

MANASQUAN SCHOOL DISTRICT BOARD OF EDUCATION MEETING

Manasquan Borough
Manasquan High School Auditorium
December 19, 2013
6:00 P.M.

AGENDA

1. Call to Order

Opening Statement: Pursuant to N.J.S.A. 10:4-10, notice of this meeting has been provided by publication in the Asbury Park Press, the Coast Star and posted in the Borough Hall of Manasquan and in the schools within the time limits prescribed by law.

2. Pledge of Allegiance

3. Roll Call

Julia Barnes (Brielle)
Thomas Bauer
Jack Campbell
Kenneth Clayton

Linda DiPalma
Michael Forrester (SLH)
Mark Furey (Belmar)
Thomas Pellegrino

Michael Shelton
Katherine Verdi
James Walsh
Patricia Walsh

4. Mission Statement

Manasquan School District's mission is to empower students to reach their potential and become life-long learners. We strive to ensure that students play an active role in their education, are guided by rigorous academic standards aligned with the New Jersey Core Curriculum Content Standards, and function within the community that regards student, educators, and parents as full participants in the educational process. We dedicate ourselves to the realization of a supportive learning environment that nurtures growth, personal integrity and mutual respect.

5. Statement to the Public

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate Board committee. The members of the Board committee work with the administration and the Superintendent of Schools to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

6. Acceptance of Minutes

Recommend acceptance and approval of the minutes of the Special Meeting and Closed Executive Session of November 11, 2013, Regular Open Business Meeting of November 21, 2013 and the Regular Open Business Meeting of December 3, 2013. Closed Session Minutes will be withheld from disclosure until such time as the reasons for discussing and acting on a matter in closed session no longer exist.

7. Presentations

- Presentation by Robert A. Hulsart - Audit and CAFR Report for FY ended June 30, 2013.

8. Superintendent's Report & Information Items

Recommend approval of the acceptance of the Superintendent's Reports as listed below:

- Enrollment – **Document A**

- Attendance Comparison, Fire Drill Reports, Suspensions & Tardy Reports– **Document B**
- HIB Report – **Document C**
- Mid-Year HIB Report – January 2013 through June 2013 – **12 cases reported – 4 cases confirmed**
- Mid-Year Electronic, Violence and Vandalism Reporting System (EVVRS) – January 2013 through June 2013

9. Student Board Representative Report – Joyce Pegler

10. Board Committee Reports

11. Public Comment on Agenda

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. During the public participation portions of this meeting, the Board will not respond to questions from the public involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee. This public forum is limited to comment on items included in this agenda only.

MANASQUAN

General Items

- 12. Recommend approval** to accept the Audit and CAFR Reports of the Financial Records of the Manasquan School District for the period ended June 30, 2013 as presented by Robert A. Hulsart of Robert A. Hulsart and Company as per **Document D**.
- 13. Recommend approval** of the 2nd Reading of Revised Manasquan Board of Education Policy #5600 - Pupil Discipline/Code of Conduct as per **Document E**.
- 14. Recommend approval** of the 2nd Reading of Revised Manasquan Board of Education Regulation #5600 - Pupil Discipline/Code of Conduct as per **Document F**.
- 15. Recommend approval** of Dr. Sandra Fields-Kuhn, Audiologist, to conduct a CAP Evaluation for elementary school student #23946, not to exceed \$450.00 for purposes of CST evaluation.
- 16. Recommend approval** of FRA-Tech Connection, Shrewsbury to conduct Assistive Technology Evaluation for elementary school student #2442, not to exceed \$480.00 for purposes of CST evaluation.
- 17. Recommend approval** of Dr. Zaidi, Psychiatrist, to conduct Psychiatric Evaluation at a rate of \$450.00 for elementary school student #252126 as part of a Child Study Team Evaluation.
- 18. Recommend approval** of Monica Peters, to conduct a Bilingual Psychological Evaluation at a rate of \$495.00, and Nilda Collazo, to conduct a Bilingual Speech/Language Evaluation at a rate of \$550.00 for pre-school student #071310 as part of a Child Study Team Evaluation.
- 19. Recommend approval** of Sharon Watt, speech therapist from Sea Girt, to continue to work with

student #172093 in the high school after school twice a week at the expense of her sending district BOE for the 13-14SY.

20. Recommend approval to purchase a Promethean ActivBoard with projector, connections, and installation for Elementary School Art Room from CDW-G in the amount of \$4,425.89 through the MRESC Technology Supplies cooperative purchase contract, Bid Number 13/14-04, NJ State Approved Co-Op # 65MCESCCPS. Full cost to be reimbursed by the Manasquan Elementary School PTO.

21. Recommend approval of Dr. Sackles, BCBA, to conduct FBA Evaluation for elementary school student #24937, not to exceed \$650.00 for purposes of CST evaluation.

Personnel

22. Recommend approval of the following teacher appointments for lunchroom supervision for the 2013-2014 SY at \$28.50/hour:

Oriana Kopec – 2 periods per week

Lisa Marshall – 5 periods per week

23. Recommend approval of the request for TCH.MS.SSTU.06.02 (4126), to take a **paid medical leave of absence** beginning **February 26, 2014** through **March 21, 2014** and a **Family Medical Leave of Absence** beginning **March 24, 2014** through **May 30, 2014**, returning **June 2, 2014**.

