

**SAYREVILLE WAR MEMORIAL HIGH SCHOOL**

**FACULTY MANUAL**

**2017 - 2018**

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## **Sayreville District Goals (IN PRIORITY)**

1. Develop skills in reading, writing, speaking, and listening.
  2. Gain a general education.
  3. Learn how to examine and use information.
  4. Develop a desire for learning now and in the future.
  5. Develop pride in work and a feeling of self-worth.
  6. Develop good character and self-respect.
  7. Learn to respect and get along with people with whom we work and live.
  8. Learn how to be a good citizen.
  - \* 9. Develop skills to enter a specific field of work.
  - \* 10. Gain information needed to make a job selection.
  11. Appreciate culture and beauty in the world.
  12. Learn about and try to understand the changes that take place in the world.
  13. Practice and understand the ideas of health and safety.
  - \* 14. Learn how to respect and get along with people who think, dress and act differently.
  - \* 15. Understand and practice democratic ideas and ideals.
  16. Learn how to be a good manager of money, property and resources.
  17. Understand and practice the skills of family living.
  18. Learn how to use leisure time.
- \*Equal point value

## **School Wide Objectives**

### **Philosophy**

Education is the process that society employs to perpetuate the social order it desires to maintain. An educational system must, therefore, provide the future adult citizens for this society with a foundation for orderly, progressive, and intellectual growth. Since students need to learn the responsibilities of citizenship and adulthood, the philosophy of the Sayreville War Memorial High School deems education to be the means through which students acquire those skills essential to all learning processes and those attitudes necessary to fulfill growth potentials in a rapidly changing society.

Through cooperative interaction and effort on the part of both faculty and administration, an opportunity for personal fulfillment is afforded to each student. Participation in curricular, co-curricular and extra-curricular activities provides the means through which students can learn and practice the diverse skills necessary to coexist in a complex society. Using a combination of sound educational principles and current instructional techniques, the professional staff of Sayreville War Memorial High School offers a comprehensive and diversified curriculum, formulated to meet both the needs of the community and the individual students.

Every citizen privileged to live in a democratic society has the right to a public education. It is the acknowledged responsibility of the faculty and administration of Sayreville War Memorial High School, therefore, to provide a suitable educational climate which offers students the opportunity to develop a thorough appreciation of American ideals and customs so that they may utilize the records and accomplishments of the past to build a future meaningful to their generation and to those who follow them.

### **Mission Statement:**

**To graduate students prepared for life, college, career and citizenship in a digital, global age.**

**SAYREVILLE SCHOOL DISTRICT CALENDAR**  
2017 - 2018

**September**

4	Labor Day- School Closed
5	All Teachers Report
6	All Teachers Report
7	First day for Students
21	Rosh Hashanah – School Closed
29	Early Dismissal

**October**

9	Early Dismissal for Students & PLC 2.5 hrs. for Staff
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**November**

7	Staff In Service – No Students
9,10,	School Closed – NJEA Convention
22	Early Dismissal – Thanksgiving
23 & 24	Thanksgiving Break

**December**

11	Early Dismissal for Students & PLC 2.5 hrs. for Staff
22	Early Dismissal – Winter Recess
25 - 29	School Closed- Winter Break

**January**

1	School Closed
15	School Closed- Martin Luther King Day
22	Early Dismissal for Students & PLC 2.5 hrs. for Staff

**February**

16	Early Dismissal for Students & Staff PLC 2.5 hrs for Staff
19	School Closed – President’s Day

**March**

12	Early Dismissal for Students & PLC 2.5 hrs. for Staff
30	School Closed- Spring Break

**April**

2- 6	School Closed- Spring Break
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**May**

14	Early Dismissal for Students & PLC 2.5 hrs. for Staff
28	School Closed – Memorial Day

**June**

20	Early Dismissal for students
21	Early Dismissal – Last Day for students (tentative)
22	Last Day of School for Teachers

**\*Please note Calendar dates may change due to emergency closings.**

\*\*\*\*Note (3) Snow days have been built into the calendar in the event schools are closed for any unanticipated reason. If they are not used they will be deducted after Memorial Day and/or the last day of school. If there are any additional closings for unanticipated reasons, calendar changes will be made in the following order: January 15th will be a half day for students, February 19th will be a full day for students and full days for students will be taken away from Spring Break beginning with April 3rd and moving backward.

### **Marking Period Calendar 2016-2017**

	Starts	Ends	Progress Reports Issued	Report Cards Issued
MP # 1	09/06/2016	11/16/2016	10/06/2016	11/30/2016
MP # 2	11/17/2016	01/31/2017	12/22/2016	02/08/2017
MP # 3	02/01/2017	04/07/2017	03/06/2017	04/25/2017
MP # 4	04/18/2017	06/22/2017	05/18/2017	Week of June 27

### **Back to School Nights 2016-2017**

Monday, September 19	K-3 Elementary Schools
Wednesday, September 21	Middle School
Thursday, September 22	Samsel Upper Elementary
Monday, September 26	High School & Project Before

### **Conferences 2016-2017**

Monday, January 30th	Afternoon	Samsel Upper Elementary
	Evening	Middle School
Tuesday, January 31st	Afternoon	Middle School
	Evening	Samsel Upper Elementary
Wednesday, February 1st	Afternoon	K-3 Elementary
Middle School	Evening	High School & Project Before
Thursday, February 2nd	Afternoon	High School & Project Before
	Evening	K-3 Elementary

## Faculty General Guidelines

1. Teachers are to sign-in no later than 7:15 AM, and they may sign-out no earlier than 2:27 PM; on delayed opening days, teachers must sign-in by 8:45 AM (15 minutes prior to students)
2. All teachers must be in their 1st period class by 7:20 AM.
3. No student may pick up classroom keys or open any teacher's room. If a teacher is not present, the room should be locked.
4. Classes are to be conducted until the period ends and students are not to be dismissed before the proper bell sounds.
5. **All teachers are to supervise the corridors between classes. Teachers are to be stationed in the corridor at all times, near their classrooms. This includes after school dismissal. All teachers are to remain in the corridors the length of the passing time between classes, as well.**
6. The following corridor procedures should be adhered to:
  - a. Students should walk to the right at all times in an orderly fashion.
  - b. There is to be no loitering in the corridors, particularly at the intersection of corridors.
7. There is to be continual supervision of the boys and girls rest rooms by teachers whose classrooms are in the vicinity.
8. Teachers are advised to make all telephone calls to parents from school.
9. All students are to remain in their assigned classes, periods 1 through 8. Make-up tests must be given after school. If a teacher desires to see a student during a study period, he/she must send a note to the study hall teacher before time prior to the student's release.
10. Lesson plans for substitute teachers are to include written work so that the substitute teachers will be responsible for its completion. Folders for substitute teachers are to be left in accordance with department policy.
11. Teachers are reminded to be in their classroom when class begins. Students are not to be left unattended at any time. In case of an emergency, teachers are to use the intercom phones to alert the office to a problem. Call the teacher on corridor duty for help, if needed.
12. All Period 1 teachers are to refer to the enrollment and attendance instructions, which will be found in the envelopes that you will receive on the first day of school.

13. According to the established school policy, there will be no eating in the classrooms. The principal must approve all special occasions.
14. Class tardiness is to be treated by the individual teacher. Do not send students to the office - assign students to your personal detention except for the 5th, 10th, 15th and 20th lates. As per policy, the student should be referred to the office on the 5th, 10th, 15th and 20th (full year course) lates. Include all dates late to class for the year to date.
15. Teachers are reminded to act at all times as professional people, both in the classroom and in public relations procedures.
16. If a student is ill or is injured in class, the teacher is to send the student to the nurse with a pass. In the event the student is unable to go to the nurse, the teacher will call the office for the nurse to go to the classroom. When a student is sent from a room for an illness or accident, another reliable student is to accompany the other person to the nurse. If a teacher becomes ill, notify the office immediately. If this is impossible, notify the teacher in the adjacent room or the teacher on corridor duty.
17. Faculty member MAY NOT leave the building during their Prep Period unless conducting school business. Approval MUST be granted through a building administrator.
18. Teachers are expected to be cooperative with each other in working together for the betterment of the entire school program. This is especially applicable in extracurricular assignments where, of necessity, one person is assigned as the director of the activity. The friendly cooperation of all will be appreciated.
19. Discipline in a classroom is of vital importance to the school program. Each teacher is responsible for maintaining proper discipline within the teaching class. Any necessary disciplinary measure is to be taken by individual teachers with respect to students in class. This includes detention by the subject teacher after school. Students are to be given 24-hour notice before such detention is assigned. All teachers are reminded that corporal punishment is illegal in New Jersey.
20. Each teacher shares the responsibility of maintaining proper discipline in the over-all school program; that is, in the halls, the rest rooms, on the grounds, in the school cafeteria, and in the auditorium. Good behavior in the hallways should especially be stressed.
21. Discipline in the classrooms is not an entity in itself, it is a product of good teaching combined with staff and administrative teamwork. Not all discipline problems can be prevented, but most of them are avoided in the classrooms of intelligent, hardworking teachers who plan their work effectively, who motivate their students skillfully, and who provide a friendly classroom climate.
22. Good housekeeping is an important part in maintaining proper discipline. Good housekeeping includes maintaining a clean, pleasant room. Emphasis should be

placed on proper care of furniture and supplies. A good teacher who sets an example of proper care for the students will be an asset to the school program.

23. Be on time all the time. This applies to arrival in school, arrival at your teaching station, and handing in your assigned reports and records. This serves as an example to the students.
24. BE ACCURATE IN ALL RECORDS. This is especially necessary in recording the daily attendance of students in your classes, as well as reporting homeroom attendance to the high school Vice Principals Office. An effective attendance policy makes this critically important.
25. Any student who is absent must provide a legitimate excuse for his/her absence. Any absence due to illness of over three (3) days must be accompanied with a doctor's excuse. Students so affected are to be sent to the nurse immediately upon entering the homeroom. Notes for individual student absence(s) except Doctor's notes must be submitted to the period 1 teacher who will keep them in his/her file for the entire year. All Doctor notes must be sent to the Nurse or the Attendance office. Suspicious notes should be sent with an explanatory note in the attendance folder.
26. Any student who arrives in your class after 7:30 AM must be sent to B2, to be signed in late. If the student's name does not appear on the absentee sheet as being absent, the period 1 teacher should notify the Vice Principals Office.
27. The name of any student cutting a class is to be reported to the office on the proper form. Please hold the sheet one day and check a student's absence the following day-check absentee sheet, the note verifying the absence, or the nurse's report , then submit the report to the office at the end of the day.  
If a teacher knows, however, that a student is deliberately cutting his/her class at a given period, he/she is to call the Vice Principals Office immediately and report that student's name; if a student is present in a class but his/her name is on the absentee list, report this to the Attendance office.
28. Students are not to be sent out of any class, at any time, for any reason, except in an emergency situation, and then always accompanied with a proper pass. Teachers on hall supervision are always responsible for checking on all students in the corridor.
29. All non-tenure teachers must submit weekly lesson plans to their department chairperson/supervisor every Friday for the succeeding week before they leave the building. These will always be available for review by the principal.
30. The office telephones in this building are to be used for the sole purpose of school business or emergency situations. Only messages of an emergency nature will be taken and delivered through the Main Office. The public telephones may be used for calls of a personal nature.
31. Any student who enters the building on the first day of school without a schedule, or who has not properly registered, is to be sent to the Guidance Office.

32. In case of a lack of substitute teachers, all teachers can be expected to be called upon to assist in the covering of classes.
33. If any student requests remedial help, the teacher is to provide for this by staying after school with the pupil. Offer assistance to the student who is having difficulty with a subject.
34. Announcements on the public address system are to be made during Period 1. No special announcements will be made that would interrupt classes. The only exception to this rule is to announce cancellations due to inclement weather. This must be approved by an administrator, as must all regular morning announcements. Be thoughtful in preparing your announcements on time.
35. **Teachers should refrain from using personal cell phones while in school.**
36. No teacher is permitted to leave the building during the school day without the permission of the principal, except during his/her lunch period. He/she, however, must sign-out and sign-in accordance to contractual specifications.
37. All personal days are to be requested on the prescribed form available in the Main Office and according to the time specification established by the contract. All completed personal day request forms should be given to Mrs. Gelpke first in the Main Office then to secretary handling staff attendance.  
You are also reminded that according to Board Policy personal days are not granted before or after a holiday and that illness, before or after a holiday automatically requires a doctor's excuse. Days of illness before or after a personal day also require a doctor's excuse.
38. If school should be closed for any reason, such as bad weather, slippery roads or other similar conditions, information may be obtained by listening to either Radio Station WCTC (1450) or WOR on any such morning.
39. All teachers are required to file a change of address with the Superintendent's Office when they move. This change of address should also be made known to the high school Main Office, as should telephone number changes.

NOTE The same system for reporting your absence will be used this year. To report being out, call (732) 525-5251 X2009 and record your message on the tape. **All calls must be made from 4:00 PM the night before to 6:00 AM of the day of your absence, no later.** You must identify yourself on the tape, give your subject matter, reason for being out, your parking space number and anticipated return. You are reminded that whenever you miss work because of illness, you can be called upon to produce a doctor's note.

Personal days will continue to be handled in the usual manner. When you know you will be out ahead of time, doctor's appointments, scheduled surgery, etc., these arrangements should be made during the school day with the secretary that handles staff attendance.



If you have any questions concerning this procedure, please ask in the Main Office. Also, remember that if you call and the tape should not be working, it is your obligation to notify the secretary handling staff attendance **before 6:20 AM** of your absence at 525-5251 before 6:00 AM or 525-5250 after 6:20 AM.

## **Program for the First Day of School**

The first two days of school will operate according to an adjusted bell schedule to accommodate class assemblies. Details specific to the schedule for the first two days of school will be distributed under separate cover.

