proper school form completed).
   e) Only the school nurse will administer the medication and it will be kept locked in the nurse's office.
3) For a child to be excused from physical education, a doctor's note is required. If a child is excused from physical education for a medical reason, they will automatically be excused from outdoor recess and athletic events until cleared.

If you have any questions, please feel free to contact our school nurses at 732–528–8810 (x2020), or via e–mail – Mrs. Patricia Cassidy: pcassidy@manasquanboe.k12.nj.us or Valerie Hannafey: vhannafey@manasquanboe.k12.nj.us. You may also visit the Health Office web page (Nurse's Office) under the "Students and Services" tab at the top of the elementary school website.

SMOKING

The Board of Education recognizes that smoking presents a health hazard, which can have serious consequences, both for the smoker and the non–smoker. For purposes of this policy, smoking shall mean all uses of tobacco, including cigars, cigarettes, and pipe–smoking.

To protect students and staff who choose not to smoke, from an environment noxious to them, the Board prohibits smoking at any time in any area of the school building, on school buses, in any classroom/hallway/instructional area, and while accompanying students on any approved field trip.

By New Jersey State Law, "The Board of Education of each school district shall make and enforce regulations to prohibit smoking of tobacco anywhere in its buildings except as part of a classroom instruction/demonstration or a theatrical production."

PUPIL SELF–ADMINISTRATION OF MEDICATION

Grades 6–8

The Board shall permit self–administration of medication for asthma or other potentially life–threatening illnesses by pupils in grades 6 (six) through 12 (twelve), both on school premises during regular school hours and off–site or after regular school hours when a pupil is participating in field trips or extra–curricular activities. Life–threatening illness means an illness or condition that requires an immediate response to specific symptoms or that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an epinephrine injection to treat a potential anaphylactic reaction.

Parents/guardians of the pupil must meet the following conditions.

- Provide the Board with written authorization for the pupil's self–administration of medication by completing the proper form.
- Provide written certification from the pupil's physician that the pupil has asthma or another potentially life–threatening illness and is capable of and has been instructed in the proper method of self–administration of medication.
- Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self–administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self–administration of medication by the pupil.
  Please note: A, B, and C above are all included on one form.
- The privilege of self–administering medication may be revoked when the pupil has failed to comply with this policy and the tenets of the agreement to self–medicate. A termination of the privilege will be made by school officials, including the school district physician and the school nurse, after consultation with the pupil, the pupil's parent or guardian, and the pupil's physician.

HEALTH SERVICES

The primary goal of the school health services is to identify students with health problems that might interfere with their learning. The school nurse is responsible for readmitting pupils who have been ill 3 days or more.

Sport physicals are required prior to participation in each athletic team activity. The nursing staff must review, and the school physician must sign clearance for approval. Students who become ill during the day must report to the school nurse and/or office **prior** to leaving the building. Proper arrangements will be made with parents or guardians.

The school nurse assists the school physician with physical examinations of transfer students. She is also responsible for weighing and measuring, for visual and hearing screenings. Scoliosis screening (spinal deviation) is done bi–annually on children ages 10 through 18 as mandated by State Law of New Jersey. Referrals are then sent home accordingly. Tuberculosis testing is done according to the rules and regulations mandated by the New Jersey Department of Health. The nurse is constantly reviewing health records to update immunizations. Any deficiencies are reported to the parents by the school nurse.

MEDICAL EXAMINATIONS

The district board of education would like to notify parents of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

- early childhood (pre–school through grade 3)
- pre–adolescence (grades 4 through 6)
- adolescence (grades 7 through 12).

FIELD TRIPS

A field trip that coordinates with a curriculum area may be scheduled for your child's class during the school year. Each child who participates in a field trip (including local walking trips) MUST have a signed permission slip by a parent/guardian. Bus transportation and/or admission fees, may be required to cover field trip expenses. In such instances, if sufficient funds are not collected, it will be necessary to cancel the field trip. Internet-enabled devices are permitted on field trips unless otherwise decided by the principal/assistant principal.