24. Recommend approval of the elementary school secretarial and custodial bargaining unit salaries for the 2013-2014 school year, as per **Document G.**

25. Professional Days

Recommend approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
January 10-18, 2014	Nancy Sanders	St. Petersburg, Florida	Training Methods for Teaching Diversity in the Counseling & Classroom for Elementary Students	No	\$625 registration – to be paid for by employee
January 29, 2014	Brianna O'Hara & Jillian Berra	Edison	Seminar on PARCC/NJASK	Yes – 2	\$135 each registration \$24.80 mileage
March 6, 2014 (previously approved 11/21/13 – date has been changed)	Erin Saponara	Monroe Township	Legal One: Counseling the Bully	No	\$75 registration \$20.21 mileage

Student Action

26. Field Trips

No field trips to approve at this time

27. Placement of Students on Home Instruction

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team:

#252126	Grade 1	November 25, 2013 – TBD (Pending Evaluation)
#181434	Grade 8	November 6, 2013 - November 12, 2013 (Hospitalization)

Secretary's Report

28. Recommend acceptance of the following Financial Reports, Elementary School Central Funds Report, Purchase Orders and Payment and Confirmation of Bills (Current Expense) as noted in A, B, C and D:

- A) Secretary's Financial & Investment Report as per **Document H**
- B) Elementary School Central Funds Report as per **Document I**
- C) Purchase Orders as per **Document J**
- D) Cafeteria Report – **Document K**
- E) Bills and Confirmation of Bills (Current Expense)

- A) The Business Administrator/Board Secretary certifies that as of **November 30, 2013** no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the Board of Education of the Borough of Manasquan.

Be it Resolved; that the amount of district taxes, including debt services requirements, needed to meet the obligations of this Board for the next eight weeks is **\$2,531,007.00** and that Manasquan Borough Council is hereby requested to place in the hands of the Treasurer of School Moneys that amount within the 30 days in accordance with the statutes relating thereto.

Be It Resolved: Pursuant to N.J.A.C. 6:20-2A.10(d), the Board of Education of the Borough of Manasquan accepts the **Business Administrator/Board Secretary's** certification as of **November 30, 2013** that no budgetary appropriations account has obligations and payments, which in total exceed the amount appropriated by the borough of Manasquan Board of Education.

Recommend acceptance of the Secretary's Financial & Investment Report and the Treasurer's Report, for the month ending **November 30, 2013** per **Document H**. (The Treasurer of School Moneys Report for the month of **November 2013** is on file in the Business Office and is in balance with the Secretary's Report).

Pursuant to N.J.A.C. 6:20-2A.10(e), we the members of the Board of Education of the Borough of Manasquan, County of Monmouth, after having reviewed the Report of the Secretary and upon consultation with the appropriate officials, certify that as of **November 30, 2013** it is to the best of our knowledge that no major account fund has been expanded and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, and that the Board of Education further approves the transfers made with line item accounts of the current expense portion of the **2013-2014 budgets for November and December** as recommended by the Superintendent of Schools, as per **Document H**.

- B) Recommend acceptance of the **Elementary School Central Funds Report** for the month ending **November 30, 2013** as per **Document I**.

- C) **Purchase Orders** for the month of **December 2013** be approved, as per **Document J**.

- D) Recommend acceptance of the **Cafeteria Report** as per **Document K**.

- E) **Be It Resolved:** that the **Bills (Current Expense)** in the amount of **\$1,935,910.90** for the

month of **December 2013** be approved. Records of, checks (#33800- #33904) and distributions are on file in the Business Office.

- F) Confirmation of Bills (Current Expense) for November 2013 at \$2,746,035.24 and checks (#33644- #33799).**

MANASQUAN/SENDING DISTRICTS

General Items

- 29. Recommend approval** of the **Memorandum of Agreement** with Law Enforcement Officials and the Manasquan School District for the **2013-2014 School Year** dated **September 9, 2013** (on file at the Board of Education office).
- 30. Recommend approval** to apply for the NJ Library Makerspaces Grant for the 2013-2014 SY.
- 31. Recommend approval** to accept the donation of a wrestling mat from the Manasquan Recreation Commission.
- 32. Recommend approval** to accept a quote for security system upgrades in the amount of \$11,581.92 for a two-way radio system as submitted by PMC Associates, Hazlet, NJ under State Contract #83926.
- 33. Recommend approval** to accept the Demographic Study dated December 7, 2013 as prepared and submitted by Whitehall Associates, Inc. The enrollment projections are through the 2018-2019 school year.
- 34. Recommend approval** to purchase new wireless access points, wireless controller virtual appliance, and support subscription in the amount of \$35,862.71 and network hardware to support upgraded wireless access points in the amount of \$4,080.48 from CDW-G through the MRESC Technology Supplies cooperative purchase contract, Bid Number 13/14-04, NJ State Approved Co-Op # 65MCESCCPS.
- 35. Recommend approval** of the renewal of the agreement with Teachscape, Inc. to provide Danielson Framework training and teacher evaluation platform through June 30, 2013 in the amount of \$6,327.84.
- 36. Recommend approval** of a quote to purchase four (4) Automatic External Defibrillators (AED), from Team Life, Inc., Colts Neck, NJ, at a total cost of \$5,700 (\$1,425 each).
- 37. Recommend approval** of Speech services be provided by Somerset County Educational Services Commission for student number #191390, for the 2013-2014 SY, for every other week for 60 minutes at a rate of \$85.00 per hour + 6% administrative fee.
- 38. Recommend approval** of the following Manasquan High School Final Exam schedule:
- | <u>Thursday, January 23</u> | <u>Friday, January 24</u> |
|---|---|
| Block 2 Exam 7:38 a.m. - 9:38 a.m. | Block 1 Exam 7:38 a.m. - 9:38 a.m. |
| Passing 9:38 a.m. - 9:53 a.m. | Passing 9:38 a.m. - 9:53 a.m. |
| Block 3 Exam 9:53 a.m.-11:53 a.m. | Block 5 Exam 9:53 a.m.- 11:53 a.m. |
| Passing 11:53 a.m.-12:08 p.m. | Passing 11:53 a.m.- 12:08 p.m. |
| Block 4 Exam 12:08 p.m.-2:08 p.m. | Make-Ups 12:08 p.m.- 2:08 p.m. |

