

MANASQUAN**Professional Days**

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
October 22-23, 2024	Megan Manetta Jaclyn Puleio	Atlantic City	NJSBA Workshop 2024	No	Hotel - \$360.00 M/IE - \$206.50 Mileage – \$200.00 Parking - \$100.00 <i>(Revision-previously approved on June 11, 2024)</i>

Costs per traveler unless otherwise noted.

Manasquan High School Enrollment for BOE Agenda: July 2024

Month: June 2024

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Full Time Student CLI	Total Student Count
Avon	21	0	0	0	0	21
Belmar	128	6	14	4	3	155
Brielle	213	4	0	0	3	220
Lake Como	37	1	2	0	2	42
Manasquan	261	6	3	0	2	272
Sea Girt	43	0	0	0	1	44
Spring Lake	32	1	1	0	1	35
Spr Lk Hts	118	4	2	2	0	126
Parent Paid	23	0	0	0		23
Employee Child	9	0	0	0		9
Neptune & Pt. Plsnt					1	1
Totals	885	22	22	6	13	948
					TOTAL MHS	948
					TOTAL MES	505
					TOTAL ENROLLMENT	1,453

MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2023-2024 school year

	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
HIGH SCHOOL			
Jun-23	93.75	935.19	876.95
Jun-24	93.6	933.93	874.27
ELEMENTARY SCHOOL			
Jun-23	95.617	505	480.867
Jun-24	95.856	505	483.786

HIGH SCHOOL/CENTER FOR LEARNING INDEPENDENCE

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
June 3rd	8:30 a.m.	5 minutes		Fire Drill
June 13th	9:00 a.m.	60 minutes		Security Meeting
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	
June 5th	1:44 p.m.	6 minutes		Shelter in Place Drill
June 11th	1:00 p.m.	5 minutes		Fire Drill

Manasquan High School

2023 - 2024 Tardy Report

	Sept.	Oct.	Nov	Dec	Jan	Feb	Mar	Apr	May	June	
Number of Students Tardy 1 time	173	226	205	214	229	200	231	198	224	223	
Number of Students Tardy 2 times	49	77	97	84	51	74	87	59	92	91	
Number of Students Tardy 3 times	11	39	31	24	23	37	28	24	46	32	
Number of Students Tardy 4 times	13	21	7	14	13	12	16	17	35	22	
Number of Students Tardy 5 times	2	2	7	7	6	6	5	4	19	10	
Number of Students Tardy 6 times	4	5	4	6	3	3	6	4	6	3	
Number of Students Tardy 7 times	1	5	1	2	5	2	5	3	7	5	
Number of Students Tardy 8 times	2	1	3	3	2	1	2	2	8	6	
Number of Students Tardy 9 times		1	1	2	0	2	1	1	1	1	
Number of Students Tardy 10 times		2	0		1	2	2	1	5		
Number of Students Tardy 11 times		1	2			0	1	2	3		
Number of Students Tardy 12 times		0				2	1	1	4		
Number of Students Tardy 13 times		1					1	1	2		
Number of Students Tardy 14 times							0	0	1		
Number of Students Tardy 15 times				1			1	1	1		
Number of Students Tardy 16 times											
Number of Students Tardy 17 times											
Number of Students Tardy 18 times											
Number of Students Tardy 19 times											
Number of Students Tardy 20 times											
Total number of students tardy	255	381	358	357	333	341	387	318	454	393	3577
Total number of tardy	413	717	641	652	561	639	745	618	1125	749	6860

Manasquan High School

2023 - 2024 Suspensions by Month

OUT OF SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL	
FIGHTING	2		1				2		2		7	
DEFIANCE	1										1	
MARAJUANA USE CONFIRMED		1		1	2			1			5	
DISRESPECTFUL TO STAFF		1	1				1				3	
Disruptive/inappropriate behavior			1								1	
Suspention from Vocational				1							1	
Possession of Knife				1							1	
Possession of Marajuana					1						1	
Truancy						1					1	
Threat						1					1	
Substance Suspected / test refusal								1			1	
											0	
											0	
											0	
											0	
											0	
TOTALS	3	2	3	3	3	2	3	2	2	0	23	
IN SCHOOL SUSPENSIONS:	SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY	JUNE	TOTAL	
SMOKING / POSESSION OF TABACCO	1		1					1			3	
MARAJUANA USE CONFIRMED		1									1	
LEAVING SCHOOL GROUNDS		1						2			3	
Disruptive/inappropriate behavior					2			1		3	6	
DISRESPECTFUL TO STAFF							1	1			2	
FIGHTING							2		2		4	
Substance Suspected / test refusal								1			1	
Skipped Saturday Detention								1			1	
											0	
											0	
											0	
											0	
TOTALS	1	2	1	0	2	0	3	7	2	3	21	
TOTAL STUDENTS SUSPENDED	4	4	4	3	5	2	6	9	4	3	44	
TOTAL SATURDAY DETENTIONS	0	0	1	1	8	3	5	7	1		26	
STUDENTS SUSPENDED 1 TIME	34	<div>TOTAL NUMBER OF SUSPENSIONS TO DATE</div>						<div>63</div>				
STUDENTS SUSPENDED 2 TIMES	9											
STUDENTS SUSPENDED 3 TIMES	1											
STUDENTS SUSPENDED 4 TIMES	2											
STUDENTS SUSPENDED 5 TIMES												
STUDENTS SUSPENDED 6 TIMES												
STUDENTS SUSPENDED 7 TIMES												
STUDENTS SUSPENDED 8 TIMES												
STUDENTS SUSPENDED 9 TIMES												
						<div>TOTAL NUMBER OF INDIVIDUAL STUDENTS SUSPENDED TO DATE</div>						39

Manasquan High School

2023 - 2024 Suspensions by Grade

OUT OF SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
FIGHTING	3	1	3		7
DEFIANCE			1		1
MARAJUANA USE CONFIRMED	2	2	1		5
DISRESPECTFUL TO STAFF	1		2		3
Disruptive/inappropriate behavior			1		1
Suspension from Vocational			1		1
Possession of Knife		1			1
Possession of Marajuana	1				1
Threat			1		1
Truancy				1	1
Substance suspected / test refusal		1			1
					0
					0
					0
					0
					0
Totals	7	5	10	1	23
IN SCHOOL SUSPENSIONS:	9	10	11	12	TOTALS
SMOKING / POSESSION OF TABACCO		1	2	1	4
MARAJUANA USE CONFIRMED	1				1
LEAVING SCHOOL GROUNDS	1	10		1	12
Disruptive/inappropriate behavior			3	2	5
FIGHTING	3				3
DISRESPECTFUL TO STAFF	1		1		2
Substance suspected / test refusal		1			1
skipped Saturday detention				1	1
					0
					0
					0
					0
TOTALS	6	12	6	5	29
TOTAL STUDENTS SUSPENDED	13	17	16	6	52
TOTAL SATURDAY DETENTIONS	8	2	10	6	26

BYLAW GUIDE

BYLAWS

0141.2/page 1 of 4

Board Member **Number** and Term – Receiving District

0141.2 BOARD MEMBER **NUMBER** AND TERM – RECEIVING DISTRICT

The Board of Education shall consist of twelve members.

The term of a Board member shall be three years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

The Board of Education shall have representation from the sending district Board(s) of Education in accordance with N.J.S.A. 18A:38-8.2.

In accordance with N.J.S.A. 18A:38-8.2.a.(1), if the students of the sending district comprise less than ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have no representation on the receiving district Board of Education. If the students of the sending district comprise at least ten percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending district shall have one representative on the receiving Board of Education in accordance with N.J.S.A. 18A:38-8.2.a.(2).

If the total number of students of two or more sending districts, which do not qualify for representation in accordance with N.J.S.A. 18A:38-8.2.a., comprise at least fifteen percent of the total enrollment of the students in the grades of the receiving district in which the students of the sending district will be enrolled, the sending districts shall have collectively two representatives on the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.b.

BYLAWS



BYLAW GUIDE

0141.2/page 2 of 4

Board Member **Number** and Term – Receiving District

The annual designation of the representatives, in the event more than two districts collectively qualify under N.J.S.A. 18A:38-8.2.b., shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards.

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2.a. and b., the number of representatives designated by the sending districts to be additional members shall not exceed three additional members on a receiving Board with originally nine or more members, two additional members on a receiving Board with originally seven or eight members, and one additional member on a receiving Board with originally less than seven members. In the event that this restriction results in unequal representation of sending districts, the annual designation of the representative or representatives shall be rotated among the Boards of Education of the sending districts according to a schedule determined by the joint agreement of the Boards in accordance with N.J.S.A. 18A:38-8.2.c.

Notwithstanding the provisions of N.J.S.A. 18A:38-8.2 or any other law or regulation to the contrary, a school district which is located in a county of the sixth class according to the latest Federal decennial census, which has an October 1998 resident enrollment greater than 2,400 students but less than 2,600 students, and which sends its students in grades nine through twelve to a school district in the same county pursuant to N.J.S.A. 18A:38-8 shall have representation on the Board of Education of the receiving district in accordance with the provisions of N.J.S.A. 18A:38-8.4.

The sending district Board of Education shall designate their representative(s) to serve on the receiving district Board of Education on an annual basis upon notification from the Executive County Superintendent of the appropriate representation on the receiving Board of Education. A representative of a sending district Board of Education shall be designated at the meeting of the Board which is closest in time to the annual organizational meeting of the receiving district Board of Education and shall serve a one-year term beginning with the organizational meeting of the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.2.d. The sending district representative(s) shall be subject to the rules and procedures of the receiving district Board of Education. If the sending district position on the receiving Board becomes vacant, the sending Board shall designate a new representative to serve on the receiving Board for the remainder of the term.