1:1 TABLETS
(Students in Grades 5–8)

As part of our Student Mobile Technology Initiative aimed at preparing students for college and careers in the 21st century, middle school students in Grades 6–8 will be issued 1:1 Dell Tablets for use within our instructional program. All regulations must be followed according to District Policy #7523 – "School District provided technology Devices to Pupils". Guidelines are established for the issuance and utilization of any school district technology device provided to students of the district. Before being issued a device, each student and parent MUST sign the district's "Student Mobile Technology Device & Use Fee Acceptance/Waiver Form", which will be provided at the beginning of each school year. Students are expected to bring their tablet to all classes as a required instructional tool. Students are also permitted to take the tablets home with them each day. As with any district–owned electronic equipment issued to students, these devices must be handled with care regardless of where they are being used.

USE OF SCHOOL EQUIPMENT AND TEXTBOOKS

Textbooks should be covered at all times to preserve the books. Students are responsible to exercise good care in use of all schoolbooks and equipment, especially technological devices
(tablets, iPads, PCs, digital cameras). Fines for damages to these materials will be assessed to students.

STUDENT LOCKERS

Students in grades 5–8 are assigned lockers. This locker assignment is a privilege and each student this privilege or causes damage to the locker or locker area, will have locker privileges revoked.

STUDENTS ARE RESPONSIBLE FOR ALL CONTENTS OF THE LOCKER ASSIGNED TO THEM. A REMINDER TO PARENTS AND STUDENTS, ASSIGNED LOCKERS ARE THE PROPERTY OF THE SCHOOL. IN ORDER TO PROTECT THE SAFETY AND WELLBEING OF STUDENTS, PERIODIC UNANNOUNCED LOCKER INSPECTIONS WILL BE CONDUCTED BY THE PRINCIPAL, ASSISTANT PRINCIPAL, OR OTHER SCHOOL OFFICALS WITH OR WITHOUT THE ASSISTANCE OF DETECTION CANINES THROUGHOUT THE SCHOOL YEAR. Locker assignments are not to be switched by students. All lockers should be locked when the student leaves them.

Note: Backpacks are to be kept in the lockers during the school day. Students will not be allowed to carry their backpacks in the hallways, cafeteria, or on the playground. Sufficient opportunities to use their lockers will be provided at designated times during the school day.

BACKPACKS

Backpacks will not be permitted to be carried in the hallway between classes or taken to the cafeteria or playground. Students in grades 5–8 will have sufficient opportunities to go to their lockers at specifically designated times during the school day. Parents and teachers are reminded to "keep an eye" on students whose backpacks look too heavy. Such students should be questioned about the need for certain books in their backpacks. Whenever possible, teachers will try to assign homework that does not require the use of the textbook at home.

VALUABLES

Students are specifically requested not to bring to school large sums of money, toys, expensive jewelry, watches, or other valuable property since the school can assume no responsibility in the event of loss or theft. Likewise, the school cannot be responsible for lost or stolen books, or gym equipment. A lost and found bin is in the rear of the cafeteria. Students may retrieve lost items at this location during the usual arrival and dismissal times.

MEDIA CENTER RULES

The Media Center is an important and integral part of the school. During the regular school day, it is available to classes, as scheduled by the teacher with the librarian, as a resource to supplement the regular curricula, for research and as a source of recreational reading. Students are to obey the following rules:

1) Work quietly and make sure all materials are properly returned upon leaving the Media Center.
2) All books are to be properly checked out before they are removed from the Media Center.
3) All books are to be returned by their designated due date.
4) Students are not to enter the Media Center when the lights are turned off.
5) Students who have classes in the Media Center (Tech Ed., ESL, FUNdamentals, etc.) are to enter through the door closest to the classroom without crossing the Media Center.
6) At no time is the Media Center to be used as a hallway during the passing of classes. Students who violate this rule will be subject to disciplinary action.