Personnel

39. **Recommend approval** of the following Central Office Staff Members to perform clerical responsibilities at Public Board of Education Meetings for the 2013-2014 SY at a stipend of \$30.00/hour:

Sandra Freeman

Andrea Mahon

40. **Recommend approval** of the high school secretarial and custodial bargaining unit salaries for the 2013-2014 school year, as per Document 1.

Athletics

41. **Recommend approval** of the following extracurricular/coaching appointments for the 2013-2014 SY:

Maria Eldridge - French/Spanish Honor Society Advisor at a stipend of \$2,125.00

Robert Hoffman - Boys' Varsity Lacrosse Coach at Step 4 - \$4,100.00 (pending criminal history approval)

Justin Roach - Site Manager - \$90.00 per event on an as needed basis

Rod Ravaoli - Site Manager - \$90.00 per event on an as needed basis

42. **Recommend approval** of the following non-paid volunteer coach for the 2013-2014 SY:

Stephen Acropolis - Assistant Ice Hockey Coach (pending criminal history approval and substitute certification)

43. **Recommend approval** that the JV Ice Hockey Team be recognized as an extracurricular activity.
All costs to be absorbed by donation

44. Professional Days

Recommend approval of the **attendance** of staff members at conferences/workshops indicated below:

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
January 10-12, 2014	Donna Bossone, Alfred Sorino, Heather Muly	Princeton	New Board Member Orientation	No	\$33.24 each mileage
January 10-12, 2014	Kevin Hyland	Mashantucket, Connecticut	Eastern Athletic Trainers Association Annual Meeting	Yes	\$130 registration \$124 mileage \$374 accommodations
January 15, 2014	Sandi Freeman	Hamilton	Training on Contracting with Food Management Co.	No	\$22.00 mileage
January 17, 2014	Meika Laszlo Sue VanNote	Wall Township Library	Develop units for life skills class	Yes	None
January 23, 2014	Sean McCarthy	Monroe	District Test Coordinator Training	No	\$20.17 mileage
January 30 & 31, 2014	Jesse Place	Atlantic City	NJASA Techspo	No	\$385 registration \$43.65 mileage \$99 accommodations

Student Action

45. Field Trips

No field trips to approve at this time.

46. Placement of Students on Home Instruction

Recommend that the following student(s) be placed on home instruction, as recommended by the Child Study Team: **No students to approve at this time.**

47. Placement of Students Out of District

<u>Student</u>	<u>Date</u>	<u>Placement</u>	<u>Tuition</u>
#070795	11/25/2013	Willowglen Academy, Newtown, NJ	\$37,282.99 (prorated) (SLH responsible for tuition)

48. Financials

Recommend acceptance of the following **High School Central Funds Report** for the month ending **November 30, 2013** as per **Document 2.**

49. Public Forum

50. Old Business/New Business

51. Executive Sessions

WHEREAS, the Sen. Byron M. Baer Open Public Meetings Act, *N.J.S.A. 10:4-6, et seq.*, (the "Act") provides that the Manasquan Board of Education may hold an "Executive Session" from which the public is excluded to discuss matters that are confidential or are one of the nine (9) subject matters listed in Section 12(b) of the Act; and

WHEREAS, it is recommended by the Superintendent that the Manasquan Board of Education go into Executive Session on this date at _____, Manasquan, New Jersey, to discuss matters that are permissible for discussion in Executive Session; and

WHEREAS, the length of the Executive Session is estimated to be sixty (60) minutes after which the public meeting of the Board shall reconvene and proceed with business; and

WHEREAS, that the Board hereby declares that its discussion of the following subject(s) will be made public at a time when the public's interest in disclosure is greater than any privacy or governmental interest being protected from disclosure.

NOW, THEREFORE BE IT RESOLVED by the Manasquan Board of Education that the Board shall go into Executive Session to discuss the following items:

- ___ 1. Confidential Matters per Statute on Court Order
- ___ 2. Impact Rights to Receive Federal Funds
- ___ 3. Unwarranted Invasion of Individual Privacy
- ___ 4. Collective Bargaining
- ___ 5. Acquisition of Real Property or Investment of Fund
- ___ 6. Public Safety Procedures
- ___ 7. Litigation or Contract Matters or Att./Client Privilege
- ___ 8. Personnel Matters
- ___ 9. Imposition of Penalties Upon an Individual

ITEMS DISCUSSED IN EXECUTIVE SESSION MAY RESULT IN BOARD ACTION WHEN THE BOARD RECONVENES TO PUBLIC SESSION.