BYLAWS

0141.2/page 3 of 4



BYLAW GUIDE

Board Member **Number** and Term – Receiving District

The calculation of percentages required shall be based on the number of students reported as of the last school day prior to October 16 of each prebudget year pursuant to N.J.S.A. 18A:38-8.2.e. and N.J.S.A. 18A:38-8.4.b.

A sending district representative(s) shall be eligible to vote on the following matters before the receiving district Board of Education in accordance with N.J.S.A. 18A:38-8.1:

- a. Tuition to be charged the sending district by the receiving district and the bill lists or contracts for the purchase, operation or maintenance of facilities, equipment and instructional materials to be used in the education of the students of the sending district;
- b. New capital construction to be utilized by sending district students;
- c. Appointment, transfer or removal of teaching staff members providing services to the students of the sending district, including any teaching staff member who is a member of the receiving district's central administrative staff;
- d. Addition or deletion of curricular and extracurricular programs involving students of the sending district;
- e. Any matter directly involving the sending district students or programs and services utilized by those students;
- f. Approval of the annual receiving district budget;
- g. Any collectively negotiated agreement involving employees who provide services utilized by sending district students;
- h. Any individual employee contracts not covered by a collectively negotiated agreement, if those employees provide or oversee programs or services utilized by sending district students; and
- i. Any matter concerning governance of the receiving district Board of Education including, but not limited to, the selection of the Board President or Vice President, approval of Board Bylaws, and the employment of professionals or consultants such as attorneys, architects, engineers, or others who provide services to the receiving district Board of Education.

BYLAWS

0141.2/page 4 of 4

Board Member **Number** and Term – Receiving District

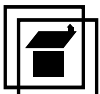


BYLAW GUIDE

While the sending district representative shall have limited voting rights in accordance with N.J.S.A. 18A:38-8.1, in all other respects the representative shall function as a full member of the receiving Board of Education, including participation in the closed session discussions.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15; 18A:38-8;
18A:38-8.1; 18A:38-8.2; 18A:38-8.3; 18A:38-8.4
N.J.A.C. 6A:23A-2.1 et seq.

Adopted: 14 June 2011
Revised: 30 April 2019
Revised: 20 August 2024



POLICY GUIDE

PROGRAM
2200/page 1 of 3
Curriculum Content
M

2200 CURRICULUM CONTENT

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – **Adoption of Courses**.

For **the** purposes of this **P**policy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and ~~approved annually by the Board. In accordance with law, the curriculum~~ shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, ~~and N.J.A.C. 6 and 6A – Education, and all of the New Jersey~~ **Student Learning Standards Core Curriculum Content Standards and Cumulative Progress Indicators** and the courses required by Policy 5460 – **High School Graduation** and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The ~~Board directs the~~ curriculum **shall** be consistent with the educational goals and objectives of this district **and**; the New Jersey **Student Learning Standards Core Curriculum Content Standards** and **be** responsive to identified student needs. The Superintendent shall, in consultation with ~~teaching~~ staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

~~The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards including but not limited to:~~

- ~~1. Preparation of all students for employment or post secondary study upon graduation from high school;~~

PROGRAM



POLICY GUIDE

2200/page 2 of 3
Curriculum Content

2. ~~Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;~~
3. ~~Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all students in accordance with Policy 2530;~~
4. ~~Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;~~
5. ~~A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;~~
6. ~~Bilingual education, English as a Second Language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;~~
7. ~~Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415, and 5460;~~
8. ~~Equal educational opportunity for all students in accordance with Policies 2260, 5750, and 5755;~~
9. ~~Career awareness and exploration as required, and vocational education as appropriate;~~
10. ~~Educational opportunities for students with exceptional abilities, in accordance with Policy 2464;~~
11. ~~Instruction in accident and fire prevention;~~
12. ~~A substance abuse prevention program;~~
13. ~~A program for family life education; and~~

PROGRAM
2200/page 3 of 3



POLICY GUIDE

Curriculum Content

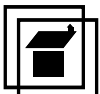
14. ~~Programs that encourage the active involvement of representatives from the community, business, industry, labor and higher education in the development of educational programs aligned with the standards.~~

N.J.S.A. ~~18A:6-2; 18A:6-3~~; 18A:35-1 et seq.

N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.

New Jersey **Student Learning Standards** ~~Core Curriculum Content Standards~~

Adopted: 14 June 2011
Revised: 19 July 2016
Revised: 20 August 2024



POLICY GUIDE

TEACHING STAFF MEMBERS

3160/page 1 of 3

Physical Examination

M

3160 PHYSICAL EXAMINATION

The Board of Education **shall** requires ~~any each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be** ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to,** a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Teaching staff member ~~School-employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.



POLICY GUIDE

TEACHING STAFF MEMBERS

3160/page 2 of 3
Physical Examination

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

Health records of candidates for employment and current teaching staff members ~~All staff members' medical and health records~~, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records ~~shall will~~ be kept confidential. Only the **teaching** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **teaching staff member employee**. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The teaching~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the teaching~~ staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or physical or psychiatric examinations of a teaching any~~ staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, a **teaching** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – **Examination for Cause** or disability in accordance with Policies 3425 – **Work Related Disability Pay** and 3435 – **Anticipated Disability**.



POLICY GUIDE

TEACHING STAFF MEMBERS

3160/page 3 of 3

Physical Examination

~~42 U.S.C.A. 12101~~

N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 June 2011

Revised: 2 May 2017

Revised: 20 August 2024



REGULATION GUIDE

TEACHING STAFF MEMBERS

R 3160/page 1 of 5

Physical Examination

M

R 3160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.

TEACHING STAFF MEMBERS

R 3160/page 2 of 5



REGULATION GUIDE

Physical Examination

- a. A health history shall include, but is not limited to, the candidate's:
 - (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
 - (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;

C. Medical Requirements Upon Employment

- ±. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

TEACHING STAFF MEMBERS
R 3160/page 3 of 5
Physical Examination



REGULATION GUIDE

a. ~~Tuberculosis testing is not required:~~

(1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~

(2) ~~For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

b. ~~Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

(1) ~~The school district shall determine the criteria essential to document a valid religious exemption.~~

c. ~~Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**

TEACHING STAFF MEMBERS

R 3160/page 4 of 5

Physical Examination

D. Health Records



REGULATION GUIDE

1. ~~All H~~ Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**
 2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**
- E. **Teaching Staff Member** ~~Employees'~~ Physical Examinations and Medical Updates
1. **Teaching staff member** ~~School—employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.
- F. **Review of Examinations and Assessments**
1. **The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.**
- ~~GF.~~ **Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment**
1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
 - b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and

TEACHING STAFF MEMBERS
R 3160/page 5 of 5
Physical Examination



REGULATION GUIDE

- c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 14 June 2011
Revised: 2 May 2017
Revised: 20 August 2024



POLICY GUIDE

SUPPORT STAFF MEMBERS

4160/page 1 of 3

Physical Examination

M

4160 PHYSICAL EXAMINATION

The Board of Education **shall** requires **any** ~~each~~ candidate for employment who **has received** ~~receives~~ a conditional offer of employment to undergo a physical examination(s) **pursuant to N.J.S.A. 18A:16-2.a.** to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), **pursuant to N.J.A.C. 6A:32-6.3.**

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for tThe physical examination **and provide for notification to candidates for employment regarding the requirements for the physical examination which** shall include, but **not be** ~~is not~~ limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to,** a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Support staff member ~~School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

SUPPORT STAFF MEMBERS

4160/page 2 of 3



POLICY GUIDE

Physical Examination

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

Health records of candidates for employment and current support staff members ~~All staff members' medical and health records~~, including computerized records, ~~shall will~~ be secured, stored, and maintained separately from other personnel files **pursuant to N.J.A.C. 6A:32-6.3(d)**. The information contained in medical records ~~shall will~~ be kept confidential. Only the **support** staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual **support staff member employee**. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d)**.

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual ~~The support~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, ~~a the~~ **support** staff member may also choose to share with the ~~staff member's Building~~ Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require ~~Additional individual psychiatric or physical or psychiatric~~ examinations of **a support** ~~any~~ staff member ~~may be required by the Board~~ whenever, in the **Board's** judgment ~~of the Board~~, a **support** staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – **Examination for Cause** or disability in accordance with Policies 4425 – **Work Related Disability Pay** and 4435 – **Anticipated Disability**.

SUPPORT STAFF MEMBERS
4160/page 3 of 3
Physical Examination



POLICY GUIDE

42 U.S.C.A. 12101
N.J.S.A. 18A:16-2; **18A:16-3; 18A:16-5**
N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 14 June 2011
Revised: 2 May 2017
Revised: 20 August 2024



REGULATION GUIDE

SUPPORT STAFF MEMBERS

R 4160/page 1 of 5

Physical Examination

M

R 4160 PHYSICAL EXAMINATION

A. Definitions

1. “Employee” or “staff member” means the holder of any full-time or part-time position of employment.
2. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or their physician.
3. “Health screening” means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. “Physical examination” means the assessment of an individual’s health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. “Physician assistant” means a health care professional licensed to practice medicine with physician supervision.