## Homeroom Procedures: First 3 Days

1. STUDENT SCHEDULES will be given to all Period 1 teachers the day before school starts. Make certain that you have them for the students first day of school.
2. Allow students to enter up to 10 minutes late without a pass. Students entering late should be marked as TARDY. No one is allowed to leave HR/Period 1 for any reason except for medical reasons. Take an accurate attendance count and fill out PERIOD 1 TEACHER'S ENROLLMENT FORM according to directions. Process will be repeated daily for the first three days of school. Computerized attendance reporting will begin the first day of school. IMPORTANT: Be sure to follow the directions carefully each day.
3. Teachers are to check the Period 1 Roster to make sure the following information is accurate: a) correct spelling of name, b) address, c) town, d) date of birth, e) parent's names, and f) parent's telephone number (note student's personal phone) and parent's work phone(s). Make any necessary corrections on the Period 1 Roster.
4. At the end of Period 1 the following items should be included in your attendance folder for the main office:
  - a. Period 1 TEACHER'S ENROLLMENT FORM with an accurate count of students present.
  - b. STUDENT ENROLLMENT FORM separated and clipped together alphabetically by sex.
  - c. One copy of the Period 1 Roster with corrections noted.
5. Explain to freshman students the lay out of the building; arrangement of room numbers and to all students, the meaning of abbreviations and symbols on their schedules.
6. Answer any questions not already covered about room assignments, schedules, time schedule, etc., and emphasize that period 1 starts promptly at 7:30 AM. Students arriving after the 7:30 AM late bell and up to 7:35 AM should go directly to period 1 and be marked tardy on the attendance form. Students not in period 1 by 7:35 AM must be sent to B2 to sign in. At the same time, the student's name is to be marked absent on the attendance form.
7. All teachers have lists of students scheduled for their classes each period. Students failing to report to a class will be considered as cutting until proven otherwise. Report such student's names on the ATTENDANCE/DISCIPLINE REFERRAL FORM beginning day 2.

## **Textbook Procedures**

Subject teachers will have a class list of all students in each class. When textbooks are issued, the book number, book condition and title in brief should be placed alongside each student's name on the class list provided and later transferred to the record book by the teacher. Teachers are to require that all textbooks be covered.

## Bell Schedule

### **BELL SCHEDULE 2017 – 2018**

Period	Time	Total
1	7:30 am – 8:22 am	52 min./Homeroom 7 min.
2	8:27 am – 9:12 am	45 min.
3	9:17 am – 10:02 am	45 min.
4	10:07 am – 10:52am	45 min. (Lunch)
5	10:57 am – 11:42 pm	45 min. (Lunch)
6	11:47 am – 12:32 pm	45 min. (Lunch)
7	12:37 pm – 1:22 pm	45 min. (Lunch)
8	1:27 pm – 2:12 pm	45 min.

Traditional 8 Period Schedule – Early Dismissal  
(5 Minute Passing)

Period	Time	Total
1	7:30 am – 8:04 am	34 min.
2	8:09 am – 8:42 am	25 min.
3	8:47 am – 9:20 am	25 min.
8	9:25 am – 9:58am	25 min.
4	10:03 am – 10:36am	33 min. (Lunch)
5	10:41 am – 11:14 pm	33 min. (Lunch)
6	11:19 am – 11:52 am	33 min. (Lunch)
7	11:57 pm – 12:30 pm	33 min. (Lunch)

## Delayed Opening Schedule (5 Minute Passing)

Period	Time	Total
1	9:00am – 9:39am	39 Minutes w/HR
2	9:44 am – 10:18am	34 Min.
4	10:23am – 10:57am	34 Min. Lunch
5	11:02am- 11:36am	34 Min. Lunch
6	11:41am – 12:15pm	34 Min. Lunch
7	12:20pm – 12:54pm	34 Min. Lunch
3	12:59pm – 1:33pm	34 Min.
8	1:41pm – 2:12pm	34 Min.

\*Period 8 will be eliminated on the first delay. Period 1 will be eliminated on the second delay (8 will take the place of 1) Period 2 on the third delay (8 will take the place of 2). Period 3 on the third delay (8 will take the place of 3). The cycle will begin again with the elimination of Period 8 if necessary on the fourth delay.

### **Student Rules and Regulations**

In order for a pupil to do his/her best, it is imperative that he/she attends school regularly. Adhering to a regular daily schedule at home as well as in school can prevent irregular attendance.

### **Attendance Policy**

In order to earn credit for course work, students must be present for a minimum of 90% of the days the course is in session, i.e.,

Full-year course - 162 days

Semester course - 81 days

Any student who is absent from classes more than the allowed number of days may be removed from those classes, lose credit and be assigned to study halls. This requirement applies to full-day absences as well as absences from individual classes. All absences, except for religious absences as defined by the State Board of Education, shall count toward the total. Absences shall include legitimate absence from school, truancy, cuts and unexcused lateness

to class of more than 10 minutes. All absences count equally in calculating the minimum attendance rate. Students participating in authorized and sanctioned school activities during the school day (field trips, theater productions, etc.) are not considered absent and, therefore, time missed from classes will not count toward the total absence number.

Students are permitted to make up class work for all absences except those resulting from class cuts (including unexcused lateness of more than 10 minutes) and full-day truancy. All make-up work must be completed generally within the same number of days as the number of days absent, but no more than 10 school days from the student's return.

A student who is absent is required to present to their Period 1 / Homeroom teacher, a written excuse upon returning to school. The excuse must be dated, must specify the dates absent and reason for the absence, and must be signed by a parent or legal guardian. Failure to submit a note within three days of returning to school may result in disciplinary action.

Monthly letters will be mailed home to the parent of all students regardless of age. These letters will be generated when the student has accumulated 5+, 10+, and 15+ absences.

### **Early Dismissal**

Students must be present in school for a minimum of four hours and otherwise be in accordance with N.J.S.A. 6:20-1.3.(k) to be counted present for the day. Absences resulting from early dismissal shall count toward the student's class absence rate. It is the responsibility of the parent to notify in advance the Vice Principals office with a note specifying the date, time, and reason for the early dismissal. A parent or guardian of a student under 18 years of age is required to report to the Vice Principals office at the designated time to sign the student out. No student, regardless of age, will be dismissed without parental or guardian approval.

### **Chronic Medical Condition**

Parents of students with a diagnosed medical problem which may have an impact on attendance would notify the vice principals office, in writing, at the opening of school in September or as soon as possible if such a diagnosis is made during the school year. On a case by case basis, a vice principal will meet with parents and the student to establish procedures for documenting absences for medical reasons, plans for make-up work, etc. Confidentiality will apply as needed and appropriate. No accommodations or 504 requests for home instruction will begin before the date on the doctor's note. The doctor's note must be reviewed each year in September.

### **Religious Holidays**

Board of Education policies shall never interfere with a student's right to meet a religious obligation. It is noted, however, that many religious organizations offer opportunities to meet such obligations at times other than school hours. Students are strongly encouraged to avail themselves of such opportunities rather than missing school time. Parents are asked to actively support this position to maximize student's time in school.

### **Attendance Monitoring Procedures**

Student attendance will be monitored by teachers, guidance counselors and administrators on an on-going basis. The following actions will be taken at each of the established benchmarks:

### **Full-year Courses**

1. Warning letters will be sent to parents at 5+, 10+ and 15+ absences.
2. When students reach 10 or more absences, they will meet their Attendance Officer to determine how to improve their attendance.
3. Students exceeding 18 absences in one or more periods will be formally notified of their impending removal from the class or classes affected and the loss of credit for those classes. Parents will also be notified at this time.
4. Students exceeding the allowed number of absences have the right to request an Attendance Appeal. See Attendance Appeal Procedures below for details and requirements.

Parents/Students who do not request an appeal within the required 5 day time period will forfeit their right to an appeal and be removed from all affected courses and assigned to study halls by their guidance counselor.

#### **Courses Other Than Full Year:**

In addition to the regular notification process identified above, teachers of semester, health, and physical education courses will notify the student and the attendance office of the number of absences using the Attendance Referral Report as follows:

1. Semester course teachers when a student reaches 3, 6, and 10 absences  
Notification by these teachers will trigger the same actions as listed above for 15 absences in a full-year course.

#### **Attendance Appeal Procedures**

Students exceeding 18 absences in a full-year course, 9 absences in a semester course, may lose the ability to complete the course for credit. Students will be notified of an impending loss of course(s) and accompanying credit and their right to request an attendance appeal.

In order to be eligible for an attendance appeal, the following requirements must be met:

1. Students must submit any documentation supporting corrections to their attendance record within 3 school days of their notification, i.e., Attendance Verification Form.
2. A written request for an attendance appeal must be submitted to the attendance office within 5 school days of the student's notification. The request must be made by the parent/guardian or the student, if he/she is 18 years old or older.
3. Students must submit with the request for an appeal a completed Attendance Review Form indicating the dates absent, reasons for absence and any mitigating or extenuating circumstances that caused the absences.
4. Students must confirm their parent's/guardian's attendance at the scheduled attendance appeal meeting at least one school day prior to the appeal.  
The attendance appeal committee shall consist of an administrator who shall chair the committee, two teachers, the student's guidance counselor and, when applicable, a



representative of the child study team. Parents and students will be notified of the committee's decision within two school days. Should the parent and/or student wish to appeal the decision of the committee, they may do so by submitting a written request to the Superintendent of Schools. This request must be made within 5 school days of the notification by the attendance appeal committee. An appeal of the Superintendent's decision must be made in writing to the Board of Education within 5 days of that decision. Students are limited to one attendance appeal per year. Following an attendance appeal, any student whose subsequent absence violates the conditions of the appeal decision and believes that the violation is due to exceptional and/or mitigating circumstances beyond his/her control may have his/her parents request a meeting with the Principal to review those circumstances to determine whether a waiver of the appeal conditions will be granted by the Principal.

### **Excessive Absence**

Excessive Absence - Students exceeding the maximum days out, eighteen (18), may be placed on social probation for the remainder of the semester regardless of the results of the attendance appeal.

### **Declared Truancy**

This situation occurs when students have been absent from school and have failed to bring in a note. Period 1 teachers will report to the office any student who has not turned in an absence note within three days of his/her return to school.

1. If a note is submitted by the deadline, there will be no declared truancy.
2. If there is no note, the student will be declared truant and he/she will be ineligible to complete make-up work.

### **Regular Truancy**

A student is considered truant in any case where there is a full day, unexcused absence from school without the knowledge of his/her parents/guardian and /or without just cause. In these cases, the cut will be charged to each class, i.e. a zero for any work completed that day. A Saturday Detention will also be assigned. Additionally, a parent conference with a guidance counselor and an administrator may be required.

### **Cutting Homeroom / Avoiding Late Sign-In**

Penalties are as follows:

First cut - two Administrative detentions (if student signed in at the attendance booth)

Second cut - one Saturday Detention

### **Extra-Curricular Participation**

Students who are absent from school or who arrive after 9:40 AM may not participate in extracurricular activities that day or evening (e.g., including, but not exclusive to dances, proms, athletic practices of events, music/drama rehearsals or performances, class or club meetings).

## Class Cuts

Students who have been in school for any part of the day may not miss any class unless they have:

1. been formally signed-out of school with the medical office, or
2. officially signed out in the Vice Principals' office, or
3. obtained, IN ADVANCE, permission to miss the class from the teacher of that class. This includes students who have guidance appointments. In all cases, students must report to one of these three places at the beginning of the period to be missed. No excuses will be accepted after the fact. Failure to follow this policy will result in a class cut. Failure to report to Period 1/Homeroom and/or avoiding sign-in process will also be considered a cut. Cuts and lates will be consequence in each class period separately.

Any absence which does not fall into one of the categories listed above is considered unexcused and will result in a cut recorded for all classes missed. In addition to the following actions, students may be placed on social probation for a period of time to be determined upon administrative review.

First Cut - Will result in two days detention. The student's guidance counselor will be notified, confer with the student, review school policies, and discuss the consequences of further cutting.

Second Cut - Will result in the assignment of a Saturday. The Vice Principals' office will contact a parent via the Saturday Detention Letter. The student's guidance counselor will also meet with the student.

Third Cut - Will result in an **In-school suspension** for one day and a social probation period of up to fifteen days. The student's guidance counselor will also be notified and a meeting held with the student.

Where the third cut is for a particular semester course, the student will lose credit for the class and will be withdrawn from the course. The Vice Principal's Office will contact the parent/guardian and the student will meet with his or her guidance counselor and be assigned a study hall. As the case in all other course withdrawal situations, the student's grade point average will be impacted as credits attempted will be recorded against no grade for those credits. Students will not be eligible for remedial summer school in that course but may take a course in regular summer school.

Fourth Cut - The student will lose credit for the class and will be withdrawn from the course. The Vice Principals' office will contact the parent and the student will meet with his or her guidance counselor and be assigned to a study hall. As is the case in all other course withdrawal situations, the student's grade point average will be impacted as credits attempted will be recorded against no grade for those credits. Students will not be eligible for remedial summer school in that course but may take that course in regular summer school.

## **Lateness to Class**

Students are considered late to class any time they arrive after the late bell has rung. Lateness to class will be excused only upon presentation of a note from a staff member. Lateness to class will be cumulative only for the individual class. Five (5) unexcused lates will be considered the equivalent of one class cut. Unexcused lateness to class will result in the following:

1. Teachers will record any unexcused lateness and inform the students that they have done so.
2. Five unexcused lates in any specific class will equate to one class cut and consequenced at the appropriate cut level.
3. Ten unexcused lates in a specific class will result in the assignment of a second class cut and consequenced at the appropriate cut level. Parents will receive notification from the Vice Principal's Office of the offense and consequence.
4. Fifteen unexcused lates in a specific class will be the equivalent of three class cuts and consequenced at the appropriate cut level. Parents will receive notification from the Vice Principal's Office of the offense and consequence. If the fifteen unexcused lates are for a particular semester course, the student will lose credit for that course and be withdrawn from the course and assigned to a study hall for the remainder of the semester. As is the case with all other course withdrawal situations, the student's grade point average will be impacted as credits attempted will be recorded against no grade for those credits.
5. Twenty unexcused lates in any specific course will be the equivalent of four class cuts and will be consequenced as such. The student will be withdrawn from the full year course. The Vice Principal's Office will contact the parent and the student will meet with his or her guidance counselor and be assigned to a study hall for the remainder of the year. Again, sets of five unexcused lates to any class are the equivalent of a cut. Any combination of cuts and lates adding up to four cuts will be consequenced as such.

## **Lateness to School**

1. If a student arrives after 7:30 AM, he/she is to report for sign in to B2 Attendance Office. If necessary late students are to report to the Vice Principal's Office for sign-in. Any student, who reports after Period 1 begins, will be consequenced for being late to class as well as all affected classes. **AVOIDANCE OF SIGN-IN PROCEDURE WILL RESULT IN A SATURDAY DETENTION.**
2. Repeated lates to school (five or more lates) will result in a series of penalties including but not limited to:
  - a. Morning detention(s)
  - b. Saturday Detention/loss of parking privileges for a significant period of time
  - c. Required parent/student conference with guidance counselor or administration for failure or loss of classes due to excessive lateness/absences.