52. Adjournment

Motion to Adjourn

**MANASQUAN PUBLIC SCHOOLS
ENROLLMENT REPORT
2013 - 2014 School Year**

DOCUMENT A

ELEMENTARY SCHOOL

Grade		Comparative Figures - ES			
Kdg	76 (4 sections)	September	2000		695
1st	61 (4 sections)	September	2001		695
2nd	71 (3 sections)	September	2002		691
3rd	56 (3 sections)	September	2003		691
4th	77 (4 sections)	September	2004		681
5th	81 (4 sections)	September	2005		703
6th	70 (3 sections)	September	2006		688
7th	64 (3 sections)	September	2007		684
8th	98 (4 sections)	September	2008		696
Pre-Schl. Hand.	2 (1 section)	September	2009		709
LLD	0	September	2010		684
MD	2	September	2011		677
Total	658	September	2012		663
		September	2013		649

	Grade 9	Grade 10	Grade 11	Grade 12	Totals
Avon	9	7	3	5	24
Belmar	28	28	23	22	101
Brielle	66	47	71	61	245
Lake Como	12	7	12	16	47
Manasquan	69	81	65	77	292
Sea Girt	9	7	7	8	31
Spring Lake	18	12	11	17	58
Spring Lake Heights	34	34	33	31	132
Employee Child	0	1	0	0	1
Parent Paid	0	0	1	2	3
PTC 20 (LLD)	6	3	3	3	15
PTC 22 (ED)	0	0	0	0	0
PTC 23 (MD)	0	1	0	0	1
Sub-totals	251	228	229	242	950

Shared-time:

Avon	0	0	0	0	0
Belmar	2	2	5	3	12
Brielle	0	2	4	5	11
Lake Como	1	0	4	2	7
Manasquan	1	2	0	4	7
Sea Girt	0	0	0	0	0
Spring Lake	0	1	0	1	2
Spring Lake Heights	1	2	1	1	5
LLD/Voc shared time	6	0	1	1	8
Sub-totals	11	9	15	17	52
High School Totals	262	237	244	259	1002

Comparative Figures - HS

September	2000	913
September	2001	971
September	2002	1059
September	2003	1078
September	2004	1063
September	2005	1047
September	2006	1052
September	2006	1052
September	2007	1025
September	2008	1028
September	2009	1016
September	2010	1028
September	2011	1021
September	2012	963
September	2013	1003

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2013 - 2014 School Year**

HIGH SCHOOL	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>	
Nov-12	96.08	937.04	902.81	
Nov-13	95.17	974.7	934.94	
ELEMENTARY SCHOOL				
Nov-12	96.539	657.846	635.846	
Nov-13	95.821	654.588	629.059	

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2013 - 2014 School Year**

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
NOVEMBER 11	1:35 PM	7 minutes	Fire Drill	
NOVEMBER 21	9:30 AM			Evacuation
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
NOVEMBER 18	11:55 AM	6 minutes	Fire Drill	
NOVEMBER 26	8:45 AM	20 minutes		Lockdown

[illegible]

[illegible]

[illegible]

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT
DOCUMENT C
December 19, 2013

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

December 19, 2013

[illegible]

All victims received counseling.

DECEMBER 19, 2013

DOCUMENT D

**SUMMARY OF AUDIT REPORT
OF FINANCIAL RECORDS OF THE
MANASQUAN SCHOOL DISTRICT**

***PRESENTED BY ROBERT A. HULSART SR.
OF ROBERT A. HULSART & COMPANY***

2012-2013

BE IT RESOLVED that the Manasquan Board of Education accept the Audit and CAFRA Reports of the financial Records of the Manasquan School District as presented by Robert A. Hulsart Sr. of Robert A. Hulsart and Company.

1. ADMINISTRATIVE PRACTICES & PROCEDURES

There were no recommendations.

2. FINANCIAL PLANNING, ACCOUNTING & REPORTING

There were no recommendations.

3. SCHOOL PURCHASING PROGRAMS

There were no recommendations.

4. SCHOOL FOOD SERVICE FUND

There were no recommendations.

5. STUDENT BODY ACTIVITIES AND ATHLETIC FUND

There were no recommendations.

6. PUPIL TRANSPORTATION

There were no recommendations.

7. FACILITIES AND CAPITAL ASSETS

There were no recommendations.

8. FOLLOW-UP ON PRIOR YEAR'S FINDINGS

There were no prior year's findings.

The financial records, books of account and minutes were maintained by the Business Office in very good order and no reportable conditions existed. The audit staff received the complete cooperation of all the officials of the school district and they greatly appreciated the courtesies extended to the members of the audit staff.

POLICY

MANASQUAN BOARD OF EDUCATION

PUPILS

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PUPIL DISCIPLINE/CODE OF CONDUCT (M)

5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

The Board of Education adopts this Pupil Discipline/Code of Conduct Policy to establish standards and procedures for positive pupil development and behavioral expectations on school grounds, including on a school bus or at school-sponsored functions, and as appropriate, for conduct away from school grounds.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules. Regulation 5600 shall include a description of school responses and consequences to violations of the behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, considering the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

The development, annual review, and update of this Policy shall involve parent, pupil, and community involvement which represents, where possible, the composition of the schools and community and shall be based on locally determined and accepted core ethical values.

The Board will review this Policy and Regulation after considering the findings of the annual reports of pupil conduct, including suspensions and expulsions, pursuant to N.J.A.C. 6A:16-7.1(a)5 and 6, and the incidences reported under the Electronic Violence and Vandalism Reporting System, in accordance with N.J.A.C. 6A:16-5.3.