B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board’s requirements for the physical examination.
 - a. A health history shall include, but is not limited to, the candidate’s:

SUPPORT STAFF MEMBERS

R 4160/page 2 of 5



REGULATION GUIDE

Physical Examination

- (1) Past serious illnesses and injuries;
 - (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
- (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;

C. Medical Requirements Upon Employment

1. **The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.** ~~A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

a. ~~Tuberculosis testing is not required:~~

- (1) ~~For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or~~

SUPPORT STAFF MEMBERS

R 4160/page 3 of 5
Physical Examination



REGULATION GUIDE

~~(2) For a school district staff member transferring between school districts or from a non public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.~~

~~b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB 8 Form). If TB like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.~~

~~(1) The school district shall determine the criteria essential to document a valid religious exemption.~~

~~c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.~~

2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency **pursuant to N.J.A.C. 6A:32-6.3(c).**

D. Health Records

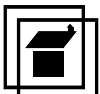
1. ~~All H~~health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**

SUPPORT STAFF MEMBERS
R 4160/page 4 of 5
Physical Examination



REGULATION GUIDE

2. Health records **shall be the property of the Board and** may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 **and N.J.A.C. 6A:32-6.3(d).**
- E. **Support Staff Member** ~~Employees~~² Physical Examinations and Medical Updates
1. **Support staff member** ~~School employee~~ physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.
- F. **Review of Examinations and Assessments**
1. **The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or Medical Review Officer to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.**
- GJ. **Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment**
1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, **tests**, and assessments;
 - b. The required examinations, **tests**, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- SUPPORT STAFF MEMBERS
R 4160/page 5 of 5
Physical Examination
- c. If it is determined upon completing the examination(s), **tests**, or assessment(s) the candidate is unable to perform



REGULATION GUIDE

with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 14 June 2011
Revised: 2 May 2017
Revised: 20 August 2024



REGULATION GUIDE

STUDENTS
R 5200/page 1 of 16
Attendance
M

R 5200 ATTENDANCE

A. Attendance Recording

1. School Register – (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner **of Education** will issue and publish on the **New Jersey Department of Education's (NJDOE)** website guidance for recording student attendance in all public schools of the State operated by district Boards of ~~Education~~, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance **issued by the Commissioner in accordance with** ~~at~~ N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and **N.J.A.C.** 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.



REGULATION GUIDE

STUDENTS

R 5200/page 2 of 16

Attendance

- (1) “Days in membership” means the number of school days in session in which a student is enrolled **in accordance with N.J.A.C. 6A:32-2.1**. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. Day in Session – (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers’ institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance – (N.J.A.C. 6A:32-8.4)

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



REGULATION GUIDE

STUDENTS
R 5200/page 3 of 16
Attendance

- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; ~~and~~



REGULATION GUIDE

STUDENTS

R 5200/page 4 of 16

Attendance

- (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and-
 - (7) **Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.**
 - (a) **“Civic event” means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.**
 - (b) **The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.**
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.



REGULATION GUIDE

STUDENTS

R 5200/page 5 of 16

Attendance

4. Average Daily Attendance – (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates – (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.



REGULATION GUIDE

STUDENTS

R 5200/page 6 of 16

Attendance

2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.

- a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.
- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

The student’s illness supported by a written letter from the parent upon student’s return to school;

The student’s required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§794 and 705(20), and individualized health care plans;

The student’s suspension from school;

Family illness or death supported by a written letter from the parent upon the student’s return to school;

College visit(s), up to five days per school year for students in grades eleven and twelve;

Interviews with a prospective employer or with an admissions officer of an institution of higher education;

Examination for a driver’s license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;



REGULATION GUIDE

STUDENTS

R 5200/page 7 of 16

Attendance

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a ~~NJDOE New Jersey Department of Education~~ rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;

3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240 – **Tardiness**.

C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.



REGULATION GUIDE

STUDENTS
R 5200/page 8 of 16
Attendance

3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

D. Readmission to School After an Absence

1. A student returning from an absence of **five consecutive school days** ~~any length of time~~ **may be required to** ~~must~~ provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students who anticipate an absence of four school days duration.



REGULATION GUIDE

STUDENTS

R 5200/page 9 of 16

Attendance

2. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – **Home Instruction Due to Health Condition**. The parent must request home instruction.

F. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent from eight or more days from a semester course or sixteen or more days from a full-year course, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study.



REGULATION GUIDE

STUDENTS

R 5200/page 10 of 16

Attendance

A secondary student who has been dropped from a course of study may be assigned to an alternate program.

A secondary student denied course credit after completing the course will be permitted to attend a credit completion session to regain the denied credit, provided the student has not been absent from the class twelve or more days from a semester course or twenty or more days from a full-year course.

3. An elementary student may be retained at grade level, in accordance with Policy 5410 – **Promotion and Retention**, when the student has been absent twenty or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy – (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parents of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);



REGULATION GUIDE

STUDENTS

R 5200/page 11 of 16

Attendance

- c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;



REGULATION GUIDE

STUDENTS

R 5200/page 12 of 16

Attendance

- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and



REGULATION GUIDE

STUDENTS
R 5200/page 13 of 16
Attendance

4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's ~~of Education's~~ policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g., the student may be referred to Superior Court, Chancery Division, Family Part;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b)3.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.



REGULATION GUIDE

STUDENTS

R 5200/page 14 of 16

Attendance

- (1) The sending school district shall proceed in accordance with the Board's of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.
2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.
3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A **parent of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.



REGULATION GUIDE

STUDENTS

R 5200/page 15 of 16

Attendance

3. A **parent of a** student **or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. ~~The student shall file~~ A written appeal **shall be filed with** ~~to~~ the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the **written student's** appeal.
 - c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. **In response to** ~~On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, **the student**, and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.



REGULATION GUIDE

STUDENTS
R 5200/page 16 of 16
Attendance

- f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710 – Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the **NJDOE** ~~New Jersey Department of Education~~. The school district will comply with all attendance requirements and any improvement plans as required by the **NJDOE** ~~Department of Education~~.

Adopted: 14 June 2011
Revised: 22 March 2016
Revised: 13 August 2020
Revised: 14 March 2023
Revised: 20 August 2024



POLICY GUIDE

STUDENTS
5337/page 1 of 6
Service Animals

5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board of **Education** to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district **in accordance with** ~~—(28 CFR §35.136.)~~

A. Definitions

1. “Act” means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. “Designated administrator” means Principal or person designated by the Principal to coordinate these activities.
3. “District” means this school district.
4. “Handler” means the animal’s owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. “Service animal” means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability **in accordance with** ~~—(28 CFR §36.104.)~~
 - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual’s disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).



POLICY GUIDE

STUDENTS
5337/page 2 of 6
Service Animals

- c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

B. Generally **Rules**

1. The district shall permit the use of a service animal by an individual with a disability unless:
 - a. The animal is out of control and the animal's handler does not take effective action to control it;
 - b. The animal is not housebroken.
2. **A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.**
32. **The service animal shall be under a handler's control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and A**
~~service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice control, signals, or other effective means). (28 CFR §35.136(d).)~~
43. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises **in accordance with** ~~-(28 CFR §35.136(b).)~~
54. If there are places in the district where it is determined to be unsafe for a handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.



POLICY GUIDE

STUDENTS
5337/page 3 of 6
Service Animals

65. **A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3. ~~Unless the need for a service animal is readily apparent, the individual with a disability or his/her parent will be required to provide the district with information that:~~**
- a. ~~_____The service animal is required because of a disability; and~~
 - b. ~~_____What work or task the animal has been trained to perform.~~
76. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task **in accordance with** ~~-(28 CFR §35.136(f).)~~
87. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
98. **A school official may require: ~~Service animals must be licensed and registered in accordance with State and local laws.~~**
- a. **Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and**
 - b. **Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.**

C. Delegation of Responsibility

1. **The school shall not be responsible or liable for the care or supervision of the service animal. ~~The district is not responsible for the care or supervision of a service animal, in accordance with 28 CFR §35.136(e).~~**



POLICY GUIDE

STUDENTS
5337/page 4 of 6
Service Animals

- a. The district is not responsible to pay for or provide a handler to aid the individual with a disability in the control of the service animal.
 - b. **The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.** ~~The district is responsible to provide assistance to an individual with a disability in performing the tasks required of the individual for the care and maintenance of the service animal.~~
2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by ~~their his or her~~ service animal. **in accordance with 28 CFR §35.136(h).**
 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

D. Notification and Responsibilities

1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate accommodations:
 - (1) For students who are allergic to the service animal; and/or
 - (2) For students who have fears regarding the service animal.



POLICY GUIDE

STUDENTS
5337/page 5 of 6
Service Animals

- c. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal; and
 - (4) Do not hesitate to ask the handler if **they** ~~he or she~~ would like assistance regarding directions for navigating the facility.

- 2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
- 3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

E. Miniature Horses

- 1. Miniature horses, although not included in the Act under the definition of "service animal," may only be permitted if individually trained to do work or perform tasks for the benefit of the individual with a disability and if they meet the assessment factors outlined in 3. below: **in accordance with** (28 CFR §35.136(i).)
- 2. Ponies and full size horses are not considered miniature horses.
- 3. Assessment factors to determine whether the district can reasonably modify its policies, practices, and procedures to allow for the use of miniature horses on its property, facilities, or vehicles include:



POLICY GUIDE

STUDENTS
5337/page 6 of 6
Service Animals

- a. Type, size, and weight of the miniature horse and whether the facility can accommodate those features;
 - b. Whether the handler has sufficient control of the miniature horse;
 - c. Whether the miniature horse is housebroken; and
 - d. Whether the miniature horse's presence compromises legitimate safety requirements necessary for safe operation.
4. All requirements for the use of service animals also apply to the use of miniature horses.

N.J.S.A. 18A:46-13.3

28 CFR §35.136

28 CFR §36.104

Adopted: 1 March 2016
Revised: 14 May 2019
Revised: 20 August 2024



POLICY GUIDE

STUDENTS

5350/page 1 of 4

Student Pupil Suicide Prevention
M

5350 STUDENT PUPIL SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.

STUDENTS



POLICY GUIDE

5350/page 2 of 4
Student ~~Pupil~~ Suicide Prevention

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.

STUDENTS
5350/page 3 of 4
Student Suicide Prevention



POLICY GUIDE

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

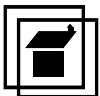
Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

STUDENTS
5350/page 4 of 4
Student Suicide Prevention



POLICY GUIDE

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

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

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.; **6A:14-1.1**

Adopted: 14 June 2011

Revised: 22 November 2011

Revised: 16 August 2016

Revised: 8 May 2018

Revised: 20 August 2024



POLICY GUIDE

OPERATIONS

8420/page 1 of 6

Emergency and Crisis Situations

M

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district ~~shall will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms ~~that to~~ provide for **safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

Pursuant to N.J.S.A. 18A:41-6, "School security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and **other** community resources, as appropriate, in the development of the ~~school~~ district's plans, procedures, and mechanisms for school safety and security **in accordance with N.J.A.C. 6A:16-5.1(b).** The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. **The plans, procedures, and mechanisms** shall be reviewed annually, and updated as appropriate.