EMERGENCY EVACUATIONS AND FIRE DRILLS

Each classroom has posted above the entrance door a card informing students in cases of emergency evacuations and/or fire drills where their class is to exit the building. The evacuation alarm will consist of intermittent ringing of the bell. STUDENTS MUST IMMEDIATELY LEAVE THE BUILDING WITH THEIR CLASS BY THE NEAREST EXIT. Move quickly and quietly so that necessary instructions may be heard. Throughout the school year practice fire drills will be conducted.

INTERNET-ENABLED DEVICES

As per Policy 5516, students are not permitted to use personal electronic/internet-enabled devices (smart phones, smart watches, smart glasses, digital cameras, i–Pads, tablets etc.) during the academic school day. Personal internet-enabled devices must be turned off and stored in a backpack inside the student's locker from 8:25 AM to 3:00 PM. If a student needs to contact a parent/guardian, they may do so in the Main Office. If a parent/guardian needs to contact their child, they must call the main office for assistance. Students may not access their devices during lunch, study hall, passing/transition time, and/or other periods during the school day. For extracurricular activities that occur **before or after** the school day, students are permitted to use their internet-enabled device. Students **are not permitted** to use their internet-enabled device for extracurricular activities that occur **during** the school day. Requests to include a device as an accommodation for a 504/IEP should be reviewed through the appropriate planning process. If students are found with personal internet-enabled devices outside of these circumstances, consequences shall proceed as follows:

First infraction: device confiscated and returned to student at the end of the school day

Second infraction: device confiscated and returned when parent/guardian comes to claim the item

Subsequent infractions: device confiscated and returned when parent/guardian comes to claim the item,

and progressive disciplinary consequences starting with lunch detention

DRESS AND GROOMING

The following regulations and guidelines must be followed in accordance with policy 5511.

A. Hats (or any form of head covering) are not to be worn in school or carried to class.
B. No coats are to be worn in the building during school hours.
C. Attire that interferes with schoolwork, creates disorder, or interrupts the educational program is unacceptable, as is any attire presenting a hazard to the safety and/or health of the wearer or others.
D. Clothing in general disrepair, and shirts with inappropriate writing or slogans (including those alluding to alcohol and/or drugs) are not appropriate for school.
E. Shoes must be always worn. Footwear considered *unsafe* for normal daily school activities (**flip flops**, "Crocs" and loose sandals without a back/ankle strap, untied sneakers/shoes, etc.) is not permitted. Footwear that could damage certain floor types (cleats, black soles that leave marks) is not permitted. Sneakers with velcro or laces are required for PE.
F. Pants/skirts are to be worn at waist height. All clothing should be appropriate length to cover the body while bending, squatting, going up stairs, etc.
G. No sunglasses may be worn inside the building.

Any student in violation of any part of the dress and grooming policy or regulation may be removed from class and be asked to make arrangements to correct the violation immediately, or the student may be excluded from attending school until his/her attire and/or grooming conform to policy.

The acceptability of attire will be determined by the building principal or his/her assistant principal. Any judgment made by the principal (or assistant principal) will be subject to appeal to the superintendent.

The Dress and Grooming Policy remains in effect for all school-related functions, including dances and field trips. Manasquan students should represent the school and themselves in the proper manner.

CONDUCT

CONDUCT AT ATHLETIC EVENTS

Our athletic program meets the interests and athletic needs of many students and is of great value to them. The success of the program is due to a large extent to the work of the coaches and students involved. The spectator also has a role in the program. If the program is going to continue to be successful, spectators must encourage good sportsmanship. Courteous treatment of visitors, and absolute fairness under all conditions is expected. PARENTS ARE REQUIRED TO MONITOR THEIR CHILDREN AT THESE ACTIVITIES. Any individual who displays inappropriate/disruptive behavior will be required to leave the premises by school administration.