The Superintendent shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting pursuant to N.J.A.C. 6A:16-7.1(a)5. The Superintendent shall submit a report annually to the New Jersey Department of Education on pupil conduct, including all pupil suspensions and expulsions, and the implementation of the Pupil Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education and the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3(e).

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act, and accommodation plans under

29 U.S.C. §§ 794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.



POLICY

MANASQUAN BOARD OF EDUCATION

PUPILS

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PUPIL DISCIPLINE/CODE OF CONDUCT (M)

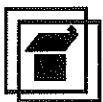
The Building Principal or designee shall have the authority to assign discipline to pupils. ~~School authorities~~ **The Building Principal, in consultation with the Superintendent and Board Attorney** also have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Consequences and appropriate remedial action for a pupil who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's pupil discipline/code of conduct pursuant to N.J.A.C. 6A:16-7.1.

Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school's pupil code of conduct. The policies and procedures specific to acts or incidents of dating violence at school shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The



POLICY

MANASQUAN BOARD OF EDUCATION

PUPILS

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PUPIL DISCIPLINE/CODE OF CONDUCT (M)

responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved.

Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident.

Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, pupil counseling (all pupils involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive pupil interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any pupil to be disciplined shall be provided the due process procedures for pupils and their families as set forth in N.J.A.C. 6A:16-7.2 through 7.6.

When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32(e)10.iv., and N.J.A.C. 6A:16-7.10.

Regulation 5600 shall include a description of pupil responsibilities that include expectations for academic achievement and behavior, a description of behaviors that will result in suspension or expulsion pursuant to N.J.S.A. 37-2, and a description of pupil rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

Comprehensive behavioral supports that promote positive pupil development and the pupil's abilities to fulfill the behavioral expectations established by the Board will include: positive reinforcement for good conduct and academic success including the programs as outlined in Policy 5440; supportive interventions and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the nature of the behaviors, the developmental ages of the pupils and the pupil's histories of problem behaviors and performance; and for pupils with disabilities, the behavior interventions and



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supports shall be determined and provided pursuant to the requirements of N.J.A.C. 6A:14.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a pupil and the pupil's family, as appropriate, and a list of legal resources available to serve the community.

Pupil discipline and code of conduct in the district will be applied without regard to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.

The Pupil Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, pupils, and parent(s) or legal guardian(s). School staff shall be trained annually on the Pupil Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of pupil conduct in violation of the district's Policy and Regulation. Information on this Policy and Regulation shall be incorporated into the orientation program for new employees.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 14 June 2011
Revised: 26 June 2012
Revised: 21 November 2013



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M

A. Purpose

The purpose of these regulations is to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of pupils;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of pupil problem behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the pupil discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the pupil offenders, and pupils' histories of inappropriate behaviors.

B. Rules of Conduct

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
2. In addition, pupils shall not:
 - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b. Create disorder or disruptions on school premises;
 - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;



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- d. Steal, damage, or deface the property of other pupils, staff members, or the district;
- e. Engage in the sexual and/or other harassment of pupils or staff members;
- f. Violate codes of conduct adopted for organizations of pupils;
- g. Possess or use weapons or any implement intended to harm others;
- h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- i. Convey information about other pupils or staff members known to be false;
- j. Act so recklessly as to endanger the safety of others;
- k. Procure the property of others by threat or intimidation;
- l. Enter school premises or any specific portion of the premises without permission and without authority;
- m. Vandalize school property, real or personal;
- n. Create litter on school property;
- o. Be truant from school or class;
- p. Cheat or otherwise engage in academic dishonesty;
- q. Persistently refuse to complete homework and other assignments;
- r. Engage in illegal gambling;
- s. Smoke on school property;
- t. Falsify an excuse or any school document;



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- u. Set fire to or cause a fire in any way on school premises;
 - v. Possess or explode a firecracker or other explosive device on school premises;
 - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
 - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
 - y. Join a secret society prohibited by law; or
 - z. Engage in any other activity expressly prohibited by a school staff member in authority.
3. Pupils assigned to a school bus must obey all school rules, and
- a. Show respect for the driver at all times;
 - b. Enter and leave the bus in an orderly manner;
 - c. Ride only the bus to which they have been assigned;
 - d. Be and remain seated while the bus is in motion;
 - e. Avoid reckless and boisterous activity at all times, including during waits at pickup points;
 - f. Talk in a reasonable tone of voice and avoid loud noises;
 - g. Extend no portion of the body or other object out a bus window;
 - h. Keep aisles clear at all times;
 - i. Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
 - j. Refrain from smoking, eating, and drinking on the bus; and



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k. Possess, use, or distribute no substance in violation of Policy No. 5530.

4. The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

C. Disciplinary Measures

Disciplinary measures are determined by the Building Principal in consultation with the Superintendent and Board Attorney.

The following disciplinary measures may be applied as appropriate to the pupil's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the pupil for his/her unacceptable conduct and warn the pupil that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the pupil to report to the office of the administrator in charge of pupil discipline.
- b. The teacher will complete a form that indicates the pupil's name, homeroom, and the conduct that has caused the pupil's removal from the room.



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- c. The administrator in charge of discipline will interview the pupil and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The pupil may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/interscholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The pupil may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the pupil's parent(s) or legal guardian(s).
- c. The pupil may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A pupil who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In



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no other instance may a pupil's grade be lowered as a direct penalty for misconduct.

6. In-school Suspension

- a. The pupil may be removed from his/her regular classes and required to report to an in-school suspension program for supervised study.
- b. In-school suspension is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

7. Suspension from School

- a. The pupil may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the pupil's right to a thorough and efficient education and will not be imposed without the due process set forth in Policy and Regulation 5610.