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: **demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.**

OPERATIONS



POLICY GUIDE

8420/page 2 of 6
Emergency and Crisis Situations

A copy of the ~~school district's~~ school safety and security plan shall be disseminated to all ~~school district~~ employees **pursuant to N.J.A.C. 6A:16-5.1(c)**. New employees shall receive a copy of the school ~~district's~~ safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The ~~school~~ district shall develop and provide an in-service training program for all ~~school district~~ employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the ~~school~~ district's plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive ~~the this~~ in-service training, ~~as appropriate~~, within sixty days of the effective date of their employment. **The This in-service training program for all employees** shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. **In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.**

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications, accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

OPERATIONS
8420/page 3 of 6



POLICY GUIDE

Emergency and Crisis Situations

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room; when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools,~~ **Employees of the district**, whether occupying buildings of one or more stories, ~~shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours, except~~ **locked at all times except when necessary to comply with the requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill.** All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk.

OPERATIONS

8420/page 4 of 6

Emergency and Crisis Situations



POLICY GUIDE

Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual ~~fire or~~ school security emergency that occurs at a school during the month ~~and~~ that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a., n**otwithstanding any other provision of law to the contrary, the ~~school~~ district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or a traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

OPERATIONS
8420/page 5 of 6
Emergency and Crisis Situations



POLICY GUIDE

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The ~~school~~ district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/County Office of Education by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

OPERATIONS
8420/page 6 of 6
Emergency and Crisis Situations

N.J.S.A. 2C:33-3



POLICY GUIDE

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**

Adopted: 14 June 2011

Revised: 12 October 2012

Revised: 15 December 2020

Revised: 19 July 2022

Revised: 20 August 2024



POLICY GUIDE

OPERATIONS
8467/page 1 of 4
Firearms and Weapons
M

8467 **FIREARMS AND WEAPONS**

The Board of Education prohibits the possession, use, or exchange of any **firearm or** weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or** weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this ~~P~~policy, "weapon" means **items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).** ~~anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms.~~ For the purposes of this ~~P~~policy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.

OPERATIONS



POLICY GUIDE

8467/page 2 of 4
Firearms and Weapons

~~Any pupil or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by this policy shall immediately report his/her suspicion to the Principal or designee or immediate supervisor.~~ The **Principal or designee or immediate supervisor** shall conduct an appropriate search in accordance with Policy No. 5770 – **Student Right of Privacy** and, **if appropriate and feasible**, confiscate any **firearm or** weapon discovered in the course of the search. **The Principal or designee** ~~He/she shall, if appropriate and feasible,~~ **may** summon the aid of law enforcement ~~officials~~ **officers** in the conduct of the search. Any school employee who confirms the presence of a **firearm or** weapon under circumstances that place persons at serious risk may confiscate the **firearm or** weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement ~~official~~ **officer**, the **Principal or designee or immediate supervisor** shall immediately **secure the** ~~store any~~ confiscated **firearm or** weapon in a **securely and locked location** ~~box or container~~ and report the presence of the **firearm or** weapon to the Superintendent. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~t~~The Superintendent shall promptly notify, ~~by telephone call and by letter,~~ **local law enforcement** ~~the Chief of Police of Manasquan~~ that a **firearm or** weapon is present on school premises; ~~the notice shall~~ **and** request removal of the **firearm or** weapon by an authorized law enforcement ~~official~~ **officer**. The Superintendent shall obtain and file a receipt for any **firearm or** weapon removed by a law enforcement ~~official~~ **officer**.

Any ~~student pupil~~ who possesses, uses, or exchanges a **firearm or** weapon in violation of this ~~P~~policy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any ~~student pupil~~ or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this ~~P~~policy and fails to report the same shall be subject to discipline. **Pursuant to N.J.A.C. 6A:16-6.3(b)**, ~~a~~Any person who possesses a **firearm or** weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession

OPERATIONS
8467/page 3 of 4



POLICY GUIDE

Firearms and Weapons

of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

~~Any pupil who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Pupils convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the pupil. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses. ~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students ~~Pupils~~ with disabilities violating the provisions of this ~~P~~policy shall be **addressed** ~~dealt with~~ in accordance with **the provisions of** N.J.A.C. 6A:14-2.8.

Nothing in this ~~P~~policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.

OPERATIONS
8467/page 4 of 4
Firearms and Weapons



POLICY GUIDE

The procedures for Any pupil requiring removal from and return to the general regular education program of a student for firearms offenses and assaults with weapons offenses for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

The Superintendent, or designee, shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. 2C:12-1(a)1; 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 U.S.C. 921

20 U.S.C. 1415

Adopted: 14 June 2011

Revised: 20 August 2024



REGULATION GUIDE

OPERATIONS
R 8467/page 1 of 3
Firearms and Weapons
M

R 8467 **FIREARMS AND WEAPONS**

A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.



REGULATION GUIDE

OPERATIONS

R 8467/page 2 of 3

Firearms and Weapons

- a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
 - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).



REGULATION GUIDE

OPERATIONS
R 8467/page 3 of 3
Firearms and Weapons

- a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
 - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.
 - c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
 - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
 - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
 4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Adopted Issued: 14 June 2011
Revised: August 2024



POLICY GUIDE

COMMUNITY

9181/page 1 of 3

Volunteer Athletic Assistants and Co-Curricular
Activity Advisors/Assistants

9181 VOLUNTEER ATHLETIC ASSISTANTS AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic assistants and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic assistants and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic assistant and co-curricular activity advisor/assistant” is a person who is not paid by the Board of Education, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The **Superintendent of Schools or designee** ~~Principal and Supervisor of Athletic and Co-Curricular Activities~~ will be responsible for the recruitment and screening of volunteer athletic assistants and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer ~~whose abilities or interests do not serve the needs of the school district~~ as determined by the Superintendent.

These volunteers must be ~~persons of known character, responsibility, and integrity~~ and ~~must be~~ recommended by the Superintendent and approved by the Board of Education prior to assuming any responsibilities.

The **Superintendent or designee** ~~Principal and Supervisor of Athletic and Co-Curricular Activities~~ will prepare and promulgate rules of conduct for volunteer athletic assistants and volunteer co-curricular activity advisors/assistants. Each volunteer athletic assistant and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants may serve only under the direction and **direct immediate** supervision of **an appropriately certified or licensed** a head and/or assistant coach or activity advisor or assistant employed by the Board;



POLICY GUIDE

COMMUNITY

9181/page 2 of 3

Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

2. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each student;
5. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants must **not disclose** ~~exercise discretion in disclosing~~ any confidential student matters the **volunteer athletic assistant** or **volunteer** activity advisor/assistant ~~or assistant employed by the Board~~ becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic assistants **and volunteer co-curricular activity advisors/assistants shall** ~~must~~ consult with the **Superintendent or designee** ~~Supervisor of Athletic and Co-Curricular Activities~~ regarding any matters or questions regarding their duties and responsibilities;
- ~~8. Volunteer co-curricular activity advisors/assistants must consult with the Supervisor of Athletic and Co-Curricular Activities regarding any matters or questions regarding their duties and responsibilities;~~
89. Volunteer athletic assistants and **volunteer** co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and



POLICY GUIDE

COMMUNITY

9181/page 3 of 3

Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

940. Volunteer athletic assistants and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board ~~m~~Meeting following relief of duties.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.

All school volunteer athletic assistants and co-curricular activity advisors/assistants must possess a current and valid New Jersey teaching certificate or a New Jersey substitute teacher credential, obtain a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq., ~~and provide documentation that a Mantoux test has been administered.~~

The school volunteer athletic assistant or co-curricular activity advisor/assistant may apply to the Board for reimbursement of the cost of their criminal history record check at the conclusion of their volunteer service during the same school year in which the criminal history record check was performed if the volunteer successfully completed their volunteer service to the Board.

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 14 June 2011
Revised: 24 January 2021
Revised: 11 May 2021
Revised: 20 August 2024



Manasquan School District



Emergency Virtual or Remote Instruction Plan – 2024-25 School Year

This plan has been developed in accordance with the requirements of P.L. 2020, c. 27 which provides for the continuity of instruction in the event of a public-health related district closure so that the district can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

Communication

The closure of schools in accordance with this plan shall be communicated like all other school closures via the District website, school social media accounts (Facebook & Twitter), and the SchoolMessenger alerting and auto-calling system. Included in these communications will be instructions on how to access home instruction lessons as outlined below.

Lesson Preparation, Access, and Distribution

Teachers shall prepare lesson in the event of a school closing per the guidelines below. These lessons are mandatory and, as such, teachers are expected to build in assessment methods to hold students accountable for completion (e.g. grading).