The following applies to all sports events:

- **Be courteous**: To the teams, officials and other spectators.
- **Be enthusiastic:** By “rooting” for your team, not by “booing” opponents or officials.
- **Be fair:** Have confidence in the honesty and integrity of the officials. Remember, they are neutral; you are partisan.
- **Be a good sport:** By all your support of your team before, during and after the game.
- **Be a good fan:** This is a game with respected opponents; not a fight with a bitter enemy.
- **Enjoy the game:** Let the athletes play the game, the coaches coach, and the officials officiate. We are representing our school and will make the best possible impression.

CONDUCT AT EVENING SCHOOL FUNCTIONS

Any student K – 6, not accompanied by a parent to evening school functions will be denied admission unless special permission is provided by the Principal or Assistant Principal. PARENTS ARE REQUIRED TO MONITOR THEIR CHILDREN AT THESE SCHOOL FUNCTIONS. Appropriate behavior and courtesy are expected at all times during the evening events.

Any individual displaying inappropriate/disruptive behavior will be required to leave the premises by school administration.

In addition, regarding pupil safety, bicycles and skateboards are not to be brought to evening school activities.

STUDENT GOVERNMENT

The Student Council is a service organization representing the student body. It is the forum for exchanging ideas, expressing concerns, and improving our school. It provides interaction between the students and faculty in all matters and takes an active role in promoting interest and enthusiasm within the student body.

The Student Council's principle purposes are as follows:

1. To unify student activities under one control and promote the general activities of the school.
2. To aid in the internal administration of the school.
3. To teach the student the values of working in a democracy.

Election to select representatives from Grades 6 – 8 homeroom classes are held in the Fall. Student Council Officers (from Grade 8) are elected in the Spring. All officers must have and maintain at least a "C" average in all academic areas to hold an office. Their purpose is to support and assist the Student Council of our school. In addition to the elected representatives in Grades 6 – 8, the Principal can appoint a student from each grade level to serve on the council.

MES CLUBS & ACTIVITIES

CLUB	GRADE LEVELS	ADVISOR
Student Council	6–8	Ms. Oriana Kopec
Elementary Art Club	4–5	Miss Madeline Wyville
Intermediate Art Club	6–8	Mrs. Jenny Rostron
School Newspaper	5–8	Miss Julie Temple
School Yearbook	8	Mrs. Teresa Reichey & Ms. Laura Jensen
Drama Club	6–8	Mrs. Heather Wanner
Homework Club	1–8	Ms. Oriana Kopec & Mrs. Carmen Rodriguez
Mathematics Club	4–5	Mrs. Jestine Jones
STEM Club (Fall & Spring)	6	Ms. Laura Jensen
Technology Club	6–8	Mr. Kirt Wahl & Mr. Mark Levy
Video Production Club	5–6	Ms. Oriana Kopec
Environmental "Green Team"	6	Ms. Laura Jensen
History Club	6–8	Mrs. Kristine Pierce
National Junior Honor Society (Middle School Chapter)	6–8	Ms. Jill Wells
Rising Road Runners	Preschool–8	Ms. Kristine Pierce
Junior Band Senior Band Jazz Band	4 5–8 6–8	Mr. Eric Clark
Junior Chorus Senior Chorus	4 5–8	Mrs. Sarah Gordon

DANCES

Elementary School dances are scheduled by The Student Council. The rules and regulations listed below have been created to ensure the greatest enjoyment and safety for our students:

1. Students are to sign up in school prior to the dances. Parents must sign and return permission slips for each dance in order for their child to attend.
2. Students may not leave the dance prior to the end of the event unless picked up by an approved adult.
3. School dances are a school-sponsored function. Therefore, all disciplinary rules and dress code policies are in effect. (This includes no hats!)
4. Outside guests are not permitted. Our dances are for MES students only.
5. Skateboards and backpacks are prohibited at all dances.
6. Students MUST sign up and prepay prior to the dance, as money will not be collected at the door.