8. Expulsion

- a. The Board may expel a general education pupil from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the pupil of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

D. Remedial Measures

The following remedial measures may be taken to aid in correcting pupil conduct and to ensure that the pupil is properly placed in an appropriate educational environment and is not in need of special education and/or related services.



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1. Restitution and Restoration
 - a. The pupil may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the pupil has damaged or defaced.
 - b. A pupil who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included at paragraph C.
2. Counseling
 - a. The pupil may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
 - b. The counselor will explain:
 - (1) Why the pupil's conduct is unacceptable to the school and damaging to the pupil,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
 - c. The counselor may refer the pupil, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,
 - (3) A public or private social agency, or



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(4) A legal agency.

3. Parent Conferences

The pupil may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the pupil's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The pupil may be assigned to an alternate educational program as recommended by the pupil's guidance counselor, classroom teacher, Child Study Team, and/or Principal.

E. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Elementary School

Disciplinary Actions:

Listed below are examples of unacceptable behaviors that will justify formal disciplinary referrals to the Principal or the Assistant Principal. Such behaviors will then be subject to disciplinary actions by administration. Pupils 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.

Major Infractions - Automatic Referral to Administration



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Inappropriate Behaviors	Minimum Consequences
Disrespectful behavior to any school personnel	3-5 days CD to suspension in an authority position
Bullying/harassing other pupil(s)	3-5 days CD to suspension
Continuous infractions of classroom rules	3-5 days CD to suspension
Inappropriate behavior on field trip	3-5 days CD and possible exclusion from next field trip
Unexcused absence from assigned	3 days CD (Continuous Central Detention unexcused absences may result in suspension)
Damage to school property	2 days CD to suspension
Violation of cafeteria/hallway or playground rules	2 lunch/recess detentions to 2 days CD
Inappropriate behavior at assemblies	2 days CD and possible exclusion from next assembly program
Frequent lateness to class	2 days CD
Cheating/copying homework	Zero for the assignment and 1 day CD
Violation of dress code	1 day CD
Unexcused absence from teacher detention	1 day CD



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Participation in Extra-Curricular Activities

Pupils 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:

1. Three disciplinary referrals during a marking period - minimum loss of privileges for one week;
2. Five disciplinary referrals during a marking period - minimum loss of privileges for two weeks;
3. Eight accumulated referrals during the course of the school year - loss of privileges for the remainder of the school year; and
4. After any disciplinary referral, upon discretion of the administration, depending upon the severity of the infraction.

High School

1. Level 1 - Classroom infractions

The teacher will deal with such infractions as lateness, incomplete assignments, forgotten materials, talking, and other common classroom situations. The teacher will be responsible for handling the problem in an appropriate fashion, including detention, one-on-one counseling sessions with the pupils, and/or a telephone conference with the parent(s) or legal guardian(s). Habitual problems or those of such a nature they totally disrupt the educational process should be referred to the Assistant Principal. Where possible, the teacher should consult with the Assistant Principal prior to sending the pupil to the office. Once a pupil is referred to the office, the resolution of the problem rests with the Assistant Principal.

2. Level 2 - Merit/demerit system (level two infractions)



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a. A merit/demerit system has been generated for level two infractions, the purpose of which is to:

- (1) Develop in pupils a sense of responsibility for their behavior;
- (2) Allow time and opportunities for pupils to correct their attitude and/or behavior;
- (3) Allow time for parent(s) or legal guardian(s) and counselors to work with the pupil to prevent further disciplinary measures.

b. Inappropriate behavior is assigned a demerit value. Pupils are given consequences for accumulation of demerits as outlined below. When a pupil is suspended after an accumulation of twenty-five demerits, a fresh start is begun, but at the next cycle. The system then repeats. The demerit system operates on a yearly basis.

c. Actions/activities to earn merits and erase demerits:

- | | | |
|---|--------------------------|----------|
| (1) | Perfect attendance per | 5 merits |
| | marking period | |
| (2) | No referrals for one | 5 merits |
| | month | |
| (3) | Serving an after-school | 5 merits |
| | detention, beyond those | |
| | assigned | |
| (4) | Honor or Merit roll list | 5 merits |
| (5) | Verified community | 5 merits |
| | service | |
| (Others may be determined by administrators.) | | |

d. Inappropriate behavior and demerits assigned:

- | | | |
|-----|------------------------|------|
| (1) | Unexcused absence from | 5*** |
| | class (cutting) | |
| (2) | Leaving class without | 5 |



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	permission	
(3)	Lateness to class	5
(4)	Loitering (halls after bell or after school)	5
(5)	Violation detention rules	5
(6)	Disrespectful (lack of respect for person in authority)	5
(7)	Misconduct in class	5
(8)	Pass violation	5
(9)	Misbehavior (cafeteria, halls, assemblies)	5
(10)	Truancy	10*
(11)	Possession of cigarettes/ chewing tobacco	5*****
(12)	Lost pass	5
(13)	Possession of another's property	i
(14)	Use of profanity in school	5
(15)	Failure to sign in	5
(16)	Violation of Central Detention rules	5
(17)	Inappropriate dress	3
(18)	Leaving school grounds	5
(19)	Late to school (tardy)	5
(20)	Failure to report for teacher detention	5
(21)	Involved in food fight	5
(22)	Inappropriate display of affection	3
(23)	Gambling in school or on grounds	5
(24)	Brings or possesses any remote paging device/cell phone-unauthorized electronic device	5



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*	Parent notification and office detention
***	Plus office detention and/or suspension
****	Complaint filed with Manasquan Police Department
*****	Incident reported to Manasquan Court. Possible fine.