Grades PK-5	Lesson Plans and Lesson Materials <ul style="list-style-type: none"> • Daily lesson plans will be posted on each homeroom teacher's individual webpage. The plans will include teacher prepared instructional videos, online assignments from the publishers of our programs and a variety of other resources, and periodic "live" class lessons. All lessons will address the NJSLs and our current curriculum. Teachers are available for parent questions via email during school hours. Accelerated learning opportunities normally occurring in class will continue to be offered by teachers, to the extent possible, during remote learning and will be so-noted in lesson plans. • Weekly lesson plans continue to feature a combination of 1) teacher prepared instructional videos 2) online assignments from the publishers of our programs and a variety of other resources, and 3) periodic "live" class lessons. Live lessons are conducted via Zoom or Canvas. Teachers are available for conferencing with students throughout the week. <ul style="list-style-type: none"> ○ Two live lessons per week via MS Teams. ○ Varied pre-recorded lessons by grade level. 1-2 per week av.
--------------------	--

Grades PK-5 (continued)	<ul style="list-style-type: none"> ○ Daily independent lessons (posted on web page K-4; Canvas for grade 5) ○ 1 ELA lesson per day & 1 Math lesson per day ○ 1 Social Studies & 1 Science lesson per week ○ 1 lesson per week for Gym, Art, Music, Tech <ul style="list-style-type: none"> ● Microsoft Teams are utilized for individualized virtual student meetings and small group instruction for needed support. This includes Special Education, Basic Skills, and ESL support. ● Teachers will utilize Microsoft One Drive for creating a Shared Folder to forward workbook files and various assignments to students AND to receive completed work from students as a drop box. ● PLC/Articulation Virtual Meetings will take place weekly via Microsoft Teams. ● Microsoft Teams can be utilized for individualized virtual student meetings and small group instruction for needed support. This includes Special Education, Basic Skills, and ESL support. ● Manasquan ES will be utilizing an “early dismissal schedule” and run from 8:30 A.M. to 1:00 P.M. <p>Access & Distribution</p> <ul style="list-style-type: none"> ● Lesson assignments and materials will be provided on teacher homepages on the District’s website at www.manasquanschools.org. ● Any student without access to a computer or internet can contact the District for assistance. Laptop computers will be made available from existing laptop cart allocations to be re-purposed and signed out by students. Students without internet access at home or a convenient location can request a District-owned cellular hotspot. ● Technology support will be provided via email or phone and on weekdays during designated hours at a designated location for hardware issues.
Grades 6-12 (including alternative school)	<p>Lesson Plans and Lesson Materials</p> <ul style="list-style-type: none"> ● Teachers of students in grades 6-12 in all subjects will be expected to utilize the Canvas learning management system to provide lessons online to students in sequence with the curriculum that was being delivered prior to the school closing. ● Teachers create a true “virtual learning experience” - students check in to live lessons on Canvas daily. Both MES and MHS run a modified school day schedule for all students. Attendance is taken (and monitored) on a daily and weekly basis. Teachers employ many different functions of the Canvas platform, including Chat, Discussion Board and Modules. Many lessons are conducted

<p>Grades 6-12 (including alternative school) (continued)</p>	<p>through Conference, where students can interact with other students and their teacher in real time. Teachers engage students in audio and video conferences. Accelerated learning opportunities normally occurring in class will continue to be offered by teachers, to the extent possible, during remote learning and will be so-noted in lesson plans.</p> <ul style="list-style-type: none"> • Teachers of special education students in resource classrooms shall prepare lessons for their students in those subjects and provide them in Canvas as well. • Teachers of special education students in in-class resource settings shall modify or supplement the general education's teachers developed plans as they would during normal instruction and provide these modifications and accommodations in the online Canvas courses. Students are provided numerous ways to demonstrate understanding i.e. projects, tests, quizzes, papers, online testing platforms • Lesson length should be consistent with classroom instructional time during a normal school day. Lessons shall be available to students on any day in the normal school schedule class would meet (i.e. A scheduled "A" day in school should be an "A" day for virtual lesson). • Manasquan HS will be utilizing a "delayed opening schedule" and run from 9:04 A.M. to 2:30 P.M. • Manasquan HS will modify its rotating day schedule to intersperse "E" days following the pattern A-B-E-C-D-E. On "E" days, there will be no new assignments or assessments. These days provide additional time/opportunity for students to complete assignments and obtain extra help/instruction from content or ICR teachers. On "E" days, students must still "check in" for attendance but these times are for conference with teachers for remediation or enrichment opportunities. This time serves students and teachers well, as the scheduled, standardized "check for understanding" has allowed students to catch up on work and address learning gaps while providing teachers an opportunity to reflect upon, assess and modify lesson plans so as to best meet the needs of all students. • Manasquan ES will be utilizing an "early dismissal schedule" and run from 8:30 A.M. to 1:00 P.M. <p>Access & Distribution</p> <ul style="list-style-type: none"> • All students in grades 6-12 have already been issued District laptops through the District's one-to-one laptop program. • Students and parents can always access lessons on Canvas as they do normally. Students can access Canvas using their district-provided laptop computers or home computers, smartphones, etc.
--	--

	<ul style="list-style-type: none"> • Students without internet access at home or a convenient location can request a District-owned cellular hotspot. • Technology support will be provided via email or phone and on weekdays during designated hours at a designated location for hardware issues.
--	--

Students with Disabilities

Delivery of Remote/Virtual Instruction to Implement Individual Education Plans (IEPs)

PRESCHOOL – GRADE 5

Daily lesson plans shall posted on each homeroom teacher’s individual webpage. The plans include teacher prepared instructional videos, online assignments from the publishers of our programs and a variety of other resources, and periodic “live” class lessons. All lessons will address the NJSLs and our current curriculum. Teachers are available for parent questions via email during school hours.

DAILY plans include: (Equivalent to 54-minute lessons)

(1) Language arts lesson; AND (1) Mathematics lesson

WEEKLY plans include: (Equivalent to 27-minute lessons)

(1) Science lesson and (1) Social Studies lesson with an accompanying project-based activity that will be assigned on Monday and due by the end of the week on Friday.

(1) Teacher-guided lesson with an accompanying project-based activity that will be assigned on Monday and due by the end of the week on Friday

- Pearson Education – EnVision
- Mathematics Think
- Central – Journeys Reading/Language Arts (Houghton-Mifflin Harcourt)
- FlipGrid – for utilization in sending teacher prepared videos and receiving student prepared video clips
- MS Teams – for utilization with “live” classroom lessons or “live” MS Teams lessons
- Additional resources for activities: Seesaw Learning, ABC Mouse, Happy Numbers, RazKids, Wilson Foundations (Gr. K-3), Read Works
- IXL Learning (Mathematics, Language Arts, Science, Social Studies assignments & assessments) – only for students in Grades 3-5
- Teachers utilize Microsoft One Drive for creating a Shared Folder to forward workbook files and various assignments to students AND to receive completed work from students as a drop box.
- MS Teams-is being utilized for individualized virtual student meetings and small group instruction for needed support/reteaching. Resource Center teachers meet

with their students daily in a zoom lesson. In addition, Wilson reading groups continue as well as supplemental reading support such as Just Words.

GRADES 6-8

Students in Grades 6-8 will be online following a daily schedule and utilizing a virtual classroom through the Canvas Digital Learning Platform. Students will participate in virtual instruction utilizing district-issued Dell laptops.

Monday, Wednesday, Friday – Teachers will engage students throughout their class period(s) utilizing teacher-prepared FlipGrid videos and Canvas discussion boards, chats, video conferences, and breakout rooms.

Tuesday and Thursday – Teachers will initiate the class with a mini-lesson and review the directions for the student's independent assignments to be completed during the remainder of class time. Teachers will be available for the remainder of the period to answer any student questions and provide any needed individual assistance. Special education teachers will be utilizing this time for individual/small group support.

Technology/Resources to be Utilized:

- Canvas – discussion boards, chats, video conferences
- FlipGrid – for utilization in sending teacher prepared videos and receiving student prepared video clips
- Actively Learn – library of online novels
- Gizmos – Virtual Science labs

Grades 9-12

The Canvas platform is the foundation of the virtual learning model at Manasquan High School, as teachers employ Canvas as the primary mode of communication and instruction. Depending on the day's lesson, the teacher might employ a variety of functions in the Canvas platform:

- Canvas Chat is used for attendance and general information teachers want to share with the students (explanations of that day's assignment or an upcoming conference/quiz, etc. It also is a time used for general conversation as if they were in class (normalcy).
- Canvas Calendar is where teachers post the day's assignment, when it is due, etc.
- Canvas Discussion is used when teachers want to have a longer discussion about a school-related topic or assignment. Students can respond to each other in Discussion which can be helpful.
- Canvas Conferences is used when teachers want to conduct a "live" class. This is as close to a classroom-type atmosphere as they can get. Teachers project anything on their screens (PPT, video, etc.) and they can write on the "virtual

smartboard” when teachers ask students questions. Teachers can hear them and see them and vice-versa. Special Education teachers use “private chat” when they want to address a student one-on-one. When a co-teacher is conducting a lesson, the special education teacher can private chat a student to make sure they are understanding and/or to address a missing assignment, etc. (Often students are too shy to answer questions or want to “hide” so this is an important feature)

- Canvas Quizzes will be employed which allows the SE teacher to have assessments timed. Teachers using a lot of open-ended questions and allow notes. The students know by now that every assignment is valuable to do and do well since questions will be on a Canvas quiz and they can use those notes to their advantage.

E-Days/Special Education teachers will open a private Conference for each class time just for students with IEPs so that they can have a platform without the pressure of an entire class “watching.” The private conference function allows teachers to assess student understanding, differentiate instruction and modify assessments based on individual student needs.

Students Planed in Out-of-District Approved Placement for Disabilities

Child study teams will coordinate with out-of-district placement schools for remote/virtual learning with our students. The district receives updates from placements regarding the status of instruction and activities of 1:1 paraprofessionals. It is expected most schools are using cloud-based platform allowing educators to deliver differentiated, standards-aligned content enhanced by assessments, data tools and evidence-based instructional support.

Documenting IEP Implementation

Special Education teachers, CST case managers and related service staff shall document the activities engaged in to meet the requirements of IEPs.

Special Education Teachers Preschool to Grade 12

- Modified assignments/study guides/resource materials provided to students when appropriate under separate tabs in Canvas
- Programs such as Actively Learn, Flip grid, No Red Ink, Student Desmos, IXL, and Pearson Realize used to support students.
- MS Teams and Canvas conferences keep a memory of all conferences (student interaction) and files shared with students.
- Individualized instruction for students is provided through the Conference feature on Canvas and is tracked and recorded in the system. Extra help opportunities provided every 3rd day through the implementation of E-days with a set time schedule for students to receive extra services.