ANNOUNCEMENTS

Information regarding club meetings, athletic events, PTO social events, general information for the day, and specific school instructions may be announced each morning on our PA system and again at the end of the school day. Individuals responsible for submitting notices for the daily announcements must have their notices approved by the Administration and be in the Main Office by noon the day preceding the announcement. This includes Club Advisors, Coaches and PTO Officers/Committee Chairpersons. **In addition, please register on our website for our *E–Backpack* to receive important school information and grade level activities.**

DROPPING OFF/PICKING UP STUDENTS

When dropping off your children in the morning we strongly advise that you follow the procedures listed below to ensure the safety of the children who walk, ride bicycles, or have been dropped off by car, as well as to minimize the traffic congestion. In addition, please remember to move along as quickly as possible when dropping off your children. Waiting to watch and see your child enter the school playground areas backs up the line of parents trying to drop off their children. Your patience while waiting for your turn to drop off your children will also be greatly appreciated.

PreK, K, 1, and 2

Students should be dropped off on Broad Street in front of the south end of the building and enter through the primary playground.

Grades 3 & 4

Students may be dropped off on Broad Street in front of the south end of the building, enter through the primary playground, and walk down the ramp to the rear playground **OR** students may be dropped off via Curtis Avenue to the back parking lot and walk over the bridge to the back playground.

Grades 5 & 6

Students should be dropped off on Broad Street in front of the north end of the building and walk to their line–up areas on the sidewalk by Pod B (Grade 5) and Science room (Grade 6) doorways.

Grades 7 & 8

Students should be dropped off via Curtis Avenue to the back parking lot **OR** on Broad Street in front of the north end of the building and walk down the driveway onto Curtis Avenue into the rear parking lot and line–up area by Pod C.

Additional Note:
Cars parked in the High School horseshoe cannot be left unoccupied. Parents can utilize the horseshoe for drop off from 7:45 am to 8:30 am and for pick up from 2:30 pm – 3:30 pm.

SAFETY PROCEDURES FOR ARRIVAL/DISMISSAL

SAFETY RULES:

- The driveway by Pod C (at the north end of the building) is one–way only. Cars are not permitted to enter the driveway from Curtis Avenue. During morning drop–off and afternoon pick up times, students only are permitted in the driveway walking (or walking their bicycles).

- When dropping off students in the back parking lot, cars must loop around the parking lot **to the right**.

Cars moving in one direction to the right will improve the traffic flow

- Please remember that parents are NOT ALLOWED to enter the side Parking Lot (off Broad Street). No "turnarounds" are allowed for our students' safety. Parking in the faculty lots (and waiting for the students to enter or exit the school building) is also not permitted.

DISMISSAL DESIGNEE FORM

To ensure the safety of our students, parents of all students, K–8, are required to complete a form noting their permission for dismissal procedures. By submitting the form, you are alerting the school to your intentions and giving permission, if applicable, for your child(ren) to walk/bike home unaccompanied by a parent/escort on all school days, including early dismissals. If your child leaves school on foot, you also have the option to request that your child not be dismissed from school unless you (or an escort designated by you) is present at the dismissal location. In addition, please note that for the safety of our youngest students, K–2 children will NOT be dismissed from school without a parent or a guardian present.

CROSSING GUARDS

Please remember to utilize the services of our crossing guards before and after school – children and adults! Our crossing guards are there for your safety and protection.

BICYCLE SAFETY

Bicycle racks are provided at three locations on the school property.

- Students in Grades 2 and 3 use the rack at the southern end of the building by the primary playground.
- Students in Grades 4 through 6 use the racks in the front of the school to the left of the main entrance.
- Students in Grades 7 & 8 are asked to use bicycle racks at the back of the school by Pod C.

All bicycles should be locked to the rack.