Unauthorized use of the elevator and of bathroom pass violations will receive automatic office detention and/or suspension.

Note: Pupils who accumulate fifty or more demerits per year are subject to exclusion from participation in extra-curricular activities including, but not limited to, athletic events, clubs, social activities, proms, and graduation, etc.

e. Consequences for accumulation of demerits

	Cycle	Cycle	Cycle	Cycle	Cycle
Demerits	1	2	3	4	5
	1 OSS	2 OSS	3 OSS	4 OSS	5 OSS
	RPC	RPC	RPC	RPC	RPC with
	with	with	with	with	Superintendent
	Assistant	Assistant	Assistant	Principal	
	Principal	Principal	Principal		
OSS = Out of School Suspension					
RPC = Required Parent Conference (within two days of notification; failure to do so may result in suspension.)					

f. Infractions listed below carry sequential consequences as indicated.

- (1) Cutting class: 5 demerits.
- (2) Unexcused tardies to school (after two) the following consequences will accrue for repeated tardiness:

3 tardies	Teacher detention
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6 tardies	5 demerits
9 tardies	Office detention and demerits
12 tardies	Saturday detention
15 tardies	Saturday detention and demerits
18 tardies	Out-of-School Suspension

Pupils must attend school for a minimum of four hours per day to be given credit for attendance.

Pupils arriving after 8:15 a.m. must provide a reason for the tardiness by having a parent(s) or legal guardian(s) call, write a note, or accompany the pupil to the Attendance office when pupil is signing in. Failure to comply with this procedure will result in office detention (two hours) being assigned.

If parent contact is made, regular tardy policies will be followed (above). All detentions must be served by the next day. At the start of the second semester, pupil tardies reset to zero.

- g. Any pupil cutting a class one time within a marking period will be assigned Saturday detention. An additional cut within the same marking period will mean an automatic grade of 60 for the marking period. Each cut/truancy is subject to administrative disciplinary action. Pupils who cut lunch or study may be suspended from school, and extra curricular activities pending a parent conference.
3. Level 3 - Suspension: The following regulations governing school suspension were enacted into law in 1979 (New Jersey Statutes 18A). Any pupil who is guilty of continued and willful disobedience, open defiance of any teacher or person having authority over him/her, habitual use of profanity or obscene language, or who shall cut/deface/otherwise cause injury to school property shall be liable to punishment and suspension or expulsion from school. Pupils referred to the Assistant Principal for infractions are subject to out-of-school suspension as indicated.



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	Infraction	# days suspension
a.	Fighting on school grounds	5
b.	Continuous willful disobedience and/or open defiance toward staff member	5
c.	Physical assault on another person	5
d.	Willfully causing or attempting to cause damage to school property	2*
e.	Taking personal/school property from another person by force or fear	5*
f.	Smoking or chewing tobacco in school or on school grounds	3**
g.	Use of profanity/obscenity toward any staff member	3
h.	Verbal assault/threat toward any staff member and/or fellow pupil	3*
i.	Unauthorized assembly/occupancy and failure to disperse when directed to do so by the Principal or others in authority	3
j.	Incitement which disrupts normal school functioning or causes violent behavior and/or truancy by pupils	3
k.	Continuous and deliberate class disruption	2
l.	Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils	5*
m.	Possession and/or use of drugs, alcohol, and/or other controlled dangerous substance	9*
n.	Possession of a weapon(s) and/or item(s) which may present a danger to others	1 year
o.	Causing false alarm(s)	9*
p.	Stealing	3*
q.	Physical assault upon a staff member	***
r.	Lewd/obscene exposure	3*
*	Incident reported to Manasquan Police Department.	
**	Incident reported to Manasquan Court; possible \$100 fine.	



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*** Suspended pending expulsion proceeding before Board of Education; said proceeding to be scheduled no later than twenty-one days following date of suspension (N.J. Statutes 18A).

Pupils suspended more than twice a year are subject to exclusion from participation in extra-curricular activities including (but not limited to) athletic events, clubs, social activities, proms, graduation, etc. as indicated:

Out-of-school suspension:

Third incidence: Loss of privileges for thirty days;

Fourth incidence: Loss of privileges for forty-five days; and

Fifth incidence: Loss of privileges for balance of school year.

Note: Pupils suspended for serious infractions mentioned above will be referred to the Superintendent of Schools for expulsion.

Rules governing out-of-school suspension:

- a. 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 pupil is scheduled to return.
- b. Making up class assignments missed during suspension is the responsibility of the pupil. Work must be made up to receive credit.
- c. In order for a pupil to be re-admitted, a parent(s) or legal guardian(s) must accompany that pupil upon return to school.
- d. Suspended pupils may not be on school grounds during the period of suspension, except to attend Saturday detention, if assigned.
- e. The pupil may not take part in or attend any school-sponsored activity in, on, or off school property.



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- f. The Assistant Principal will inform the parent(s) or legal guardian(s) of the suspension by letter and phone call.
- g. Failure to abide by the rules governing suspension may result in:
 - (1) Additional suspension period;
 - (2) Police action; and
 - (3) Expulsion.
- h. Additional offenses or actions of extreme severity, dangerous to the well-being of other pupils or interfering with orderly functioning of the school will result in recommendation to the Board for expulsion and/or filing of appropriate complaints or juvenile petition.