3. Students with unexcused lates to class of more than 10 minutes shall be considered absent. This absence shall count toward the total school absence rate permitted under attendance policies.
4. Students must be present in school by 10:30 AM to participate in extra-curricular or interscholastic activities for the day.
5. Students transported by school bus will be admitted to school without penalty if the bus arrives late. Students must sign in, report that the bus was late, identify their bus and receive a pass to class.
6. If a student is present within the school building or on school grounds and leaves without permission prior to period 1, he/she will be considered as having left school grounds and avoiding sign-in.
7. **Avoidance of sign-in procedure and/or leaving school grounds will result in a Saturday detention.**

### **Administrative Detention**

1. Time: 2:30 PM to 3:45 PM; Location: (TBD) unless otherwise noted.
2. Lateness to administrative detention will result in additional penalties, which could include a Saturday Detention.
3. Students must be engaged in an academic assignment.
4. No talking or sleeping is allowed. Any student failing to follow this rule will be dismissed from administrative detention by the teacher in charge and subject to further disciplinary action.
5. If a student cuts an assigned administrative detention, he/she will be assigned two administrative detentions. A second cut will result in a Saturday Detention. Any additional cuts of administrative detentions will result in a Saturday Detention and a period of social probation that will be determined after administrative review.
6. Should you be unable to attend the assignment, you must see a Vice Principal before the end of the school day for a decision on excused absence status and/or a possible reassignment date. Failure to follow this procedure will result in a Saturday Detention.
7. If a student is absent from school, he/she will be rescheduled upon return to school.

## **Cafeteria Rules**

1. Students must arrive on time!
2. Student behavior in the cafeteria should be based on courtesy and cleanliness.
3. Tables and floors must be cleared and trays returned.
4. Teachers will check all tables prior to dismissal.
5. Any student wishing to leave the cafeteria must have a pass in advance from one of their subject teachers.
6. No more than eight students per table.
7. At no time are students allowed to take food or drinks outside of the cafeteria.
8. A maximum of three students at a time in each bathroom.
9. Students must remain seated while in the cafeteria.
10. No activities, which are deemed illegal, unsafe, or disruptive, are permitted (e.g., no gambling, no throwing of food or objects of any kind, etc.).

## **Corridor Passes**

It is essential that there be no students in the halls unless they have a corridor pass. Written passes must include:

- a. student name
- b. date
- c. time
- d. destination
- e. teacher signature

Passes must be written in pen, not pencil. Finally, students must obtain, in advance, a written pass from one of their subject matter teachers anytime they wish to leave the cafeteria for such destinations as the library, weight room, trainer's room, etc.

## **Discipline**

All students, teachers, and school personnel are responsible for the maintenance of good discipline. Students guilty of general offense in any class will be subject to disciplinary action including detention by the subject teacher of that class.

A student assigned detention by a teacher is expected to report on the date specified by the teacher. According to school policy, teachers must give students 24 hours notice of an assigned teacher detention. Students who fail to attend an assigned detention will be referred to the vice principal for disciplinary action.

Any chronic disruption continuing after teacher action, or major act of disrespect or insubordination to a staff member, is subject to administrative action:

1. Students guilty of general offenses in any class will be disciplined by the subject teacher.
2. Teacher actions should include such things as conferences with student, parent contacts, conferences with guidance counselor and student, teacher detention, etc.
3. Teacher help with corridor supervision is essential between periods, during homeroom and before and after school.

## **Social Probation**

The denial of a student's ability to participate in or attend any extra-curricular activity for a specified period of time. During the period of social probation, students may be excluded from activities including, but not limited to, athletic competitions and practices, dances, plays, and proms. Students on probation may also be barred from participation in graduation ceremonies.

For all disciplinary referrals, a period of social probation may be issued subject to administrative review and intervention. Reasons to implement social probation include, but are not limited to:

- a. continued, willful disobedience of school regulations
- b. violation of the terms of any suspension
- c. an egregious offense

## **Disaffected Students**

Disaffected students are those who are not interested in school and seem to have few incentives for academics and/or social success. They may be identified by school staff members by such indicators as poor self image, frequent absenteeism/tardiness, poor/failing grades below the student's ability, frequent incomplete or missing assignments and a general lack of motivation. As per the district policy regarding disaffected students and our drop out plan, staff should refer students to their guidance counselor. The counselor initiates a conference with the student. The counselor, staff member(s) and any other appropriate resources (such as a parent, child study team representative, student assistance coordinator or administrator) meet to define the causes of the problem and agree on actions that might increase the student's motivation and success rate. Strategies may include counseling (individual and small group), program adjustments, positive reinforcement or work with outside agencies.

## **Disruptive Students**

The state defines a disruptive student as one who has difficulty establishing good relationships with peers and adult authority figures and exhibits a pattern of behavior, which hinders academic success for other pupils as well as himself/herself. Disruptive students exhibiting such behaviors as hostility, cruelty and/or defiance should be referred. Both disciplinary procedures (see staff handbook re: discipline and suspension) and district policy #525, Student Discipline, and a variety of school resources may be used to address the problem(s) and develop strategies for changing behavior. Staff members may initiate referral by contacting the appropriate administrator or guidance counselor. The child study team should be contacted, as appropriate. Referral, as per our pre-referral procedure, results in a conference between the staff member, guidance counselor, student assistance counselor (when appropriate) and student to define the problem and develop a plan to change behavior. The plan can include a parent conference, counseling, classroom management strategies, program adjustments and positive reinforcement.

## **Insubordination**

Any act of insubordination that does not include profanity, will result in suspension. The type and duration of the suspension will be decided by administration based on the level of the insubordination.

## **Student Code of Conduct**

Any student who accumulates any combination of 15 demerits will not be allowed to attend the Junior or Senior Prom as well as other designated co-curricular activities.

## **Counseling and Guidance Appointments**

Passes are required in order to go to the Office of Counseling and Guidance during the school day. The student must report to the class to be missed PRIOR TO going to the guidance office and have their subject teacher sign their pass. The student must provide the subject teacher with a signed pass from the counselor documenting the time spent in Guidance. The student must sign in and sign out of the Counseling and Guidance Office.

## **Student Dress Code Guidelines**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect their safety or the educational program within the schools.

Therefore the manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment or apparel that presents a safety hazard. The following guidelines have been established to assist parents and students in the proper dress for school as required by Board of Education Policy #522.

1. Students may not wear apparel that promotes or endorses illegal substances (e.g. drug, alcohol or tobacco products). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
2. Students may not wear strapless, see-through, one shouldered, off-the-shoulder, or halter tops. Additionally, bustiers, tops with cut-outs or shirts that allow the midriff to be exposed are not permitted. With arms raised, all shirts must cover the midriff. Proper attire should include undergarments. However, undergarments may not be visible or worn as outerwear.
3. Tank tops or sleeveless tops with straps may be worn but the top must fall reasonably close to the neckline, as judged by the administration, and fall directly below the underarm to insure the torso and undergarments are not exposed inappropriately.
4. No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.
5. Students may not wear short skirts or short shorts. Shorts and skirts must have a reasonable distance from the knee but should be no shorter than mid-thigh. Ripped jeans are also considered inappropriate.
6. Students are not permitted to carry or wear hats or outerwear, such as winter coats, rain coats, heavy jackets, or varsity jackets, during to school day. Windbreakers or lightweight jackets that are part of a uniform or a warm-up suit are permitted.

7. Ski masks are not permitted to be worn in school. Any similar type of hats or hoods that hide the face are no permitted and will be confiscated.
8. No sweatbands, headbands, scarves, bandannas, do-rags, kerchiefs, or large jewelry chains may be worn on any part of the body, on backpacks, or visibly displayed in any other fashion while in school unless approved by the administration for religious or medical reasons.
9. Students are not permitted to wear clothing that are clearly pajamas, slippers or sleepwear.
10. Students may not wear gloves of any kind.
11. Students may not wear articles of clothing that are inappropriately altered, soiled, ill fitting, or considered by the administration to be inappropriate and/or unsafe for activities.
12. Any jewelry that is sharp or studded is not permitted in school.
13. Please thoroughly review with students the dress code policy during the first few days of school. Please remember that “beach attire” is not permitted. As such, students and staff are not permitted to wear rubber beach flip flops, athletic slip-ons, or any other type of shoe that is not secured to the foot. Administration will use their discretion with regard to women’s sandals or clog shoeing.
14. The administration may permit changes in the policy to address special occasions or emergent conditions.

### **Gym Wear Policy**

The Sayreville War Memorial High School student dress code for Physical Education Class is:

1. Sneakers and sweat socks.
2. Shorts or sweat pants which are loose fitting and allow for free movement (tight shorts,pajamas or pants of any kind are not permissible).
3. Sweatshirts and tee shirts that are loose fitting and allow for free movement (clothing which is considered a safety hazard, constrictive or distracting is prohibited).

### **Photography Policy**

Students are forbidden from taking any photographs for personal use without prior approval from the building principal. (This includes but is not limited to digital cameras, video equipment, picture cell phones, etc.) Students found in violation of this policy may be subject to suspension and confiscation of the equipment.



## **Substance Abuse**

The use, consumption, possession, sale, purchase, distribution or transfer of alcohol or any controlled/dangerous substance (including anabolic steroids) or drug paraphernalia is strictly prohibited anywhere within Drug Free School Zones or at any school-related activity, such as an athletic event or field trip.

## **Use or Consumption**

When there is reasonable cause to believe that a student has used, consumed or abused a substance:

1. The administration will arrange for an immediate medical exam and drug screening, with or without parental consent. A failure to comply with this requirement shall result in a presumption of guilt and a ten-day suspension from school.
2. If the screening is positive, the student shall be suspended from school for a minimum of five days and a complaint filed with the Sayreville Police Department.
3. If a student, at any time during his/her school career, commits a second such offense, that student will be suspended pending a Board of Education hearing to determine whether expulsion or additional suspension is in order.
4. In addition, any student who has a positive drug screen or refuses to comply with drug screening requirements will be required to attend a ten session after care program. Failure to attend the after care program may result in additional disciplinary consequence.

## **Sale, Purchase, Transfer, Distribution or Possession**

1. Any student found to be in possession of a controlled dangerous substance or drug paraphernalia will be suspended for a minimum of five days.
2. Any student found to have been involved in the sale, purchase, intent to distribute, distribution, or transfer of a controlled dangerous substance or paraphernalia will be suspended pending an expulsion hearing. The principal will notify the Sayreville Police Department of the incident and transfer custody of any seized evidence.
3. A complaint will be filed with the Sayreville Police Department.

## **Fighting, Assault, and Violence**

Fighting, assault and/or any acts of violence are prohibited on school premises or at any school sponsored activity. A fight is defined as any physical altercation between or among participants where aggressive physical contact is made. This includes but is not limited to slapping, punching, kicking and scratching with fingernails. Penalties for such behavior are provided below.

**Level 1:** Definition: Fight or assault that does not result in any injury requiring medical treatment.

### **FIRST OFFENSE**

Fight: Minimum out-of-school suspension of three (3) days.

Assault: Minimum out-of-school suspension of five (5) days.

Penalties: For either a fight or assault, participants will be prohibited from participation in any extra-curricular activity for a minimum of three (3) weeks. This includes, but is not limited to, athletic competitions and practices, dances, plays and proms. Participants may be barred from graduation ceremonies.

### **SECOND OFFENSE**

Fight: Minimum out-of-school suspension of five (5) days.

Assault: Minimum out-of-school suspension of seven (7) days

Penalties: For either a fight or assault, participants will be prohibited from participation in any extra-curricular activity for a minimum of nine (9) weeks. This includes, but is not limited to athletic competitions and practices, dances, plays and proms Participants may be barred from graduation ceremonies.

An appropriate police complaint may be filed at the discretion of the principal at any time, for any offense.

**Level 2:** Definition: Second fight or assault for an individual occurring at any time during a student's high school career; or any fight or assault which requires a participant, victim or innocent bystander to obtain medical treatment for an injury.

Penalties: Any student determined to have participated in, or instigated, such a violent act will be suspended from school pending a Board of Education hearing to consider a proposed penalty of suspension from school for the balance of the school year. Students suspended under such circumstances:

- Will not be eligible for neither home instruction, nor will the Board assume any responsibility for their education during the period of suspension.
- May not be on school property for any reason without prior approval of the principal or his/her designee.
- May not participate in or attend any school-sponsored activity.
- Will return to school the following school year on a probationary basis. Involvement in any subsequent violent act or incident will result in a Board of Education hearing to consider a proposed penalty of permanent expulsion from school.
- May not attend Junior or Senior Prom.

Given extenuating circumstances, principals may recommend to the Superintendent a reduced penalty and/or waiver of the Board hearing. An appropriate police complaint may be filed in all such cases.

**Level 3:** Definition: Assault on a staff member. Staff member is defined as any employee of the Board of Education including, but not limited to teachers, administrators, custodians and secretaries.

Penalties: Any student determined to have participated in or instigated an assault on a staff member will be suspended from school pending a Board of Education hearing to consider a proposed penalty of permanent expulsion from school. An appropriate police complaint will be filed in all such cases.

Sayreville War Memorial High School will not tolerate any act of violence against any of its population. Every one of you has a right to a safe school environment. If at any time you hear that a problem is about to get out of control, please inform your teacher or get to your Vice Principal as soon as possible. Let's work together to keep our school the special place it is - we are all members of the SWMHS family.

### **Illegal Weapons**

Weapons of any type are strictly prohibited on school premises or at any Board of Education approved activity.

Definition: For the purposes of this policy, weapon is defined as any item:

- a. so defined by State Statute 2C:39-1;
- b. capable of causing harm or bodily injury for which there is no educational or instructional purpose;
- c. observed to have been displayed or used as a weapon.

This definition includes, but is not limited to firearms, knives, stun guns, mace, tear gas, brass knuckles, sharp rings and jewelry, blackjacks and martial arts weapons.

Penalties:

**Level 1** - There shall be an immediate suspension pending a mandatory expulsion hearing before the Board of Education, for any pupil:

Found to be in possession of a firearm or who has displayed a firearm on school premises or at any Board-approved activity.

Who has displayed or used as a weapon any item with the intent of threatening or causing bodily injury on school premises or at any Board approved activity.

**Level 2** - A minimum of ten days suspension and a hearing before a committee the Board of Education will be required for any pupil found to be in possession of any weapon not defined under Level 1. Given extenuating circumstances, principals may recommend to the Superintendent a reduced penalty and/or a waiver of the Board hearing.

In all cases of weapons possession, written notification shall be filed with the Sayreville Police Department. As appropriate, formal police complaints shall be filed.

### **Illness or Injury**

If a student is ill or injured, that student must report to his/her classroom teacher for a pass or, in an emergency, report directly to the nurse. A pass is required for the admission to the nurse's office except in cases of emergency. No student may go to an unsupervised unscheduled area. Failure to follow the above procedure will be treated as a class cut.