- Students in Kindergarten through Grade 2 are ONLY permitted to ride bicycles to school when accompanied by a parent or guardian. Children at such a young age will not be permitted to ride bicycles to and from school alone or with an older sibling. All bicycles must be walked on school property fifteen minutes before or fifteen minutes after school for safety reasons. Students violating these regulations will lose privileges of bringing their bike to school.

Note: E-Bikes, skateboards and scooters are not permitted on school property at any time. In addition, e-bikes, bicycles, skateboards, and scooters are not to be brought to evening school activities.

ALL STUDENTS ARE REQUIRED TO ABIDE BY THE LAW AND WEAR A HELMET WHEN RIDING A BIKE TO SCHOOL. ALTHOUGH E-BIKES, SKATEBOARDS AND SCOOTERS ARE NOT PERMITTED ON SCHOOL PROPERTY,

PLEASE REMEMBER THAT WHEN USED OUTSIDE OF SCHOOL, HELMETS ARE ALSO REQUIRED BY LAW.

STUDENT FUNDRAISING

The district appreciates the efforts of many groups, individuals, businesses, etc. in the financial support of our children. Many activities would not be possible without those efforts and the financial support involved.

Unfortunately, many factors today make solicitation by students very dangerous. As a reminder:

- PLEASE DO NOT PERMIT STUDENTS TO SOLICIT ALONE!
- THE SELLING OF ANY/ALL FUNDRAISING ITEMS SHOULD BE UNDER CAREFUL SUPERVISION OF AN ADULT!

PLEASE EXERCISE EXTREME CAUTION WHEN PERMITTING DOOR–TO–DOOR SELLING.

STUDENT ACCIDENT INSURANCE – OVERNIGHT TRIPS

Student Accident Insurance is purchased by the Board of Education for all students enrolled in the Manasquan School District. This policy is strictly an excess policy and claims can only be made after the claim has first been considered by the individual's primary insurance and must be followed to qualify for an excess coverage. Claims will be paid on a schedule; this schedule does not guarantee full coverage of the balance of any bills. An accident report should be filled out in the school with the School Nurse at the time of the incident. All claims should be processed by the Main Office in each school and then forwarded to the Office of the Business Administrator. If you have any further questions, please call the Board of Education Business Office.

RIGHT TO KNOW

The Manasquan Board of Education affirms its responsibility to keep on file in the main office of every building the Employee/Community Right to Know required list of hazardous materials as well as Material Safety Data Sheets.

BLOODBOURNE PATHOGENS

The Manasquan Board of Education affirms its responsibility to provide a safe and healthy environment for all students and staff. An Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standards, Title 29 Code of Federal Regulations 1910, 1030 and N.J.A.C. 10:100–4.2. Copies of the ECP are on file in the Nurses' Office, the Main Office of the school, and the Business Administrator's Office.

ASBESTOS MANAGEMENT PLAN

The Manasquan Board of Education continues to conduct required inspections of all district facilities in accordance with Section 203 of Title II of the Toxic Substance Control Act, 15 USC Section 2653 – the Asbestos Hazard Emergency Response Act (AHERA) regulation 40 CFR 763.
A copy of the Asbestos Management Plan is available for your review at the Board Office, 169 Broad Street, Manasquan, NJ. The Plan will be maintained and updated as required by law.

SECTION 504
ADA – Americans with Disabilities Act

Any student who has an impairment which affects a major life activity (walking, hearing, learning) is eligible for educational program modifications. The parent/guardian is required to document this impairment with a physician's diagnosis. Once the district has this documentation, an educational program will be developed by the Intervention and Referral Services Committee (I&RS).

For additional information, contact the District Section 504 Compliance Officer,
Mrs. Lesley Kenney, at 732–528–8820 (x 1017).

INTEGRATED PEST MANAGEMENT

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy. The Manasquan Board of Education will implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty and staff to pesticides. The Manasquan Board of Education has developed and maintains an IPM plan as part of the school policy. For additional information, contact Matt Hudson, IPM Coordinator, at 732–528–8820 (x 1058).