F. Disciplinary Procedures

1. The Pupil Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, pupils, and parent(s). Principals will distribute these documents to all pupils on the first day of each school year and to transferring pupils on the first day of their enrollment in this district.
2. Teachers and administrators in charge of pupil discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a pupil for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the pupil of the conduct for which he/she is being disciplined; and
 - b. Offer the pupil an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the pupil's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal.



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5. Where the offense is serious and the discipline greater than detention, every effort will be made to notify the parent(s) prior to the informal hearing conducted in accordance with paragraph F.3.
6. An in-school suspension, suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.

G. Pupils with Disabilities

For pupils with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§794 and 705(20), pupil discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

H. Pupil Rights

Pupils subject to the consequences of the Pupil Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports pupils' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of pupils' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and



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7. Protections pursuant to 20 U.S.C. §1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. §1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR §160, Health Insurance Portability and Accountability Act; 20 U.S.C. §6301, Title IV(A)IV §4155 of the Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Pupil Records; as well as other existing Federal and State laws pertaining to pupil protections.

I. Records

1. Instances of pupil discipline will be recorded in the pupil's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a pupil transfers to a public school district from another public school district, all information in the pupil's record related to disciplinary actions taken against the pupil by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the pupil enrolls in the receiving district.
 - b. Written consent of the parent or adult pupil shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult pupil.
 - c. When a pupil transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for pupils placed by their parents



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and that are controlled by other than public authority, all pupil disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).

- d. The Board shall not use a pupil's past offenses on record to discriminate against that pupil.
- e. All pupil disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

J. Annual Report

The Superintendent of Schools shall report annually on the implementation of the Pupil Discipline/Code of Conduct Policy to the Board at a public meeting. The annual summary shall contain, at a minimum:

- 1. A numerical inventory of all violations of the pupil behavioral expectations in the Pupil Discipline/Code of Conduct Policy and Regulation;
- 2. Associated school responses to the violations of the pupil behavioral expectations;
- 3. An explanation and evidence of the effectiveness of the Pupil Discipline/Code of Conduct Policy and Regulation. The explanation and evidence, at a minimum, shall address:
 - a. The degree of effectiveness of the school district's activities in achieving the purposes of the Pupil Discipline/Code of Conduct Policy and Regulation, pursuant to the purposes as outlined in A. above; and
 - b. The degree and effectiveness of the implementation of the contents of the Pupil Discipline/Code of Conduct Policy and Regulation.



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4. Any proposed changes to the school district's current policies, procedures, programs or initiatives, based on the annual report.

Adopted: 14 June 2011

Revised: 21 November 2013



2013-2014**January, 2014 thru June, 2014****DOCUMENT 1****HIGH SCHOOL**

EMPLOYEE NAME	Step	13/14 Salary - Jan., 2014 to June, 2014	Stipend	Night Bonus	Long.	13/14 Total Salary - Jan. 2014 to June, 2014
<u>Custodians</u>						
Alechko, Cathleen	6	37,474.00	450	-	-	37,924.00
Dichiara, Sal	8	39,974.00	450	-	360	40,784.00
Faden, Steve	5	36,989.00	450	3,082	-	40,521.00
Guzman, Pastor	6	37,474.00	450	3,123	-	41,047.00
Hudson, Matthew	5	36,989.00	1,075	-	-	38,064.00
Lees, Philip	8	39,974.00	-	3,498	360	43,832.00
Rehbein, Dennis	9	41,974.00	450	3,498	1,200	47,122.00
Reichy, Thomas	5	36,989.00	1,075	-	-	38,064.00
Timpani, Santino	8	39,974.00	450	3,331	360	44,115.00

EMPLOYEE NAME	Step	13/14 Salary - Jan., 2014 to June, 2014	Long.	13/14 Total Salary - Jan. 2014 to June, 2014
<u>12 Month Secretaries</u>				
Eckart, Durell	8	48,018.00	360.00	48,378.00
Fey, Patricia	9	49,700.00	360.00	50,060.00
Scerbo, Lucyann	5	44,398.00	-	44,398.00
Vodola, Virginia	5	44,398.00	-	44,398.00
<u>10 Month Secretary</u>				
Mahon, Kathleen	9	41,415.00	360.00	41,775.00

2013-2014
January, 2014 thru June, 2014
ELEMENTARY SCHOOL

DOCUMENT G

EMPLOYEE NAME	Step	13/14 Salary - Jan., 2014 to June, 2014	Stipend	Night Bonus	Long.	13/14 Total Salary - Jan. 2014 to June, 2014
<u>Custodians</u>						
Dease, Mary	8	39,974.00	450	-	360	40,784.00
Haydon, Harry	5	36,989.00	450	-	-	37,439.00
Lewis, Ryan	2	35,589.00	-	3,003	-	38,592.00
Sommers, Joseph	10	44,124.00	450	3,677	1,200	49,451.00
Zuna, Carlos	8	39,974.00	450	3,331	360	44,115.00

EMPLOYEE NAME	Step	13/14 Salary - Jan., 2014 to June, 2014	Long.	13/14 Total Salary - Jan. 2014 to June, 2014
<u>12 Month Secretaries</u>				
Douress-Sheehan, Mary Jane	9	49,700.00	600.00	50,300.00
Gallant, Patricia	8	48,018.00	360.00	48,378.00
King, Catherine	6	45,448.00	-	45,448.00