### **Improper Use of Language**

The use of profanity, racial slurs, bias remarks, intimidation or verbal abuse is subject to disciplinary action, whether directed at a person or overheard. Students are asked to respect the space and learning environment of others and contribute to a safe and orderly atmosphere for learning.

## **Leaving School Grounds**

Students who leave the high school grounds at any time prior to their dismissal time will be assigned a Saturday Detention. Subsequent violations will result in loss of parking privileges (if applicable).

## **Library Media Center**

The library media center is open from 7:30 AM to 3:15 PM. Books circulate for either two weeks or three days. Fines on overdue books are 5 cents per day.

Reference books circulate overnight, and may be checked out after 8<sup>th</sup> period and must be returned before 1<sup>st</sup> period the next school day. Fines on overdue, overnight books are \$1.00 per day.

Food and drink are not permitted in the library at any time.

## **Lockers**

One student is assigned to each hall locker. These lockers are subject to the following conditions:

1. Based upon a decision by the New Jersey Supreme Court, lockers are deemed to be school property. Consistent with legal guidelines, administrators may open and search lockers at any time. Lockers should not be marked or defaced in any way. Periodic locker inspections will be made by the high school administration.
2. Students may go to their lockers at any time during the school day. However, they are responsible to be in class on time. Going to a locker will not be considered an excuse for lateness to class.
3. Students are to use their assigned locker only.
4. Students are responsible for all articles in their lockers including their books.
5. After closing the locker door, students must spin the dial to be sure that the locker is locked. A failure to do so will leave the lockers in an open position and vulnerable to theft.
6. In the event your locker is broken and/or unsecured, report to the vice principals office to fill out a locker repair request immediately. Administration will approve moving your belongings to a secure locker for the short time it will take to complete repairs. Move your possessions immediately to insure their safety.

## **Locker Operation**

To open all lockers in the building, students must first turn the dial to the RIGHT two or more complete turns and then STOP at the first number. Then, turn the dial to the LEFT one complete turn past the previous number to the second number. Now turn the dial to the RIGHT to the last number.

If, for any reason, a locker does not operate properly, students are to report this immediately to the secretary in the Vice Principal's Office so that it can be repaired. (NOTE: Many of the new locks are spring -loaded and require that you turn past the last number in the combination to release latch.)

## **School Closing**

Staff members will be notified via the established telephone chain. If a student or parent has reason to believe that regular classes may be canceled or the school may delay its opening listen to either radio WCTC or WOR for notice of school closing or delayed opening. The high school should not be called for this information since the few existing lines cannot handle that volume of calls.

## **Smoking**

Smoking is prohibited in the school building and on school property. Board policy states that: the principal of each school building is authorized to report violations, in accordance with law, to the Board of Health, the agency which is charged with assessment of fines and the prosecution of violators. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures.

For pupils, a first smoking offense will result in the assignment of a Saturday Detention. A second offense will result in the student being charged under NJ Statute 2C:33-13 and 2C:433, with the case being heard in Municipal Court. New Jersey statute calls for mandatory penalties, including fines. The maximum fine in Sayreville is \$200.00 in addition to any court costs.

## **Vending Machines**

Students are not permitted to use the vending machines during the school day.

## **Use of Student Facilities**

Students may not be in gymnasiums or other areas of school unless they are supervised by a teacher for an approved activity. Students may not, for example, have unsupervised basketball games before or after school.

## **Student Parking Permits**

Parking on school grounds is a privilege and is governed by rules that have been established through school policy. Students who drive to school must obtain parking permit that must be visibly displayed in vehicles parked in designated student parking areas. Vehicles parked on school grounds without appropriately displayed parking hangtags may be ticketed and/or towed at the students' expense. Parking permits are available at no cost to students and may be obtained in the Main Office before and after school. In order to obtain a permit, students must not have any outstanding school financial obligations. They must also present a current school I.D. card, a valid driver's license, vehicle registration, and proof of automobile insurance. Additionally, students and their parents must complete and sign a PARKING PERMIT APPLICATION AGREEMENT that outlines the school policies governing parking privileges. Students are not allowed to park in any of the numbered spaces, spaces for visitors, or in the area in the rear of the C-wing. These spaces are reserved for faculty, personnel and visitors. Extreme caution is to be observed at all times to insure pedestrian safety. Violations of any parking regulations are subject to disciplinary action including the suspension and/or loss of a student's parking privilege. Students are to park ONLY in the numbered space assigned.

## **Teacher Detention**

A student assigned detention by a teacher is expected to report on the date specified by the teacher. According to school policy, teachers must give students 24 hours notice of an assigned teacher detention. If a student fails to attend an assigned teacher detention, he/she is to be referred to the Vice Principals office for disciplinary action.

## **Student Suspension**

There are two types of student suspension: In School Suspension and Out-of-School Suspension. Out-of-School Suspension will be assigned in all cases of illegal or violent behavior such as fighting, substance abuse, weapons possession or other serious matters. During an Out-of-School Suspension, students are not permitted on school grounds before, during, or after school for any reason. In School Suspension will be assigned for other violations of school policy such as class cuts, chronic lateness, class disruption, etc. Students who are suspended repeatedly may be subject to a district level hearing concerning their behavior.

Students who have been suspended out-of-school may make up any missed work or test. Generally, the number of days out will determine how many days a student will have to make-up work (e.g., students returning from a three-day suspension should complete make-up work within three school days). Students who fail to submit make-up work will receive a zero for those assignments.

Note: There is no automatic grade penalty for students who are suspended (e.g., 2 points). Such academic penalties are illegal.

## **Hallway Restriction**

Students who are involved in any physical act of violence, as well as students who have reached the 3rd cut or 15 late level may be subject to a hallway restriction period of 20 days. Students who are on restricted hallway are not allowed to leave any room without administrative approval. Also, students on restricted hallway are required to be on time for all classes. Any violation of the terms of restricted hallway will result in an out of school suspension and one additional period of restricted hallway, which will be determined by the administration. All students who are on restricted hallway must be accompanied by a security monitor should they require hallway access.

## **Restricted Locker Room Access**

Students who have compromised the welfare of others or who have put others' personal property or school property in jeopardy may be subject to restricted locker room status. The duration of which will be determined by the school administration. Students who are on restricted locker room status will report directly to the gym where their class is scheduled. These students will not enter the locker room for any reason. All students who are on restricted locker room status must use hallway bathrooms, but only after receiving approval from their teacher. All students on locker room restriction are required to be on time for class. Any violation of the terms of restricted locker room status will result in an out of school suspension and one additional period of restriction, which will be determined by the administration.

Students on restricted locker room access will not be allowed to dress for physical education class. Therefore, to recoup the credits lost by not changing into physical education attire, these students will, instead, write a paper. The paper's length and topic will be determined by each individual's student's physical education teacher.

### **Headgear and Electronic Devices**

All students are expected to remove any headgear and electronic devices immediately upon entering the building. Headgear includes, but is not limited to, hats, hoods, bandanas, ski masks, sunglasses, do-rags, headbands, and earmuffs. Electronic devices include, but are not limited to, cell phones, radios, ipods, etc. All headgear and electronic devices **MUST BE** stored in a student locker before the beginning of the school day (7:30 AM). Failure to comply may result in an in-school suspension. Headgear and electronic devices may not be worn around the student's neck or stored in the student's pocket during the school day. Failure to comply may result in the student's headgear or electronic device being confiscated. This equipment will be held in the Main Office until the last day of school in June unless picked up by a parent. The school will not be held responsible for items, which have been confiscated, lost, or stolen. Head coverings required for religious or medical reasons are exempt from this policy.

### **Faculty Workrooms**

Students are not permitted to enter faculty workrooms.

### **High Wind Storm Plans**

In a high windstorm situation, the safety of students and staff will be protected by having them report to three protected areas in the building. Steps are as follows:

1. All students in classes on the second floor A Corridor will move into the hallway and away from doors.
2. All other students in the building will be directed to report immediately to the auditorium.
3. Once the movement to the auditorium has been completed, students in rooms A-201 to A-213 will be directed to move to the first floor A corridor using stairwells 2 and 3 and stay in the halls away from doors. Students in rooms A-215 to A-237 will remain on the second floor.

### **Building Evacuation**

Students must adhere to the following rules whenever the building is evacuated for a fire drill, fire or other emergency:

1. Students must evacuate quickly and quietly in an orderly manner.
2. Emergency vehicles must have a clear path so students may not block the roadway.
3. Students may not sit on or in automobiles.
4. Students must take valuables such as purses, jackets, etc. to avoid the possibility of theft.

5. Unless directed otherwise, always return to the class or period assignment you were in when the evacuation occurred. Students violating these procedures must be sent to the Vice Principals' office.

## **Student Records**

All student records are highly confidential in nature. Only authorized staff members may make entries on a student record, including attendance records. No student is to make any entry on a student record. Violations will result in a period of out of school suspension for a number of days to be determined by a vice principal.

## **Staff Recordkeeping Procedures**

To assist with the maintenance of a uniform attendance policy, the following procedures are to be followed by all teachers.

## **Recording and Reporting Student Attendance**

The following procedures should be followed by Period 1 teachers when reporting daily attendance:

1. Teachers will submit their daily attendance through PowerTeacher. Attendance bubble sheets (found in each mailbox) will only be used by Period 1 substitutes or in the event of an inability to access PowerTeacher.
2. Any student arriving between 7:30 and 7:40 AM should be marked tardy and the time of their arrival recorded in the teacher's roll book.
3. Any student arriving after 7:40 must present a pass from signing in and should have their attendance recorded as "extended tardy".
4. All doctor's and absentee notes should be brought to the Attendance Office at the teacher's earliest convenience. Please be conscientious in submitting student absentee notes. If required for verification by the office, student notes will confirm absences as recorded.
5. Students absent for illness three or more consecutive days or absent due to an infectious illness such as Pink eye, impetigo, etc. must be sent to the school nurse (with or without notes) to be admitted to school as required by the Board of Education.
6. Students returning from bedside must be sent to the nurse the same day they return.
7. Attendance corrections should be emailed to Ms. Karen Gulik.

## **Recording Daily Class Attendance (all teachers, all periods)**

Teachers of individual classes are advised to be very accurate with attendance records. Period



records do not necessarily verify all absences from individual class ALL TEACHERS ARE REQUIRED TO KEEP A RECORD OF ATTENDANCE IN THEIR ROLL BOOKS.

1. Record any student absent from your class in your record book and in PowerTeacher.
2. Record any student late to your class in your record book and in PowerTeacher. Record the time late students enter your class. Students less than 10 minutes late shall be recorded as "TARDY". Students arriving more than 10 minutes late shall be recorded as "Extended Tardy" and reported to the Vice Principal's Office via a Discipline Referral.
3. Check the attendance sheets each day to verify student absences - especially for those with administrative approval (trips, suspensions, school activities, etc.).
4. Students are not excused from class to make up work for another class, unless you give permission prior to your class.
5. Students late to class are responsible for work missed. Chronic lateness should be reported on a student referral form to the appropriate Vice Principal with an indication of prior teacher actions noted. (Please use a student referral form.)
6. If a student is dropped from a course, verification will be sent to the teacher of the course. The teacher is to record the proper code on the grade bubble sheet for that marking period. This code must also be recorded in the final grade column.
7. Teachers are to review with students periodically the number of absences and lates to and from class.
8. Student "cuts" are to be submitted to the Vice Principals' Office on a student discipline referral form.
9. Teachers have a period of 24 hours to correct/update attendance data in PowerTeacher.

### **Teacher's Record Books**

Each teacher is expected to keep an up-to-date accurate record book. This book is presented to each teacher at the beginning of the school year and should contain a listing of all students in each subject matter class.

For the subject matter classes, it is advisable to keep in your record book the following information:

1. Student's identification numbers
  2. *Textbook numbers and book condition*
  3. Absenteeism and lateness
  4. An accurate record of all student work
- A record book reports a student's achievement and your analysis of each student's work. In a parent conference, the record book reports your accurate information concerning the student's achievement in your class. It is, therefore, required that each teacher clearly label all marking period grades, exam grades, and averages. These grades must be an accurate calculation of the work record in your grade book. Any

supervisor/chairperson should be able to interpret a grade book and average any set of grades in your record book. All record books must be handed in to the office on the last day of the school term.

## **Homework Policy**

### **Homework**

- What is it?  
Homework is defined as out-of-class tasks assigned to students as an extension of classroom work. Tasks can be any of three types: practice, preparation, or extension.
- **Practice Assignments:** reinforce newly acquired skills or knowledge.
- **Preparation Assignment:** provide background information and/or a preview to ready the student for what will occur in the classroom.
- **Extension assignments:** encourage individualized and creative learning by emphasizing student research and initiative. These assignments are usually long-term, continuing projects that parallel class work.
- Why is it necessary?  
Homework is commonly believed to increase student' initiative, responsibility and is most helpful when assignments are carefully planned by the teacher and have direct meaning to students. Schools that assign homework frequently showed higher student achievement levels than did schools that made little use of homework. Studies also show that an increase in homework time resulted in higher grades for high school seniors of all ability levels. Through increased study, lower ability students achieved grades commensurate with those of brighter peers.

### **Homework Assessment**

Homework will account for a minimum of 10% up to 20% of each marking period grade in core curriculum courses. Generally, it is expected that all students will have homework at least three times a week in Language Arts Literacy, Mathematics, Science, Social Studies, and World Language classes. In the Arts (Visual and Performing) and Comprehensive Health and Physical Education, homework will be assigned at the teacher's discretion.

Parent/guardian(s) will receive notice of their child's lack of progress toward the middle of each marking period. If parents would like an earlier update on their child's progress, please call the school at 525-5279/80. Assess your child's progress along with your child. This is an excellent way to build self-assessment skills.

### **Responsibilities and Expectations of Students**

- To know the value of homework in the marking period grade.
- To listen in class and learn how to do the skills in the assignments.
- To write down an assignment and ask questions if not clear.
- To take needed books and supplies home.
- To do neat and accurate work to the best of his/her ability.
- To do his/her own work.
- To use time wisely, set a daily time to complete the homework and complete assignments on time.
- To avoid television viewing and radio listening during studying time.
- To ask for help from parent/guardian(s) only after having given a best effort.
- To show your parent/guardian(s) the completed assignment

- To complete assignments without constant reminders from teacher/parent/guardian(s).
- To take completed assignments to school and turn in to the teacher.
- To arrange to make up all missed assignments due to absence.
- To know the policy for late work.
- To recognize that homework is an integral part of the educational program.