- Student progress is monitored by more frequent assessments that check for understanding of concepts more frequently than traditional larger in class assessments
- Students continue to have access to Study Skills classes that support students with meeting the academic expectations of other classes

CST Case Managers

- Maintain contact with parents via telephone, email and MS team meetings
- Maintain contact with teachers/related service staff via telephone, email and MS team meetings
- Attend when appropriate class virtual lessons to do direct observation of students
- Meeting with Supervisor weekly

Related Service Clinicians

- Maintain contact with parents via telephone, email and MS team/Zoom meetings
- Maintain contact with teachers/related service staff via telephone, email and MS Teams meeting
- Maintain logs of each session that includes duration, activities completed in virtual session
- Meetings with Supervisor every two weeks

Family Follow-Up to Ensure Services are Implemented in Accordance with IEPs

- CST case managers shall maintain close contact with students, parents and teachers on the progress of students.
- CST case managers shall utilize MS team meetings, email to reach out to students, teachers, guidance counselors to coordinate communication and support students.

Conducting Virtual IEP Meetings, Evaluations, and Other Meetings

The District Child Study Teams shall continue their functioning remotely as if they were in district.

CST members will reach out to parents to schedule Annual Reviews, Re-Evaluation Planning, Evaluation Planning new referral) or Eligibility meetings. Once the date has been established, the CST Secretary schedules the meeting in Frontline (our IEP management system) and forwards that official invitation to the parents via email. This invitation notice is also forwarded to appropriate staff- teachers, guidance, related service, etc.

A draft copy of the IEP is forwarded to the parent in advance of the scheduled IEP meeting.

Utilizing MS Teams, the CST case manager facilitates the IEP meeting. The Case Managers document attendance in the body of the IEP with the date, time and participants. In the body of

the IEP, Case Managers note that the meeting was held virtually due to the mandated school closure due to health emergency.

Once the IEP meeting is completed, the Case Manager amends the documents based on discussion at the meeting and finalizes the IEP documents. The CST secretary published them parental portal of Genesis and emails the parent to advise them that the document is now finalized and in the portal for review.

The CST has been completing referrals in process prior to the emergency closing to the best of their ability. The School Social Worker has completed social histories remotely and CST are doing some classroom observations. Inventories when appropriate are also being employed. The CST is completing all work appropriate to be done remotely. Psychological and Educational evaluations will be completed once face to face interactions are permissible.

English Language Learners (ELLs)

Several applications and programs shall be used to provide our ELLs with proper instruction during the school closure that address the 4 domains of reading, writing, listening and speaking. These include:

- Seesaw (Lessons or activities are posted for the students to do or respond to and they make video/audio recordings or do a writing assignment to go along with it)
- Nearpod (the students follow along while the teacher does a live lesson on a variety of topics while responding to the lesson in real time)
- Newsela and Reading A-Z (the students read stories chosen for them based on their reading level and do reading comprehension activities related to the stories)
- Scholastic News (this has videos, news articles, writing assignments, and comprehension activities that go with it about current events that relate to the student's lives)
- Students also use text books which they have been using all year and are very familiar with to continue with our curriculum.

Teachers will be in communication with ELL families via email or phone. The school district's ELL counselor is the designated translator and has called all parents that do not speak English to relay messages and let them know how their child is doing. Access to technology for ELLs with these needs is addressed in the "Access and Distribution" areas above.

Strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country will be provided to relevant teaching staff members by the District's ELL school counselor or through prescribed online training modules.

Attendance

High School (Grades 9-12)

The high school will follow the district and school attendance policy. Each student at the high school will sign into their Canvas virtual classroom through the virtual discussion board. Teachers will then record daily and period by period attendance in the student information system. Student daily attendance lists are shared with teachers from the office of the vice principal. Students demonstrating attendance issues are communicated with from the vice principals' offices through letter to parents, email and guidance counselor follow up. All students must follow the BOE policy on attendance to receive credit for each course. Failure to comply can result in loss of credit and non-graduation status.

The high school virtual classrooms will be monitored each period for student progress on the content presented. The teacher is required to communicate student progress with each student through feedback and assessment. Teachers communicate student progress through our parent portal through the student information system. Students demonstrating to be at risk or not meeting educational goals are engaged to develop strategies, supported by student guidance counselors, child study team, teachers and parents. Parents are notified by voice phone calls, emails, mid quarter progress reports and report cards for each marking period.

Elementary School (Grades 6-8)

Grade 6-8 students will be required to sign in at the beginning of each period class through our Canvas Learning Management Platform. Prior to the end of the day, teachers reach out to their students via email who did not participate in class to check on their well-being and reason for absence. Should a student participate in class and neglect to sign in, the teacher adjusts their attendance as present. At the end of the school day, teachers then post their period class attendance in our student information system. Finally, a SIS class attendance report for all students is run at the end of each day. Students who were not present for more than two of their daily classes are marked absent for the school day.

Elementary School (Grades PK-5)

In Preschool through Grade 5 classes, all students will be initially marked present daily. Individual homeroom teachers monitor daily attendance through their remote instruction. If a student does not participate in the day's lesson, the homeroom teacher contacts the parent via email to check on the child's well-being. Homeroom teachers then notify administration of a student who is not regularly attending classes.

School attendance procedures remain in effect during the school closure. Students with extensive absenteeism may be considered to have not successfully completed the instructional program requirements for promotion. Identified students with a growing absenteeism rate are referred to and closely monitored by the school's Intervention and Referral Services (I&RS) Team. Parents are contacted via email to schedule a MS Teams virtual meeting with the I&RS Team to discuss the importance of regular attendance, provide recommendations for improving their child's attendance, and to offer any support to the family that may be needed. The I&RS Team includes a school counselor, a school administrator, and the child's teachers. Depending upon the needs of each individual student, a Child Study Team Case Manager, the ESL teacher, and/or the Spanish teacher for interpretation reasons, may be included in the I&RS meetings. For students who continue to increase absenteeism, the I&RS Team will meet again virtually in MS Teams with the parent/guardian to discuss the reasons for all absences and additional recommendations for improving their child's attendance, as well as discussing how the

district may need to proceed regarding promotion. The Elementary School Counselor (Grades K-5) or the Middle School Counselor (Grades 6-8) then conducts weekly check-ins with the identified students and their parent/guardian to encourage regular attendance and to provide any needed support. Case Managers conduct the weekly check-ins for identified classified students with IEPs and their parent/guardian to monitor attendance and provide support. In addition, the ESL teacher conducts the weekly check-ins with identified Hispanic families, with translation assistance by our Spanish teacher, in order to provide support to our second language learners and encourage regular attendance in their daily classes.

Student on Home Instruction

Students receiving existing home instruction services will be evaluated on an individual basis to determine if home instruction should continue remotely or if students can be re-enrolled in their regular courses since those courses are now being conducted remotely.

Food Services

In the event of a school closure under the provisions of this plan, students/parents will have an opportunity to sign up for meal delivery service. Students signing up will receive lunches and dinners delivered to their homes. Meals are packed by school employees observing strict handling protocol. Meals will be delivered with zero contact; being left at recipients' addresses between 10:00 AM and 11:00 AM daily.

School Counseling Services

School counselors will work remotely and continue to provide the following services:

- Monitoring of student attendance and engagement
- Following up with families
- Continued research and development of intervention strategies that can be accessed online
- Email access to counselors, SAC and Social Worker during the regular school day
- Support for social and emotional health of staff and students.
- Access to community mental health services as needed
- Assistance with college planning and applications via, email, & SCOIR
- Review of scholarship applications
- Review student course requests for the next school year
- Support for students engaged in credit recovery courses or programs

Related Services Personnel

Related services personnel will be working remotely. Per a revision in administrative code, during an extended public health related school closure, related services such as OT, PT, speech and counseling may be provided through telemedicine and telehealth or through electronic communications, which include virtual, remote, or other online platforms, as appropriate and as required by the student's IEP to the greatest extent possible.

The length and frequency of each teleconference will vary based upon a student's ability and need, with individualized therapeutic activities and supports used as a component of each

session as well. The District will be sending out meeting invitations to video conference using Microsoft Teams working with the District's license.

Special Education Paraprofessionals

All Special Education Paraprofessionals will be engaged in professional development. The seminars assigned are as follows. In addition, depending on assignment, paraprofessionals have been in Zoom lessons such as the Preschool Show and Share.

- What Every Paraprofessional Needs for Student Success and Effective Teamwork
- Digital Citizenship
- Role of the Paraprofessional
- Behavior Management
- Dyslexia: Multisensory Structured Literacy; Comprehension and Fluency; Overview of Screening, Assessment, Intervention and Assistive Technology
- Learning Disabilities
- Child Development/Crisis Intervention
- Social Emotional Learning
- ISF/Mindfulness
- Trauma Informed
- Trauma Informed Suicide Prevention
- Trauma Informed Considerations
- Autism and Trauma
- ABA Autism Training Series:
 - The Discrete Trial, Reinforcement, Prompting, Generalization, Incidental teaching

Facilities

The Manasquan School District will increase sanitization and disinfecting of all hard, nonporous surfaces and common touch points (e.g. door handles, water fountains, cafeteria tables). The District uses Broadband Q256 and RX75, hospital level disinfectants and virucides, to accomplish this task. The District will also use Victory Electrostatic Sprayers that use positively charged ions coupled with chlorinated tablets which kill human Coronavirus within two minutes.

The district will limit access to buildings to a few essential areas. These areas are heavily disinfected daily. If, at any point, a portion of the buildings outside of these designated areas are occupied, those areas are treated with the same disinfecting regimen described above.

Custodial staff will do regular rounds of both schools to monitor any issues that may arise in unoccupied buildings, such as mold. Boilers are being run for re-heat purposes with dehumidifiers deployed in known high-risk areas.

Expectations for Work Hours and Internal/External Communications

On a closure day in accordance with this plan, teachers and other certified staff are expected to be available during normal work hours for phone calls to/from administrators and/or colleagues. Teachers and other certified staff are also expected to check their school email regularly during these work hours and respond to electronic communications from administrators, colleagues, parents, and students as they would normally while in school.

Essential Personnel

The following personnel are designated as essential and **may** be required to report to work:

- Superintendent
- School Business Administrator
- Assistant Superintendent
- Directors, Principals, Assistant Principals, & Supervisors
- Technology Staff
- Custodial Supervisor, Head Custodian, Custodians, & Grounds Staff
- School Security Coordinator & School Safety Officers

Essential personnel shall be scheduled in such a way to minimize contact with other employees or the public with the ability to maintain social distance at all times.

Extracurricular Programs

Extracurricular programs will continue to run as scheduled to the extent possible during the period of remote learning. In instances where virtual meetings can be utilized, this can be used as an alternative format to in-person programming.

Childcare

The district's "Warrior Clubhouse" program runs before and after-school childcare to students in Manasquan Elementary School. To the extent possible under the conditions of remote learning, these childcare resources can be leveraged to provide childcare before, during, and after the school day for parents. Students in childcare will also be provided with the appropriate technology (e.g. devices) that may be required to participate in remote learning.

Transportation

The District does not provide transportation for Manasquan resident students. Students attending Manasquan High School from a sending district (Avon-by-the-Sea, Belmar, Brielle, Sea Girt, Spring Lake, or Spring Lake Heights) should consult with their sending district regarding transportation guidelines.

Sports transportation will be provided to the extent that athletic events occur during the period of remote learning.

Community Events

The District actively provides events and facilities for use of the larger Manasquan community and to private parties to use district facilities. These will continue to the extent possible during a period of remote learning. If it is necessary for district-sponsored events to be held remotely, the District will use its various online platforms to accomplish this.

**MANASQUAN BOARD OF EDUCATION
REQUEST FOR OBSOLETE EQUIPMENT DISPOSAL**

DATE	ITEM	DISTRICT ASSET NUMBER	SERIAL NUMBER
7/25/2024	Laptop - Dell Latitude 3330	3793	3KJGRT1
7/25/2024	Laptop - Dell Latitude 3330	3800	DKJGRT1
7/25/2024	Laptop - Dell Latitude 3340	5501	J5GKC12
7/25/2024	Laptop - Dell Latitude 5175	51131	5333S72
7/25/2024	Laptop - Dell Latitude 5289	4982	DGCQ2G2
7/25/2024	Laptop - Dell Latitude 5289	4986	7KCQ2G2
7/25/2024	Laptop - Dell Latitude 5289	4987	JFGQ2G2
7/25/2024	Laptop - Dell Latitude 5289	4991	5RRD2G2
7/25/2024	Laptop - Dell Latitude 5289	5021	2VMR6H2
7/25/2024	Laptop - Dell Latitude 5289	5023	F7TW6H2
7/25/2024	Laptop - Dell Latitude 5289	5028	F2GR6H2
7/25/2024	Laptop - Dell Latitude 5289	5029	BNFW6H2
7/25/2024	Laptop - Dell Latitude 5289	5142	5VFW6H2
7/25/2024	Laptop - Dell Latitude 5289	5143	J5FW6H2
7/25/2024	Laptop - Dell Latitude 5289	5144	8XFW6H2
7/25/2024	Laptop - Dell Latitude 5289	5145	66TW6H2
7/25/2024	Laptop - Dell Latitude 5289	5147	FZFR6H2
7/25/2024	Laptop - Dell Latitude 5289	5148	8VJX6H2
7/25/2024	Laptop - Dell Latitude 5289	5149	DHMW6H2
7/25/2024	Laptop - Dell Latitude 5289	5150	JHJQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5152	6ZMR6H2
7/25/2024	Laptop - Dell Latitude 5289	5156	H8RH7H2
7/25/2024	Laptop - Dell Latitude 5289	5157	9J2W6H2
7/25/2024	Laptop - Dell Latitude 5289	5161	5K2R6H2
7/25/2024	Laptop - Dell Latitude 5289	5164	66GR6H2
7/25/2024	Laptop - Dell Latitude 5289	5165	BWMR6H2
7/25/2024	Laptop - Dell Latitude 5289	5168	BV2R6H2
7/25/2024	Laptop - Dell Latitude 5289	5170	C38W6H2
7/25/2024	Laptop - Dell Latitude 5289	5173	JGMW6H2
7/25/2024	Laptop - Dell Latitude 5289	5174	4LMW6H2
7/25/2024	Laptop - Dell Latitude 5289	5177	892W6H2
7/25/2024	Laptop - Dell Latitude 5289	5178	BPSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5179	CVMY6H2
7/25/2024	Laptop - Dell Latitude 5289	5180	6DCX6H2
7/25/2024	Laptop - Dell Latitude 5289	5183	GCT27H2
7/25/2024	Laptop - Dell Latitude 5289	5185	3Y157H2
7/25/2024	Laptop - Dell Latitude 5289	5186	288R6H2
7/25/2024	Laptop - Dell Latitude 5289	5187	H6GR6H2
7/25/2024	Laptop - Dell Latitude 5289	5189	F82W6H2
7/25/2024	Laptop - Dell Latitude 5289	5192	CFJQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5193	FFMW6H2
7/25/2024	Laptop - Dell Latitude 5289	5195	2MYQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5196	B1TW6H2
7/25/2024	Laptop - Dell Latitude 5289	5197	J2TW6H2
7/25/2024	Laptop - Dell Latitude 5289	5200	5TQX6H2
7/25/2024	Laptop - Dell Latitude 5289	5201	GRSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5202	3VWQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5204	7Y2Y6H2
7/25/2024	Laptop - Dell Latitude 5289	5205	DCZW6H2
7/25/2024	Laptop - Dell Latitude 5289	5206	F7QQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5207	DB8R6H2
7/25/2024	Laptop - Dell Latitude 5289	5212	C8TW6H2
7/25/2024	Laptop - Dell Latitude 5289	5213	BJ8R6H2
7/25/2024	Laptop - Dell Latitude 5289	5214	38TW6H2

DATE	ITEM	DISTRICT ASSET NUMBER	SERIAL NUMBER
7/25/2024	Laptop - Dell Latitude 5289	5216	2YSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5217	54CX6H2
7/25/2024	Laptop - Dell Latitude 5289	5218	46QQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5219	3RMR6H2
7/25/2024	Laptop - Dell Latitude 5289	5222	7JM27H2
7/25/2024	Laptop - Dell Latitude 5289	5223	3MJX6H2
7/25/2024	Laptop - Dell Latitude 5289	5224	6YZW6H2
7/25/2024	Laptop - Dell Latitude 5289	5225	3YJK7H2
7/25/2024	Laptop - Dell Latitude 5289	5226	5RBQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5230	HJ8R6H2
7/25/2024	Laptop - Dell Latitude 5289	5234	1XBX6H2
7/25/2024	Laptop - Dell Latitude 5289	5237	4HZW6H2
7/25/2024	Laptop - Dell Latitude 5289	5239	4Z2Y6H2
7/25/2024	Laptop - Dell Latitude 5289	5242	365X6H2
7/25/2024	Laptop - Dell Latitude 5289	5243	C1CQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5244	43GR6H2
7/25/2024	Laptop - Dell Latitude 5289	5245	1VJX6H2
7/25/2024	Laptop - Dell Latitude 5289	5246	4H5X6H2
7/25/2024	Laptop - Dell Latitude 5289	5247	9SZW6H2
7/25/2024	Laptop - Dell Latitude 5289	5248	1MMW6H2
7/25/2024	Laptop - Dell Latitude 5289	5249	J0XQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5250	15TW6H2
7/25/2024	Laptop - Dell Latitude 5289	5251	HG8L7H2
7/25/2024	Laptop - Dell Latitude 5289	5252	1TSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5253	JV2R6H2
7/25/2024	Laptop - Dell Latitude 5289	5254	FMQX6H2
7/25/2024	Laptop - Dell Latitude 5289	5256	B1VY6H2
7/25/2024	Laptop - Dell Latitude 5289	5257	FPFW6H2
7/25/2024	Laptop - Dell Latitude 5289	5258	1X7W6H2
7/25/2024	Laptop - Dell Latitude 5289	5261	63MW6H2
7/25/2024	Laptop - Dell Latitude 5289	5263	2SSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5267	JP5X6H2
7/25/2024	Laptop - Dell Latitude 5289	5268	DY7W6H2
7/25/2024	Laptop - Dell Latitude 5289	5269	8YMR6H2
7/25/2024	Laptop - Dell Latitude 5289	5270	2GCX6H2
7/25/2024	Laptop - Dell Latitude 5289	5273	6VSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5274	19FW6H2
7/25/2024	Laptop - Dell Latitude 5289	5277	D8QQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5278	CFZW6H2
7/25/2024	Laptop - Dell Latitude 5289	5280	4TBQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5281	BXBQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5282	CFMW6H2
7/25/2024	Laptop - Dell Latitude 5289	5283	3FJQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5284	BN5X6H2
7/25/2024	Laptop - Dell Latitude 5289	5288	CX2Y6H2
7/25/2024	Laptop - Dell Latitude 5289	5289	1QSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5291	1H2W6H2
7/25/2024	Laptop - Dell Latitude 5289	5295	7ZZW6H2
7/25/2024	Laptop - Dell Latitude 5289	5298	FZJX6H2
7/25/2024	Laptop - Dell Latitude 5289	5301	FM5X6H2
7/25/2024	Laptop - Dell Latitude 5289	5302	GYBQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5303	4VSW6H2
7/25/2024	Laptop - Dell Latitude 5289	5304	BK8R6H2
7/25/2024	Laptop - Dell Latitude 5289	5305	31CQ6H2
7/25/2024	Laptop - Dell Latitude 5289	5306	G78W6H2
7/25/2024	Laptop - Dell Latitude 5289	5311	2SCQ2G2
7/25/2024	Laptop - Dell Latitude 5289	5312	3SGQ2G2