### **Responsibilities and Expectations of Teachers**

- To communicate homework purpose, standards, and value at the beginning of the school year to parents and students.
- To explain procedures for makeup of assignments due to absence.
- To explain procedures and penalties for late assignments.
- To provide assignments which are relevant to class work and have a specific purpose.
- To present the assignments verbally and/or in writing.
- To clarify assignments when students appear unsure.
- To make sure that all resources necessary to complete an assignment are readily available.
- To avoid assignments that are busy work or punishment.
- To monitor completed assignments.
- To be available to help students with assignment problems.
- To ensure homework as part of the marking period grade.

### **Responsibilities and Expectations of Parents**

Parents are the key to making homework a positive experience for their children. Therefore, parents are asked to make homework a top priority, provide necessary supplies, and a quiet homework environment.

- To know the homework policy of the school and the teacher.
- To be aware of the different kinds of homework for a course.
- To encourage a regular homework routine.
- To encourage a limiting of after-school activities to provide adequate time for the completion of assignments.
- To provide a quiet, well-lit area.
- To be positive, providing motivation and praise for a job well done.
- To oversee assignments, ask questions, and offer suggestions.
- To refrain from doing the assignment.
- To contact the teachers if a circumstance arises (e.g. prolonged absence)
- To arrange the completion of assignments or need for additional work.
- To send a note to the teacher if there is good reason for your child not completing a homework task.

### **Progress Reports**

Deficiency Notices are sent home to parents, through the students, midway through each marking period. Dates for this notification can be found in the MARKING CALENDAR section of this handbook. Require the student to return the notice to you, signed by the parent/guardian to

have a record of communication with the parent/guardian. Copies of Progress Reports are sent to the Guidance Office so a permanent record can be kept of your information sent to the parent/guardian. Progress Reports are your proof of home communication--your answer to the parent/guardian who says "Why didn't you inform me before he/she failed?" When in doubt about whether to send a Progress Report, it is recommended that one be sent. This is a safeguard for you.

## Reporting Procedures

Teachers are responsible for grading and reporting the grades of all students assigned to their classes. Sayreville War Memorial High School has a numerical reporting system for all permanent records. The grades listed on report cards, however, are letter grades. The grades convert according to the following system:

### Numerical Grade Letter Grade Quality pts./Regular Quality Pts./Honors

97-100 A+ 4.3 5.3

93-96 A 4.0 5.0

90-92 A- 3.7 4.7

87-89 B+ 3.3 4.3

83-86 B 3.0 4.0

80-82 B- 2.7 3.7

77-79 C+ 2.3 3.3

73-76 C 2.0 3.0

70-72 C- 1.7 2.7

65-69 D 1 2

64 or below F 0.0

All teachers are responsible for reporting alpha grades in their Powerschool grade book. Also record the appropriate symbols for behavior and conduct and attitude.

Specific instructions and time tables for the completion of computer bubble sheets will be distributed to all teachers at the end of each marking period during the school year. Report cards are distributed to period 1 students according to a previously announced marking card schedule.

Teachers are reminded that a mid-year or semester average is determined by doubling first and second marking period grades, adding the exam grade and dividing by five. On full year courses, final averages are determined by doubling each marking period, adding the two exam grades and dividing by ten. In instances of exemptions, the dividing would be done by nine, since the final exam is eliminated.

Grades, when averaged, are rounded off as follows:

a. .1 through .4 is dropped.

b. .5 through .9 is raised to the next whole number.

### Definition of Cheating

There must be a clear and objective evidence of cheating for this policy to be used. Examples include, but are not limited to, cheat sheets, written answers on one's person, passing notes or answers during the assessment, copying homework or class assignments and plagiarism (to take ideas, writing, answers, etc. from another and pass them off as one's own). There MUST be no reasonable doubt.

Teacher responsibility:

When evidence is obtained it should be stapled to the assessment and held for a parent conference.

1<sup>st</sup> Offense- Zero on the assessment in question

Teacher conference with the student and counselor

Teacher conference with the parent.

2<sup>nd</sup> Offense – Zero on the assignment in question

Teacher contact with parent

Teacher conference with direct supervisor and student

Conference with Supervisor, Teacher, Parent(s), Counselor and student to discuss incident and create a contract to change behavior.

3<sup>rd</sup> Offense- Withdrawn Fail (WF) from the course.

### **Failure Letters**

At mid-year, special failure letters are sent home to the parents informing them of any failures their children may have incurred during the first semester. Parents are also informed of graduation requirements. Indicated on each of these letters should be the courses failed and teachers of each course. These letters are to be completed by the period 1 teachers, the originals to be turned in to the Vice Principals' Office. Copies of the blank letters will be available in the Main Office.

After the third marking period, letters regarding failures are sent to seniors and possible graduates only. These are prepared by the classroom teachers for any senior who has a numerical average in the 70's or less. **If you have a question whether or not you should send a letter, err on the side of caution and communicate with parents.**

If there are any questions concerning any of these procedures, please contact your department supervisor/chairperson or the administration.

Copies of the above mentioned letters follow in this section of the handbook for your reference. Copies of the June failure notice to seniors/parents indicating insufficient credits for graduation and Summer School Eligibility Notice have also been included. Summer school eligibility letters are completed by the period 1 teacher based on grade printouts provided by the Vice Principals' Office at the end of the year.

**Nothing takes the place of a personal call to a parent to let them know the status of their child.**

Sample  
Date:  
Dear Parents:

Please be advised that as of this date in our marking calendar, your son/daughter,  
\_\_\_\_\_ is failing the following subject(s):

Subject Teacher

This situation is brought to your attention because these averages could result in your youngster failing to pass to the next grade level. In order to be eligible for graduation, a student must accumulate 130 credits; which must include 20 credits of English; 10 credits of U.S. History; 5 credits of World History; 15 credits in Mathematics; 10 credits in Science; 5 credits in Practical/Fine Arts; 20 credits in Physical Education and Health; and 2 ½ credits in Career Development. The remaining credits may be accumulated in elective subjects.

I am sure that you share our concern about your son/daughter's progress. If you would like to confer with a specific teacher, an appointment for a conference can be arranged by calling the Counseling Office (525-5279).

Respectfully,  
James Brown  
Principal

Name of Student: \_\_\_\_\_  
Homeroom: \_\_\_\_\_

Fosh/Soph Sample

Date:

Dear Parents:

Please be advised that as of this date in our marking calendar, your son/daughter,  
\_\_\_\_\_ is failing the following subject(s):

Subject Teacher

This situation is brought to your attention because these averages could result in your youngster failing to pass to the next grade level. In order to be eligible for graduation, a student must accumulate 130 credits; which must include 20 credits of English; 10 credits of U.S. History; 5 credits of World History; 15 credits in Mathematics; 10 credits in Science; 5 credits in Practical/Fine Arts; 20 credits in Physical Education and Health; and 2 ½ credits in Career Development. The remaining credits may be accumulated in elective subjects.

I am sure that you share our concern about your son/daughter's progress. If you would like to confer with a specific teacher, an appointment for a conference can be arranged by calling the Counseling Office (525-5279).

Respectfully,  
James Brown  
Principal

Name of Student: \_\_\_\_\_  
Homeroom: \_\_\_\_\_

Date:

Re:

Dear Parent/Guardian:

Please be advised that, as of the end of the third marking period, your son/daughter is currently failing or in danger of failing the following subject for the year:

SUBJECT TEACHER

Although he/she is planning to graduate this June, a failing final average in the subject listed above could result in his/her failure to fulfill the state and/or district graduation requirements.

**Should this happen, he/she would be unable to participate in the graduation ceremonies with classmates.** I urge you to take whatever steps possible between now and the end of the fourth and final marking period to avoid an unhappy experience in June for both you and your son/daughter.

Our guidance counselors and teachers are ready to work with you. **Please contact the Guidance Office (525-5279) and make an appointment for a conference as soon as possible.**

Respectfully,

James Brown  
Principal



Date:

Dear Parent:

On behalf of the faculty, I regret to advise you that your son/ daughter has not completed the requirements for graduation with his/her class. The subject(s) failed are listed below.

Subject(s) Average

As a result, your child has insufficient points or lacks a subject required for graduation.

I urge you to contact the Counseling Office (525-5279) as soon as possible to arrange for summer school, tutoring, or re-entry in the fall.

Respectfully,

James Brown  
Principal

Name of Student:  
Homeroom:  
CC:  
(18 year old student)

Jr./Sr. Sample  
Date  
Dear Parent:

\_\_\_\_\_ has failed one or more courses and is eligible to attend summer school in the following subject areas and may take these course(s) in any approved summer school. Note: A student is eligible for remedial summer school whose **final average is 60 - 64. Students with an average below 60 are still eligible but are required to attend summer school for 120 hours.**

**COURSE AVERAGE**

As an alternate to remedial summer school (60-hour requirement), a student may be instructed by a private tutor with New Jersey certification in the subject, (30-hour requirement). Regular summer school is a 120-hour requirement.

**PLEASE BE ADVISED THAT FAILURE TO ATTEND MAY RESULT IN A SHORTAGE OF CREDITS NEEDED TO ENTER THE NEXT GRADE LEVEL, BE ELIGIBLE TO BE A 5 OR 6 PERIOD SENIOR, OR GRADUATE.** The following credits are required for moving to the next grade level:

- Tenth Grade.....A minimum of 25 credits
- Eleventh Grade.....A minimum of 50 credits
- Eleventh Grade (possible graduate).A minimum of 85 credits
- Twelfth Grade (6 periods).....A minimum of 95 credits
- Twelfth Grade (5 periods).....A minimum of 100 credits
- Graduation.....A minimum of 130 credits

Sayreville War Memorial High School **will not offer** summer school classes this year. If you wish information concerning alternate summer schools, call the Guidance Department at 525-5279 or the Vice Principals' office at 525-5250.

Sincerely,  
James Brown  
Principal

Frosh/Soph. Sample  
Date  
Dear Parent:

\_\_\_\_\_ has failed one or more courses and is eligible to attend summer school in the following subject areas and may take these course(s) in any approved summer school. Note: A student is eligible for remedial summer school whose **final average is 60 - 64. Students with an average below 60 are still eligible but are required to attend summer school for 120 hours.**

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Sayreville War Memorial High School **will not offer** summer school classes this year. If you wish information concerning alternate summer schools, call the Guidance Department at 525-5279 or the Vice Principals' office at 525-5250.

Sincerely,

James Brown  
Principal

### **Rules and Regulations Governing Quarterly Assessments**

1. Assessment schedules and rules must be posted and reviewed with students. (See sample that follows)
2. Subject-matter teachers are responsible for packaging beforehand, in properly marked envelopes/folders, the exams that they are giving.
3. No one proctoring a test is to correct papers or work on marks, etc. Proctoring demands a constant surveillance of the students, particularly when the function is being performed for another teacher. You are advised not to sit behind a desk. Do not leave the room at any time or alter assignments.
4. Strict discipline and silence is to be maintained until the end of the testing period.
5. Admit no late student unless he/she has a pass from the office.

### **Student Rules**

1. Students must report to their assigned testing rooms as listed. Failure to meet this responsibility will result in a cut and a zero for the scheduled assessment.
2. Early dismissal must be pre-approved by a Vice Principal prior to the start of the testing schedule.
3. Attendance and lateness rules for the testing period must be followed.
4. Failure to be present during period 1 (without prior approval and teacher notification) will result in period 1 cut status and possible loss of testing privileges.
6. No test is permitted to be made up for any absence that is not approved as an excused absence by one of the Vice Principals. Examples include: a doctor's note for a medical absence; written verification for a death in the immediate family; an affidavit for a required court appearance or some other written verification for an excusable emergency status.
7. Books, pocketbooks, and outer garments should not be taken to the testing room.
8. Bring all necessary pens, pencils and examination materials with you as directed by your subject teacher. Be prepared to work from the first minute of the test.
9. No tests will be collected until the end of the examination period. Use your time constructively.

10. Any inappropriate behavior will result in a zero grade for the scheduled assessment, possible loss of remaining privileges and additional suspension penalties.

11. All school rules and regulations are in effect during the testing period.

12. Any student deemed to be cheating by a proctor will be sent to the Vice Principal's office following notification of one of the Vice Principals. All credit for that assessment will be lost and there will be possible loss of all remaining privileges.

13. No student may leave an testing room for any reason. If there is an emergency, a corridor teacher or the nurse will be called to the classroom.

\* Rules and regulations governing exams are subject to change pending outcome of exam revision proposal. All changes will be delivered in writing to staff.

### **Department Supervisors**

In order to engage in creative curriculum study and effective coordination of subject matter, the faculty has been organized into departmental groups. These faculty committees, under the leadership of department supervisors/chairpersons should meet on a monthly basis to coordinate and to improve curricular offerings. Summaries of the activities and plans of each meeting are to be made in triplicate: one copy to Dr. Alfano, one copy to Mr. Brown, and one to be kept as part of a subject area file.

Department supervisory/chairperson designations are:

Mathematics, Science - **Mr. Trivisonno**

English/Reading - **Mrs. Grossman**

Counseling and Guidance - **Mrs. Sicola**

Business/Vocational Humanities, Foreign Language, Technology/Consumer Sciences - **Mr. Gentile**

Physical Education – **Ms. Badami**

Special Education – **Mr. Knaster**

### **Afternoon Help Schedule**

In order to schedule a remedial/make-up program, the departments will offer the students make-up and extra help work on a regular weekly basis. Each teacher is to allot one afternoon a week according to the following schedule for this type of study-help program.

The schedule will rotate for each marking period and everyone is to be present one (1) afternoon a week until approximately 3:15 p.m. according to his/her department schedule.

**First Marking Period**

Monday - Math

Tuesday - English

Wednesday - History

Thursday - Business, Foreign Language, Technology

Friday – Science

**Second Marking Period**

Monday - English

Tuesday - History

Wednesday - Business, Foreign Language, Technology

Thursday - Science

Friday – Math

**Third Marking Period**

Monday - History

Tuesday - Business, Foreign Language, Technology

Wednesday - Science

Thursday - Math

Friday – English

**Fourth Marking Period**

Monday - Business, Foreign Language, Technology

Tuesday - Science

Wednesday - Math

Thursday - English

Friday - History

All make-up work accumulated by a student for excused absence is to be made-up within two weeks after the student returns to school. This is to be a uniform policy and should be announced to all students.

<b>Title</b>	<b>First Name</b>	<b>Last Name</b>
Band Director	Paul	Caruso
#1 MS Assistant/Color Guard	Joyce	Campbell
Musical Director	Michael	Piccirro
Musical Asst.- Business Manager	Claire	Craft
District Technical Director	James	Craft
Yearbook Advisor- High School	Kelly	Donnelly
Custodian of School Funds- HS	Sarah	Magaw
Drama Director	Michael	Piccirro
Student Council - HS	Jessica	Gaspar
Student Council Asst. - HS	Melissa	Prignoli
Newspaper - HS	TBD	
Odyssey of the Mind - HS	Christine	McCabe
Head Class Advisor - Grade 12	Carolyn	O'Connor
# 1 Asst. Advisor Grade 12	Angela	DiPaolo
# 2 Asst. Advisor Grade 12	Joseph	Pastva
# 3 Asst. Advisor Grade 12	Katelyn	Meyer
Head Class Advisor - Grade 11	Laurne	Buonpane
# 1 Asst. Advisor - Grade 11	Jesse	Evans
# 2 Asst. Advisor Grade 11	Maura	Johnson
# 3 Asst. Advisor Grade 11	Edward	Zurawski
Literary Magazine Advisor - HS	Michelle	Scarpari
TIGS - HS	Ken	Veres
TIGS Summer Program	Ken	Veres
Choral Director-HS	James	Craft
Academic Team - HS		
Stage Production - Shop	Michael	Mergner
Stage Production - Art	Andrew	Rice
Stage Production - Make up/hair styling	Ronald	Mancini
Stage Production - Costume	Stephanie	Galatioto
Stage Production - Technical	James	Craft
National Honor Society Advisor	Sarah	Magaw
International Society Advisor	Carter	Quinby
Head Class Advisor - Gr. 10	TBD	
# 1 Asst. Class Advisor - Gr. 10	Amanda	Messana
# 2 Asst. Class Advisor - Gr. 10	Michael	Mergner
# 3 Asst. Class Advisor - Gr. 10		

Head Class Advisor - Gr. 9	Christine	Nappe
# 1 Asst. Class Advisor - Gr. 9	Jillian	McGarry
# 2 Asst. Class Advisor - Gr. 9	Chris	Watson
# 3 Asst. Class Advisor - Gr. 9		
High School Step Team		
Pianist	David	Modero



## SWMHS ACTIVITIES CALENDAR 2016-2017

<u>ACTIVITY</u>	<u>DATE</u>
Incoming Freshman Orientation	August 24, 2016
UBU Assembly	September 23, 2016
Jr. Ring Ceremony	Early October
Acoustic Night	October 13, 2016
Homecoming	October 14, 2016
Underclass Portraits 9-11	October 17, 2016
Fall Dramatic Play	November 11, 2016 November 12, 2016
Madrigal Dinner	December 9, 2016 December 10, 2016
Holiday Concert (Instrumental/Chorus)	December 14, 2016
Variety Show	February 3, 2017
(Snow Date)	February 10, 2017
Spring Musical – (evening) 7 p.m	March 24, 2017
Spring Musical – (evening) 7 p.m.	March 25, 2017
Spring Musical – (matinee) 2 p.m.	March 26, 2017
National Honor Society Induction Ceremony	April 19, 2017
National Honor Society Spaghetti Dinner	April 20, 2017

Mr. Sayreville	April 21, 2017
Junior Prom	May 5, 2017
Instrumental Spring Concert	May 10, 2017
Senior Prom	May 19, 2017
Spring Choral Concert	May 24, 2017
Powder Puff	May 25, 2017
Senior Trip to Disney (tentative)	June 1-June 6, 2017

## **Information for Advisors to School Activities**

An activity file and calendar have been established so that conflicts will not occur, and so that any planned activity will be easily checked through the office. An activity form must be filed with Mr. Brown for each activity sponsored by a class or group of students (including meetings, assemblies, sports programs, speakers, movies, etc.). These forms are available in the Main Office and should be filed at least one (1) week prior to the scheduled activity.

## **Administrative Approval of Activity Lists**

In response to staff concerns about missed classroom time, that the Administration shares, the form below has been developed to address this issue. Any activity/trip that removes students from class time will require prior approval and generally a three-day notification to staff. (examples of when three-day notification may not be possible are state tournament athletic contests, TAG class pullouts etc..).

Completed forms should be submitted to the Vice Principals' office for approval.

Any Board of Education approved activity will not need an administrator's signature. When completing a list with prior Board of Education approval please be certain to include the approval date on the activity form. If the approved form is not in your mailbox by the following day, please do not hesitate to contact us. (We would appreciate the reminder!).

**Activity Form**  
**SAYREVILLE WAR MEMORIAL HIGH SCHOOL**

Administrator's Signature Teacher Requesting Approval  
or  
Bd. of Ed. Approval Date

The following Club/Activity: has approval to release students listed below from class(es) on the following date(s) during period(s) for

Students will be reminded by the sponsoring teacher that they are responsible to make-up any missed work. Generally students should remain in class for major tests and/or project presentations. Any problems should be discussed between the sponsoring teacher and affected classroom teachers.

Please list student names below or attach list to be distributed upon approval.

## **Public Relations**

Any activity organization wishing to have a press release should prepare a draft of the article and submit the draft to Mr. Brown for review. All releases will be submitted to Mr. Brown for his approval and subsequently forwarded for approval by Dr. R. Labbe, the Superintendent.

## **Procedure for Depositing Monies into the Activities Account**

1. Fill out a carbonized deposit slip in the same manner you would a bank deposit slip.
  - a. Two signatures are required--Advisor and Treasurer.
  - b. List all checks on the back and name of the Payee (person, not bank); personal check number (from the upper right hand of the check); amount of the check.
  - c. On the back of the check write the group depositing and Mrs. Magaw will stamp account number.
  - d. On the front of the check, the memo area, write student's name.
2. Monies must be wrapped in bank wrappers with bills facing in the same direction. The organization's name must appear on the wrappers. Coins must be wrapped and the school's account number, which may be obtained from Mrs. Magaw, must be stamped/written on each roll.
3. Monies for deposit may only be given to Mrs. Magaw or an administrator.
4. All monies should be secured in the school safe immediately following the fundraiser unless prior arrangements have been made with the administration.

## **Procedure for Paying Bills from Activities Account**

1. Fill out a carbonized requisition slips. Two signatures are required - Advisor and Treasurer.
  2. Attach a copy of the bill.
- NOTE: A contract is needed for payment of DJ's or bands. NOTE: No check will be written unless the requisition is accompanied by a bill or a written account of the expenditure.

## **Activities Account Financial Statements**

A monthly financial statement is prepared for you at the end of each month.

1. Be sure you check your balance each month. If there are any discrepancies, see Mrs. Feldman immediately.
2. Monthly financial statements should be saved to facilitate the preparation of your activity's end of the year financial record of monthly debits, credits, and final balance that

is due each June.

**Duty Assignments** – This item will be covered in a separate Memo

### **Class Coverage**

It is to be understood that all special duty assignments may have to give way to a need for class coverage. A teacher assigned to any duty may be called upon to cover classes at any time, if necessary.

### **Corridor Supervision**

Teachers assigned to corridor supervision are to consider this as part of their teaching schedule.

1. Move throughout your assigned area.
2. Lock lavatories at the beginning of the period and several times throughout the period. Report any vandalism or graffiti to an administrator.
3. Stop all students to check for a pass:
  - a. Passes must be written in ink, including name, date, time and destination.
  - b. Any student without a pass is to be escorted to his/her teacher for the period. Students who fail to give a good account of themselves are to be escorted to the vice principal's office.
  
4. Non-students with a legitimate purpose should be wearing a visitor's pass with their name and the date. Any such person without a visitor's pass should be directed to the main office to sign in. Any person without a legitimate purpose must be asked to leave. Immediately call the office and inform an administrator of his/her presence and location.

### **Attendance / Sign-In Desk**

Students are to report to the Attendance Office (B-2) after 7:30 AM.

1. Teachers assigned to this duty are to report at the beginning of the period and remain until the end of the period.
  
2. Students are to be signed-in and checked for tardiness records according to the procedures established:
  - a. record name and time entered on the tardy sheet;
  - b. record the date of lateness in the record book;

### **Attendance and Office Assistants**

These teachers are assigned a variety of tasks. They include but are not limited to:

1. Check attendance: verify special excuses by calling parents; make phone calls to the

parents to verify absences of students; assist in setting-up phone lists of parents to be called; scan daily attendance forms.

2. Notify students of standard penalties for cutting chronic lateness, etc. Maintain discipline files for individual students; provide feedback to staff re: results of referrals, schedule and notify students of appointments for referrals of all kinds.

3. Assist in any way deemed necessary to facilitate regular school operation as assigned by a Vice Principal or Principal

### **Library Assistant**

Library Assistant responsibilities include:

1. Checking all student passes. NO STUDENT MAY BE ADMITTED WITHOUT A PASS.
2. Determining how long a student needs to use the library.
3. Assuring that no food or drink is brought in.
4. Maintaining a quiet, orderly environment.
5. Assisting the librarian with such tasks as cataloging, filing, typing, etc.
6. Maintaining attendance for study hall students as assigned.

### **Study Hall Supervision**

Study halls are designed to give students a period during which assignments may be done, extra help may be obtained, and library visitation may take place or studying done. In order to allow for the best use of time:

1. It is to be a quiet study. Quiet conversation is permissible and will be determined by your judgment as a professional.
2. Lateness and cutting apply as it is a scheduled class.
3. Maintain a seating chart.
4. There are to be no long term deals whereby a student goes somewhere else. Before such an arrangement is made the main office must be contacted.
5. Students are permitted to report to the library during this time and they must sign the library attendance sheet; a copy of this sheet will be distributed to each study hall teacher each period to allow for an attendance check.
6. A student may be permitted to leave the study hall to work with another teacher, provided the student submits a legitimate pass from that teacher to the study hall teacher and returns at the end of the period.

## Cafeteria Supervision

To facilitate the work of maintaining a proper student atmosphere during the lunch periods, teachers will be assigned to Cafeteria supervision. Mr. Rubino/Mrs. Romero will coordinate this function.

Teachers who are assigned to this duty are to consider it as part of their teaching schedule and are to be on duty at all times. Certain rules must be consistently enforced throughout the year.

These include:

1. Students must leave their eating area clean and cleared of trays, trash, utensils, etc.
2. No food is permitted outside the cafeteria.
3. Students may not be in cars.
4. There may be no more than eight students per table.
5. Students are to arrive on time.
6. Students wishing to go to the library or any other location must have a pass signed by a teacher.
7. Behavior must be appropriate. In order to ensure that these expectations are met, staff should cover the cafeteria as follows:

Staff members should supervise the cafeteria by moving about frequently. Student behavior and cafeteria cleanliness are priorities. Routine problems should be handled by supervising staff. Serious problems or chronic minor problems should be referred to the administration for action.

## Administrative Detention Assignments

Detention will be scheduled for Room (TBD) daily from 2:30 PM to 3:05 PM. Each teacher will be assigned to detention supervision and **no substitutions or exchanges are to be arranged without the approval of an administrator.**

A list of student's names and a key to the room will be put in the mailbox of the designated teacher on the date(s) of his/her assignment. Only an administrator may assign a student. If any teacher is absent on the day he/she is assigned to office detention supervision, he/she will have to take over the assignment of the teacher who provided coverage. When calling the absentee tape, the teacher should state that he/she is scheduled for detention supervision. Teachers who cannot take their detention date must find a replacement. Any teacher whose name does not appear on this list twice will be called upon when the need arises to have two teachers supervising detention or in emergency absence situations.

It is the responsibility of the detention teacher to:

1. Take attendance, recording the seat and row number next to the student's name if the student is present.
2. Check the absence list for the day. Mark absent or cut next to student's name.
3. DO NOT admit any student who is more than five minutes late to detention. If the student arrives within the first five minutes you may admit him or her but mark the arrival time next to the student's name.
4. Keep any students whose names do not appear on the list, and add their names.
5. Sign and return the detention list and key to the desk located in the P.A. announcement room in the main office.



### **After School Detention List**

All teachers will be assigned detention duty as part of their regular teaching assignment. Detention duty may be assigned more than once for the given school year. Detention duty assignments will be distributed to teachers under separate cover upon their return to school.

## Substitute's Report

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Substituting For: \_\_\_\_\_

Period	Late Bell	Dismissal Bell	Subject	Room
1	7:30 – 8:22	_____		
2	8:27 - 9:12	_____		
3	9:17 - 10:02	_____		
4	10:07 -10:52	_____		
5	10:57 -11:42	_____		
6	11:47 -12:32	_____		
7	12:37 – 1:22	_____		
8	1:29 – 2:12	_____		

Were class lists available for attendance? \_\_\_\_\_  
Were Keys available? \_\_\_\_\_  
Were seating charts available? \_\_\_\_\_  
Were lesson plans available? \_\_\_\_\_  
Were assignments adequate for a class period? \_\_\_\_\_  
Did you cover the work which the teacher left? \_\_\_\_\_  
Were students courteous? \_\_\_\_\_  
Did you have any discipline problems? \_\_\_\_\_  
Who? Nature of problems(s). \_\_\_\_\_

Signature: \_\_\_\_\_

## **Library Rules and Regulations**

### **Using the Library – Students Rules and Regulations**

1. Library hours: 7:30 AM – 3:15 PM.
2. Students wishing to use the Library must obtain a Library Pass from their subject teacher.
3. Students will be dismissed from the Library at the end of the period.
4. No food or drinks are permitted in the Library.
5. Students must maintain a quiet atmosphere at all times.
6. Books circulate for either two weeks or three days. Reference books circulate overnight and magazines can be checked out for three days.
7. To borrow books, students should present their ID card. Do not take books out for someone else.
8. Students are expected to take proper care of all library materials.
9. Fines should be paid promptly. Students must return overdue materials before taking out more books.
10. Library materials should be returned to the BOOK RETURN slot located in the loan desk. Do not leave them on the desk.
11. After using reference books, students should return them to the proper shelves.
12. The Librarian reserves the right to determine the number of students using the Library during any one period.
13. In order to use the Library's technology room, students must present their ID cards and sign in on the technology room sheet.

### **Using the Library – Student Rules Governing Files and Returns**

1. Students will be held responsible for the proper return of any books or other materials borrowed from the Library.
2. Students will be expected to pay for any damage beyond reasonable wear and tear to book and materials borrowed from the Library.
3. A fine of \$.05 per day will be charged for any overdue two week or three day books. There is a charge of \$1.00 per day for overnight books that are overdue.
4. Any lost books or materials must be paid for by the student to whom said books/materials were charged.

5. Any student terminating his/her high school career before receiving a diploma will be expected to clear his/her library obligations before receiving his/her records.
6. Schedules and final report cards will not be given to students who have not returned all their library books/materials or paid for overdue or lost books, or to students who have not returned classroom books.
7. Seniors must have clear library records in order to receive their diplomas.