DATE	ITEM	DISTRICT ASSET NUMBER	SERIAL NUMBER
7/25/2024	Laptop - Dell Latitude 5289	5314	BHBQ2G2
7/25/2024	Laptop - Dell Latitude 5289	5315	BYZD2G2
7/25/2024	Laptop - Dell Latitude 5289	5316	2NCQ2G2
7/25/2024	Laptop - Dell Latitude 5289	5317	HCTD2G2
7/25/2024	Laptop - Dell Latitude 5289	5320	FNCQ2G2
7/25/2024	Laptop - Dell Latitude 5289	5321	H5PQ2G2
7/25/2024	Laptop - Dell Latitude 5289	5322	1RGQ2G2
7/25/2024	Laptop - Dell Latitude 5289	5324	97QR2G2
7/25/2024	Laptop - Dell Latitude D810	N/A	DP1X971
7/25/2024	Desktop - Dell Optiplex 380	2911	6XC7LM1
7/25/2024	Apple iPad A1395	3431	DYTHRF8XDFHW
7/25/2024	Apple iPad A1474	4533	DMPMRDMXFK10
7/25/2024	Apple iPad A1474	4538	DMPMRL3PFK10
7/25/2024	Apple iPad A1474	4545	DMPMRKVBFK10
7/25/2024	Apple iPad A1474	4509	DMPMRN06FK10
7/25/2024	Apple iPad A1474	4544	DMPMF6MDFK10
7/25/2024	Apple iPad A1474	4507	DMPMRL34FK10
7/25/2024	Actiontec Router	N/A	SSXL3181604710
7/25/2024	APC SC450RM1U UPS	N/A	3S0722X54540
7/25/2024	APC SMX1000 UPS	N/A	AS1305213688
7/25/2024	APC SMX1500RM2U UPS	N/A	AS1144122290
7/25/2024	APC SMX1500RM2U UPS	N/A	AS1421242829
7/25/2024	APC SMX3000RMLV2U UPS	N/A	AS1822352260
7/25/2024	Apple iPhone	N/A	5000
7/25/2024	Cisco CP-8841 IP Phone	6118	FCH26175B1A
7/25/2024	Cisco IP Phone CP-8831	N/A	FCH21152F7H
7/25/2024	Dell WD15 Dock	N/A	6575MK2
7/25/2024	Dell WD19 Dock	N/A	2CCPRV2
7/25/2024	Elmo CRP-221 Projector	N/A	00608
7/25/2024	Epson Powerlite 955WH	4953	VSLK6401457
7/25/2024	Epson Powerlite 99W	4602	U4CK4501658
7/25/2024	Epson Projector	4904	N/A
7/25/2024	Lightspeed Rocket Web Filter	N/A	NNG00151910499
7/25/2024	Mot cable box	N/A	DCT700
7/25/2024	Promethean ActivBoard	002043	N/A
7/25/2024	Promethean ActivBoard	002277	N/A
7/25/2024	Promethean ActivBoard	002329	N/A
7/25/2024	Promethean ActivBoard	003009	N/A
7/25/2024	Promethean ActivBoard	2044	N/A
7/25/2024	Promethean ActivBoard	2332	N/A
7/25/2024	Promethean ActivBoard	3937	N/A
7/25/2024	Promethean ActivBoard	3015	N/A
7/25/2024	Promethean ActivBoard	2273	N/A
7/25/2024	Promethean ActivBoard	3011	N/A
7/25/2024	Promethean ActivBoard	2259	N/A
7/25/2024	Promethean ActivBoard	2288	N/A
7/25/2024	Promethean ActivBoard	2312	N/A
7/25/2024	Promethean ActivBoard	2310	N/A
7/25/2024	Promethean ActivBoard	3753	N/A
7/25/2024	Promethean ActivBoard	3369	N/A
7/25/2024	Promethean ActivBoard	3368	N/A
7/25/2024	Promethean ActivBoard	3905	N/A
7/25/2024	Promethean ActivBoard	2316	N/A
7/25/2024	Promethean ActivBoard	3896	N/A
7/25/2024	Promethean ActivBoard	2314	N/A
7/25/2024	Promethean ActivBoard	3387	N/A
7/25/2024	Promethean ActivBoard	3977	N/A

DATE	ITEM	DISTRICT ASSET NUMBER	SERIAL NUMBER
7/25/2024	Ricoh Aficio SP C420DN	3400	N/A
7/25/2024	Ricoh Aficio SP3510DN	4822	T315Q701557
7/25/2024	Ricoh Aficio SP3510DN	4849	T315Q601829
7/25/2024	Ricoh Desktop Laser	4832	N/A
7/25/2024	Ricoh Large Format Laser	400029	N/A
7/25/2024	Sharp Projector PG-A20X	1409	408319450
7/25/2024	Unbranded 16 wh battery	N/A	N/A
7/25/2024	Verizon MiFi Hotspot	N/A	5435
7/25/2024	Verizon MiFi Hotspot	N/A	5438
7/25/2024	Windows Tablet	N/A	003781
7/25/2024	Windows Tablet	N/A	003780
7/25/2024	Windows Tablet	N/A	N/A
7/25/2024	Dell 19" Monitors - QTY 9	N/A	N/A
7/25/2024	Dell 42 wh battery - Qty 42	N/A	N/A
7/25/2024	Dell 45wh battery - Qty 1	N/A	N/A
7/25/2024	Dell 56 wh battery - Qty 7	N/A	N/A
7/25/2024	Dell 78wh battery - Qty 3	N/A	N/A
7/25/2024	Dell 80wh battery - Qty 1	N/A	N/A
7/25/2024	Dell WD15 Dock - Qty 2	N/A	N/A
7/25/2024	Dell WD19 Dock - Qty 1	N/A	N/A

MANASQUAN/SENDING DISTRICTS**Professional Days**

<u>Date</u>	<u>Name</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Cost</u>
December 4-7, 2024	Matthew Kukoda	St. Pete's Beach, FL	International Baccalaureate Training	No	Registration - \$1,125.00 Hotel - \$2,204.18 Mileage - \$45.00 Airport Parking - \$245.00 Airfare - \$400.00 Airport Transit - \$160.00 Meals/Incidentals -\$241.50
November 15, 2024	Claire Kozic	Somerset	NJASPERD Health Educator Conference	Yes	Mileage - \$16.25 Registration - \$190.00
October 16-18, 2024	Rick Coppola	Atlantic City	NJPSA Conference	No	Mileage - \$67.28 Registration - \$505.00 Hotel - \$165.00
July 8, 2024	Maria Eldridge	Monroe	NJPSA/FEA Legal One Workshop	No	Mileage - \$28.20 Registration - \$150.00
July 24, 2024	Tim Clayton	Freehold	Autism and Threat Assessment Training	No	None
July 24, 2024	Elizabeth Lemongelli	Freehold	Autism and Threat Assessment Training	No	None
October 18, 2024	Elizabeth Walling	New Brunswick	CLI Transition Training	Yes	Mileage - \$37.60 Registration - \$185.00
October 18, 2024	Kimberly Murin	New Brunswick	CLI Transition Training	No	Mileage - \$44.18 Registration - \$185.00
July 31, 2024	Jesse Place	Livingston	NJ Association of School Personnel Administrators Meeting	No	Mileage - \$58.66
October 21 – 24, 2024	Peter Crawley Cindy Cimino Rick Coppola Robert Goodall Lesley Kenney Jesse Place Tara Tholen-Lobel Matthew Hudson Alexis Pollock Alfred Sorino Bruce Bolderman Donna Bossone Martin Burns Eugene Cattani, Jr. William Dibble Joseph Loffredo Thomas Pellegrino	Atlantic City	NJSBA 2024 Workshop	No	Hotel - \$360.00 M/IE - \$206.50 Mileage – \$200.00 Parking - \$100.00 <i>(Revision-previously approved on June 11, 2024)</i>

Costs per traveler unless otherwise noted.

MANASQUAN/SENDING DISTRICTS**Student Action**
Field Trips

<u>Date</u>	<u>Name</u>	<u>Subject</u>	<u>Destination</u>	<u>Purpose</u>	<u>Sub</u>	<u>Other Board Costs</u>	<u>Other Funds</u>
August 6, 2024	Kim Murin Elizabeth Walling Meghan Dullea Paulo Castanheira Kelly Balon ESY Job Coaches	ABA Program	Manasquan Beach	Community Based Learning – AFLS Skills	No	None	None
September 23, 30, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders	ABA Program	Liberty Haven Farm and Shoprite - Belmar	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
September 9, 16, 2024	Kimberly Murin Liz Walling Kelly Balon Kristen Minutoli Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea Jeanne Walsh Lisa Frye Kelly Cosgrove Kim Sanders	ABA Program	Liberty Haven Farm and Shoprite - Wall	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
September 5,10,12,13, 17, 19,20, 24, 26 and 27, 2024	Kimberly Murin Liz Walling Kelly Balon Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea	ABA Program	Planet Fitness - Wall	Option 2 PE Instruction	No	District Bus (\$55.00 per hour)	None

DOCUMENT W

September 6, 2024	Kimberly Murin Liz Walling Kelly Balon Emily DiPuma Melissa Hernandez Jackie Wheeler Kim Sulat Colin Heinley Caroline Studer Kristen Wilsea	ABA Program	Fulfill NJ	Community Based Instruction	No	District Bus (\$55.00 per hour)	None
-------------------	--	----------------	------------	--------------------------------	----	--	------