### **Using the Library – Guidelines for Teachers**

Use of library facilities will be more effective if teachers will heed the following suggestions:

1. Library hours: 7:30 am – 3:15PM.
2. Issue library passes to students being sent to the library for research. The time leaving and the teacher's signature should be written in ink. Always use standard library passes, which may be obtained in the library. You may not send a pupil for these passes; they will be issued to teachers only. If you have no rubber name stamper, always write your complete last name – initials are insufficient and may easily be duplicated by the students.
3. All students should be instructed to sign in when entering the library.
4. Please alert the Librarian well in advance when class projects are being assigned in the library, so that all pupils can use available information.
5. Librarians would be pleased to show you reference materials in your field that are available in the library.
6. Teachers are encouraged to bring classes to the library for research. Arrangements should be made at least one (1) week in advance so materials for a unit can be gathered for student use and reserved if necessary.
7. Teacher supervision is necessary when an entire class is in the library.
8. Before bringing classes to the library for research, remind students of the proper library behavior.
9. Overdue book notices are sent to the student's period 1 teacher. Teachers are asked to distribute these promptly to the students concerned.
10. Suggestions for the purchase of new books, pamphlets or audio-visual materials and equipment are always welcomed.
11. Audio-visual aids and equipment may be borrowed from the library for use in the classroom. AV request slips are available in the library in order to request your equipment in advance.
12. Teachers should return audio-visual equipment promptly to the library. Any faulty equipment should be immediately reported to the Librarian. AV equipment should not be

kept in an unlocked room during the school day or overnight.

13. Audio-visual equipment may be borrowed overnight or over vacations. See the Librarian in advance so that the necessary forms can be completed on time.

14. Please return all library materials promptly at the end of the school year.

### **Procedures to Follow in Case of Students Accident or Illness Teacher Responsibility**

1. During the time the child is in school, the teacher “stands” in the place of the parent and is generally expected to exercise judgment superior to that of the child in all matters concerning the health and physical welfare of the child.

2. Teachers may be negligent in the eyes of others:

a. If they fail to do the things which are normally required of them.

b. If they do things involving the safety of their charges which are beyond the scope of their employment.

c. If they fail to exercise reasonable good judgment in connection with pupil activities, such as permitting a pupil to put himself/herself in an unusually hazardous position, or actually failing to warn pupils of the existence of the unusual hazard.

### **Regulations for Sending Students to the Nurse for General Illness or Minor Injury**

1. Student is to be given a hall pass and accompanying note from the classroom teacher. This note should contain the reason for his/her going to the nurse, the name of the teacher, and the time the student is sent.

2. The nurse, in turn, will sign this note and record the time she sent the student back to class. Under no circumstances is a student to be sent to the nurse’s office without a hall pass.

2. If his/her condition warrants it, or if there is any doubt about the student’s condition, the student should be accompanied by someone to the nurse’s office

### **Procedures to be Followed in Case of Serious Illness and Accident**

1. Children suffering from any of the following warrant calling the nurse as soon as possible: major injury, head injury, bone injury, eye injury, severe sprains, severe abdominal pain, loss of consciousness, severe dizziness, “feeling faint”, convulsions, shock, etc.

2. The teacher in charge is to notify the principal’s office, giving a brief description of the incident. Keep the child quiet, allay his/her fear, and try to determine how badly he/she is hurt. The Main Office will in turn contact the nurse.

3. The teacher remains in charge and is responsible until relieved by the principal, nurse, doctor, parent, or other competent authority.

4. Emergency first-aid should be given in order of availability by the school physician, nurse, or teacher with first-aid training.
5. If the nurse or principal is not available, get in contact with the parents, if time will permit, in relation to the degree of the injury, so that the parent can advise as to the hospital or physician to which the child shall be taken.
6. If parents cannot be contacted, act for the parent by making the necessary arrangements for care and treatment.

### **Transportation of Injured Pupils**

Transportation of pupils by the nurse or by other school personnel is permitted only in an extreme emergency. "Stretcher cases" are to be transported by ambulance. Those pupils complaining of toothaches, earaches, colds, upset stomach, headache, sore throat, nose bleed, minor scratches and/or abrasions, etc., those sent to school ill and those suffering from injuries originating other than at school or in route to school are not included in the above. The parent or responsible person designated by the parent MUST provide for the child in the matter of transportation and/or treatment in such cases.

### **Student Absences and Doctor's Certificates**

1. Any student who is absent from school for a period of three or more days is to be sent to the nurse, with a note from his/her parents or doctor before he/she attends any classes the day of his/her return.
2. Any student who is absent because of a communicable disease is to be sent to the nurse with a note from his/her parent or doctor before he/she attends any classes the day of his/her return.
3. Any student who is absent from school for five or more days is required to present a doctor's certificate to the nurse before admittance to school.

### **Injury, Accident, and Illness Reports**

1. Injury, accident and illness reports must be completed in cases of severe injury or illness and for ALL athletic and physical education injuries.
2. The teacher in charge at the time of the incident is required to complete the injury, accident and illness reports in triplicate and return said forms to the Medical Department within one day of the incident. Forms will be sent to the teacher by the Medical Department. Copies appear on the following pages of this handbook.
3. The purpose of the INJURY, ACCIDENT & ILLNESS REPORT is to protect the teacher in case of legal action. Please fill in completely. Copies of these reports will be filed with the Superintendent, Insurance Company and Medical Department. (A copy of the accident form is in Policy/OEM folder.)

### **Bedside Instruction (Eligibility)**

If during the course of the school year, a pupil is unable to attend classes because of injury/accident/illness for a period of two or more weeks, that pupil may be placed on the Bedside instruction Register.

1. The school nurse or Medical Staff is responsible for issuing and processing all applications for Beside Instruction. Any inquiries concerning possible eligibility should be referred to the school nurse.
2. Any student returning from Bedside Instruction MUST report to the school nurse for clearance.

## **Field Trip Procedures**

The following are the rules and regulations regarding all Board of Education approved field trips for students and faculty at Sayreville War Memorial High School.

### **Field Trip Preparation – Student**

Prior to the field trip, a letter or note is to be sent to the parent/guardian that includes, but is not limited to:

- a. food to be brought
- b. restricted items
- c. conduct
- d. arrival and departure time of bus/destination
- e. Board of Education permission slip to be returned to the advisor.
- f. Itinerary

### **Field Trip Preparation – Advisor / Teacher**

1. Teacher must file appropriate school forms and indicate chaperoning responsibility five (5) weeks prior to the trip.
2. Teacher must return all signed permission slips to the designated administrator prior to departure.

### **Field Trip Transportation – Advisor / Teacher** (Copy of form in Policy/OEM folder)

At all times, unless previously approved (Board Policy #816), students are to be transported by Board Contracted buses. Teachers should:

1. Bring class lists that contain the name and telephone number of each parent and leave a copy with the main office.
2. Check to be sure that buses are equipped with first aid kits. If one is not available, the teacher is to get one from the school nurse. With contracted buses, arrangements should be made the day before with the nurse to have one available.
3. Periodically, have a roll call, particularly before leaving the site of the field trip.
4. If you are taking a group of students on a trip that include students not in your class please have the nurse(s) review the list for medical issues. Please forward a list to the nurse(s) as soon as possible so that they can be reviewed..
5. If a breakdown occurs, the teacher is to exercise judgment in relation to road and traffic conditions, as well as weather, in determining if students should be removed from the bus. Bus drivers are to immediately notify the Transportation Office of the breakdown. If the driver is unable to make the call, the police (when available) should be asked to contact the Transportation Office. Teachers should also contact an administrator at the school.



## **Injury / Illness (Non-Emergency)**

The teacher should:

1. Administer first-aid when appropriate.
2. Contact a school administrator, who, in turn, will notify the parents.
3. Closely supervise the injured student.
4. File an INJURY, ACCIDENT & ILLNESS REPORT as soon as possible.  
If a delay occurs, the bus driver should be instructed to call the Transportation Office.

## **Injury / Illness (Emergency)**

Quick thinking and exercise of good judgment are essential in this situation. Teachers should follow these procedures very closely. When it has been determined that the situation is serious, the teacher should:

1. Contact the police for emergency transportation.
2. Administer necessary first-aid and keep the child comfortable.
3. Contact a school administrator and parent/guardian of the student (s).
4. Accompany injured or ill student to the hospital in accordance with the appropriate Board Policy regarding this situation.
5. File an INJURY, ACCIDENT & ILLNESS REPORT as quickly as possible.

The bus driver should contact the Transportation Office and, in turn, the Transportation Office should advise the school of additional arrangements.

In order to eliminate confusion or misunderstanding, the school will contact each student's parent/guardian to give an appraisal and information about the situation.

## **Emergency - General**

An emergency or situation that will delay your return to school must be reported as soon as possible to the Sayreville Police Department (727-4444). Be as complete as possible in your explanation and ask that an officer be sent to the school to inform parents of the situation. Include your best estimate of the time of your return. Keep in mind the need to relieve unnecessary anxiety for the parents.

## **Assembly Procedures**

Assembly programs will be announced in advance and will be planned for the particular interest of certain classes. Teachers are requested to adhere to the following guidelines for assemblies:

1. Keep your students together and stay with them. This means sitting with them and assuming responsibility for their viewing manners.
2. Do not permit your class to cut-in on another class.
3. Follow directions given over PA
4. For an upstairs assembly, A-201 and A-237 are to lead using the staircases nearest them. At the same time A-228, A-225, A-206, A-207, A-224 and the L-Wing classes are

to move down the center staircase and proceed up to the auditorium on the right side of the corridor. A-215, A-213, A-211, A-210, A-222 and A-223 are to use the back staircase and move up on the left side of the downstairs corridor.

5. Lead your group to the auditorium; you will be given directions at the foyer as to which entrance to use. Try to avoid a bottleneck in the foyer.

6. Specific written directions will be provided prior to most assembly programs. These directions will designate the classes assigned to attend the assembly and seating arrangements for each class.

7. Have your students fill every seat. Fill in the center section from both sides; have students moving from both aisles toward the center of this section.

8. Use common sense and facilitate movement as you are able. Do not assume the assembly is someone else's responsibility-it is part of yours.

9. Dismissal from the auditorium is row by row from the back, using all exits. The center section is dismissed from the center to both aisles.

**DIRECTIONS AND PROCEDURES FOR A PEP RALLY AT WAR MEMORIAL STADIUM ARE DESCRIBED IN A MEMO PUBLISHED BY A VICE PRINCIPAL AND STUDENT COUNCIL PRIOR TO THE PEP RALLY.**

## **Fire Drill Regulations**

1. The signal for a fire drill is a ringing sound from the fire alarm system. In the event of electrical failure, a continuous signal on a horn will indicate a fire drill.
2. All persons in the building (ie. personnel, visitors, students, etc.) must evacuate when the alarm is sounded. No one is to remain inside the building.
3. During fire drill formation, students are to be in absolute silence. Teachers in control are to be responsible for maintaining silence.
4. All windows and doors are to be closed and all blinds drawn tightly.
5. Students are to be moved as expeditiously as possible from inside the building to a safe and reasonable distance outside the building.
6. Whenever there is more than one doorway to an exit, teachers are to see that all doorways are used.
7. Teachers are to have roll books with them at all times and attendance should be checked. You are responsible for the safety of each student assigned to you.
8. Outside the building, students are to be kept two by two, in class groupings. Outside procedure is to be maintained until the signal is given to return to class.
9. The signal to return to class will come over the outside call system. All classes are to return in reverse order in formation, two by two, class by class.
10. The purpose of fire drill formation is to bring the students to a safe distance away from the school. This distance will have to allow for the movement of fire apparatus equipment if an emergency situation were to exist. Students from other sides of the building are to be moved away from the building as is possible.
11. BE SURE TO TURN OFF ALL LIGHTS AND CLOSE ALL DOORS.
12. Close all exit doors, but do not lock them.
13. Teachers are expected to be familiar with the Fire Exit posting in each classroom to which they are assigned and to ensure students follow the direction provided.

## **Emergency Drills**

A minimum of two drills shall be held monthly with the recorded times of evacuation of all staff and students reported to the Board of Education.

The Lead Custodian shall immediately report any malfunction of the Alarm System to the Supervisor who in return shall oversee the necessary repairs.

## **Care for the Handicapped Staff and Students**

The Child Study Team with cooperation from the school nurse and Vice Principal's office shall devise individual fire exit plans for all handicapped staff and students in accordance with their class schedules. Participating staff members will be notified of these adjustments in their classroom evacuation procedures to ensure a safe exit from the building.

Handicapped exits are provided for utilization of wheelchair students.

### **1. Wheelchair-bound students**

- a. The assigned classroom teacher and/or teacher aide will escort the student from the building if that student is on the first floor at the time of the fire drill.
- b. If the student is on the second floor, the assigned classroom teacher, teacher aide and another assigned staff member or administrator will assist/carry the student out of the building.

2. Non-Wheelchair bound students are escorted from the building by a teacher and/or a teacher/aide.

## **Emergency Management**

In case of emergency, teachers are required to listen for specific directions and maintain control over the student under their watch. Teachers not assigned to a class at the time of an emergency are expected to assist in student management and security. At any time teachers are required to escort their class out of the building, they are required to take their roll book with them.

## **Lock Down**

In the event of a non-emergency lock down, an announcement will be heard asking teachers to secure their classrooms and keep all students in the room unless there is a medical emergency. Unless directed as above, during a lockdown teachers should secure the door, cover the door's window, close any window blinds, and move the students to a corner of the room so that students would not be visible to someone looking in. Teachers are expected to maintain silence in the room until notified that the emergency is over. When locking the door any students in the hall should be "pulled" into the closest room. DO NOT open the classroom door until notified that the emergency is over.

## **Evacuation**

In the event of an evacuation teachers and teachers shall follow their designated fire drill exits and proceed to the rear of the middle school building via the black path adjacent to the athletic field, or Washington Road, as directed. During an evacuation all teachers and student shall leave the building with their arms raised and maintain this position until leaving the school grounds.

## **Storage of Chemicals and Flammable Liquids**

Identified materials shall be stored in metal containers/cabinets or closets. The Lead Custodian shall be responsible for the identification of custodial supplies and make sure they are properly labeled and stored. MSDS Information is available in the main office anytime.

## **Science Department Chemical Storage**

The Science Department chemicals in the High School are stored and arranged in compliance with the N.J. Right to Know Laws. The labels on the chemical containers include the CAS and ID numbers and they are color coded to show degree of hazard. All flammables should be stored in a safety double-walled metal cabinet with a lock. This is in compliance with NFPA (National Fire Protection Association) guidelines. Safety cabinets are located in each Science Prep Room.

## **Technology Education Department**

Flammable and volatile chemicals used by the Technology Education Department are stored in O.S.H.A. approved safety cabinets that are located in each shop classroom.

## **Art Department**

Flammable materials for the Art Department are stored in three (3) safety double-walled metal cabinets with locks. The cabinets are located in Rooms E-2 and E-3. The materials contained include: spray paints, rubber cement, rubber cement thinner and markers.

## **General Housekeeping**

The Custodial Staff will report on a daily basis to the Lead Custodian any items/areas that may be deemed a fire hazard, who in turn shall take the necessary steps for the immediate correction of said hazard.

Department Supervisors/Chairpersons shall maintain an inventory of materials that are flammable and see that proper storage of these items are maintained at all times. They shall also make periodic inspections of all departmental storage areas and instructional rooms assigned to their departments.

## **Right to Know**

As part of the Right to Know legislation, certain information and resources must be available to staff. Please be reminded that the Flinn Material Safety Data Sheet(s) Library is available in the office of the Principal. These books provide specific information about chemicals and their health hazards, precautions, first aid, etc. In addition, as part of the annual requirement to provide you with information on this topic, updated materials will be placed in your mailbox as it becomes available.

## **Counseling and Guidance Services**

The Office of Counseling and Guidance Services is one division of the Department of Student Personnel Services. As implied in the title, there are two primary, though not all-inclusive, services provided: namely, Counseling Services and Guidance Services.

### **Counseling Services**

Counseling Services consist of those individual and group experiences, the goal of which is to assist a student to analyze and to appraise his or her abilities, aptitudes and values, and to better understand one's feelings and/or behavior so that he/she may become an effective, contributing member of our society.

The counselor, then, is concerned with the individual student and in helping the student, as well as those adults in his/her immediate environment, become aware of the existence of special talents that may further his/her educational, social and personal performance. The counselor also assists the student in becoming aware of limitations and problems which may be interfering with the student's performance.

The counselor's objective is not to solve the immediate concern for the student, but rather to help the student resolve this and related concerns for him/her. For this purpose, the counselor may administer tests, consult with administrators and teachers, work with parents, refer students to outside agencies, and carry out a variety of other functions, but the counselor's primary function remains that of counseling with the individual student. In actual practice, the counselor becomes most involved in:

1. Providing assistance for those students who need counsel in dealing with the everyday pressures and conflicts generated through interpersonal relations, and in helping the student discover acceptable alternative behaviors.
2. Providing counsel with students possessing problems which are interfering with classroom learning but which cannot be appropriately considered in the classroom setting.
3. Providing counsel for career planning.
4. Providing counsel for course selection.
5. To provide counsel for those students requiring referral to community agencies or specialists. We hope that when you become aware of students who appear to be having

difficulties--learning, social or emotional--you will make these individuals known to one of the counselors by use of the Referral Form or by speaking directly to the counselor.

## **Guidance Services**

In addition to formal counseling services, guidance counselors are charged with the following additional guidance responsibilities:

1. The advisement of student seeking information about post-high school educational and employment opportunities.
2. The maintenance of active contacts with college, technical school, trade school, business school, and Armed Services representatives.
3. The development of contacts with local employers to become aware of local employment opportunities.
4. The organization and collection of scholarship information to assist students who need or desire post-high school financial assistance.
5. The supervision of the preparation of transcripts and other materials requested by colleges, schools, and prospective employers.
6. Serving as a resource person for the other counselors and professionals.

There are several other areas of responsibility, which should be noted. These areas include:

1. Career Planning
  - a. To update and maintain occupational and educational materials appropriate to senior high school students.
  - b. To assist in the development and administration of career programs.
  - c. To assist teachers who desire to develop career programs as part of their subject matter experience.
2. Orientation
  - a. To orient eighth grade students who will be entering the senior high school.
  - b. To identify special situations, enroll and orient new students transferring from another school district.
  - c. To orient new staff members as to the role and functions of the Counseling and Guidance Services.
3. Follow-up
  - a. To conduct a follow-up study of the most recent graduating class.
  - b. To evaluate the effectiveness of the counseling and placement program in terms services to students, student development and student adjustment.
4. Testing
  - a. To organize and supervise the administration of group tests.
  - b. To prepare the materials for scoring and to insure that test data is sent home to parents and recorded on the permanent folder.
  - d. To interpret test data to students, parents, teachers, and administrators.

**Counselor – Student Assignments**  
**Grade Counselor Last Name Beginning with:**

2016-2017 Counselor – Student Assignments:

9	Mr. Abruscato	<b>A thru Z</b>
10, 11, 12	Ms. Keck	<b>A thru C</b>
10, 11, 12	Ms. Schnorbus	<b>D thru I</b>
10, 11, 12	Ms. Gibson	<b>J thru M</b>
10, 11, 12	Mrs. Goodman	<b>N thru R</b>
10, 11, 12	Ms. O'Donnell	<b>S thru Z</b>

**Bedside Tutoring Procedures for Teachers**

During the course of the school year, you may be called upon to tutor one or more students on a bedside instruction basis. The following information is offered for your assistance.

1. Instruction is provided for students on the basis of one (1) hour per week per required subject.
2. Salary for bedside instruction is according to contract.
3. Time cards and invoices are to be submitted to this office every week as per instructions of Dr. Labbe, Superintendent of Schools.
  - a. Time cards must include the student's name, grade or subject in which the student is being tutored, date and hour of instruction, teacher's name, and counter-signature of a parent/guardian.  
The student may not sign the time card unless he/she is legally responsible for himself/herself.
  - b. Invoices must itemize the number of hours, dates, student's name, type of instruction, rate of service, and total. The signature of the tutor must appear in the lower right-hand corner of the invoice.
4. It is the responsibility of each tutor to comply with school regulations in regard to tests and marks. For each marking period an **ELEMENTARY STUDENT** is tutored, a grade is to be submitted to the classroom teacher or building principal. For a **MIDDLE SCHOOL STUDENT**, a grade is to be submitted to the classroom teacher with a copy being forwarded to Special Services. For a **HIGH SCHOOL STUDENT**, a grade is to be submitted to the classroom teacher, with a copy being submitted to one of the Vice Principals. In all three cases, a copy of the grade is also to be forwarded to the Director of Student Personnel Services.



5. On the Senior High level, quarterly assessments are also the responsibility of the tutor. No High School student who is receiving bedside instruction is exempt from the quarterly assessments.
6. Scheduling tutoring times is to be arranged between the tutor and the parent. Once the day and time have been established, the schedule should be maintained by ALL concerned parties. If a student is not available for tutoring when specified, the tutor should note this as part of the tutoring period
7. The tutor should expect a parent or guardian to be present in the home while the tutoring of a minor is concerned. This is for the tutor's protection.
8. While it is important to have good rapport with the student and his/her parents, the relationship must be maintained on a professional level. Please avoid gossiping or offering opinions that may be used in a negative manner.
9. As a tutor, you have the right to expect a favorable learning environment for the tutoring sessions. While it should be recognized that every student who is placed on bedside instruction is done so for medical or emotional reasons, this does not mean the tutor must accept unfavorable teaching conditions (television, radio, children running around, etc.) or lack of motivation on the part of the student. If a situation needs remedy, this should be discussed openly with the parent.
10. If during a tutoring session any unusual situation occurs, the tutor involved is asked to report this occurrence to his/her Principal or Department Supervisor/Chairperson as soon as possible. In turn, the incident should be reported to the Director of Student Personnel Services.

## **Special Services and Special Education Introduction**

The major goal of education is to assist individuals in their development: intellectually, physically, psychologically, and socially. Therefore, a school system should be designed to assist each individual in the acquisition of skills, knowledge, attitudes, and values. Characteristically, a school system provides activities and functions that embrace three (3) major concepts: administration, instruction and supportive services. This document will address the philosophical bases of a supportive services program, as well as establish a rationale and organizational framework for the Department of Student Personnel Services and Special Education of the Sayreville Public Schools. The Department will consist of the areas of Child Study Team Services, Counseling and Guidance Services, Speech Services, as well as the teachers of Special Education classes. The School Health Services will be related in a cooperative relationship but administratively the School Nurses will remain under the supervision of the Principal of the building to which they are assigned.

## **Philosophical Bases**

The concept of student personnel services is an integral part of the educational process. As an organizational scheme it embraces those heretofore separate and fragmented educational services which have always shared a common goal but which were not unified in their attempts to reach this goal.

Specifically, the intent of these philosophical bases is:

1. To show the relationship of student personnel services in the total educational process.
2. To affirm certain basic beliefs on which student personnel services are predicated.
3. To identify the members of the student personnel services team and to indicate their unique contribution to student development.
4. To stress the common objectives and interdependence of all those who come in contact with and influence children.

## **Student Personnel Services: A Conceptualization**

The administration is generally responsible for the smooth and continuous functioning of the school system. Finance, staffing, personnel practices, plant maintenance, pupil accounting and transportation are a few of the tasks associated with administration. Administration is the Management function. A more comprehensive list of activities and functions includes: (1) provide staff, (2) provide facilities, (3) maintain facilities, (4) assign personnel, (5) labor negotiations, (6) assign students, (7) provide transportation, (8) provide lunch, (9) prepare budget, (10) expend budget, (11) evaluation of programs and personnel, (12) program of staff improvement, (13) provide materials and equipment, (14) school-community communications, (15) planning, (16) organization of personnel and facilities, (17) maintenance of records.

The Instructional component is responsible for providing each student of the district an appropriate educational program, as well as the responsibility of the constant improvement of such programs. This responsibility covers all children within the legal school ages, regardless of ability, talent or handicap. Instruction is the Teaching Function. Additional elements include: (1) instruction of children, (2) curriculum development, (3) improvement of the teaching learning experience, (4) utilization of facilities, materials and equipment, (5) planning for instruction, (6) preparation for instruction, (7) evaluation of instructional materials, (8) determination of individual instructional needs, (9) setting instructional objectives and performance standards.

The Student Personnel Services component is responsible for providing the SUPPORT services to the school staff, to the students, to parents, and to the community. These services seek to adapt the school program to the needs of the learner and help the learner to profit from the school experience.

## **The Department of Student Personnel Services and Special Education**

The Department of Student Personnel Services includes the related professional support services staff not primarily engaged in instruction, as well as those teachers entrusted with the education of classified children.

Since the Student Personnel Services program is composed of a group of services and functions in the elementary and secondary schools, they are essentially services which assist teachers and administrators in carrying out their functions, as well as providing direct help to the student.

As these services are designed to facilitate the achievement of the purposes of the school through services focused upon the individualized attention to particular needs of the child, they should be available to all students and should constitute a significant resource for parents, teachers, and administrators, as well as students.

While the individual services are listed below separately, the whole intent of the concept presented to this point belies this separateness and establishes a director-oriented team approach to integrate the contribution and continuing effort on behalf of students. Furthermore, constant inter-consultation among the services results in mutual interest, understanding and utilization of each service to accomplish the task of helping a student or group of students achieve optimum learning.

In addition to the teachers of Special Education classes, the Student Personnel Services Department will embrace the following services:

- a. Counseling and Guidance Services
- b. Student Assistance Program
- c. Child Study Team Services
- d. Speech Services

### **Counseling and Guidance Services**

A primary role of the counselor is to help personalize the educational experience for the student. Too often the counseling function becomes subservient to administrative tasks and/or the placement function. To better clarify the counseling-placement roles, a partial separation of the functions is designated at the high school level. To describe these roles, secondary school counselors offer the following services:

1. To provide group and individual counseling which is based upon skilled listening, appropriate direction, selective information giving, and genuine interest. The service is available to staff members as well as students.
2. To provide consultation with other members of the Student Personnel Services staff, teachers, administrators, parents, and agency personnel concerning the needs of individual students.
3. To provide assistance in the area of life career planning including assisting the student in clarification of values, setting goals, making decisions, implementing action, collecting data on needs and resources, and in utilizing data in the development of plans.
4. To provide for an orientation of students to the Student Personnel Services and the program and facilities of the school.

5. To conduct evaluation and student appraisal both as a practitioner and as a resource to the staff, which has as its goal student self-understanding and the assessment of educational objectives.
6. To provide for appropriate referral to other professionals within the Department as well as skilled referral to outside agencies when the need is indicated.
7. To assist in the interpretation of the school and Student Personnel Services programs to the community.
8. To collect, maintain and provide to students, teachers and administrators pertinent data and appropriate information.
9. To participate in a systematic program to assess the effectiveness of the counseling and placement services, as well as the educational process.

When Guidance personnel become involved in the above listed functions, they also assume responsibility for:

1. The advisement of students seeking information about post-high school educational and employment opportunities.
2. The maintenance of active contact with college, technical school, trade school, Armed Services, and business school representatives.
3. The collection and organization of scholarship information to assist students who need or desire post-high school financial assistance.
4. The development of contacts with local employers for the purpose of becoming aware of local employment opportunities.
5. The supervision of the preparation of transcripts and other materials requested by colleges, school and prospective employers.
6. Serving as a resource person for the other counselors and professionals.

### **Student Assistance Program**

The Student Assistance Program at Sayreville High School has been implemented to identify, assess and respond to students at risk. Student problems may include but not be limited to serious behavioral problems, substance abuse, potential for suicide, pregnancy, families in crises, etc. A variety of school resources including the services of Student Assistance Counselors, the implementation of a Core Team for this school year and the ongoing services of the Guidance and Special Service Departments currently support the Student Assistance Program. Any teacher identifying a student at risk may contact Mr. Joseph Schaline, Student Assistance Coordinator, any other member of the Core Team, or a student's designated counselor to initiate the program's process for responding to the identified student.

## **Child Study Team Services**

Those personnel associated with the Child Study Team Services include the School Psychologists, School Social Workers, and the Learning Disability Teacher-Consultants.

### **School Psychologist**

In fulfilling the requirements of New Jersey law, the school psychologist administers a psychological evaluation, which includes a comprehensive battery of evaluative instruments assessing the intellectual, social and emotional development of the child. The tests administered vary with the child's age, history, and nature of the problem. As a member of the Child Study Team, the school psychologist is involved with such activities as:

- a. Conferring with teachers, principals, parents, and ancillary personnel.
- b. Remediation through short-term individual and group counseling.
- c. Crisis intervention.
- d. On-going modification of learning and behavioral difficulties.
- e. Follow-up of referrals after their disposition.

As a consultant to the school, the school psychologist emphasizes preventive work through in-service programs, parent education programs, assisting with curriculum planning, and providing information to teachers concerning the application of psychological research to classrooms.

### **School Social Worker**

The school social worker is trained to deal with problems in the area of human relationships and social adjustment. As a member of the Child Study Team, the social worker works with other team members and all school personnel to help children who are unable to achieve expected educational and social goals, and to make maximum use of this opportunity to learn and to develop into well-adjusted individuals in society. Social work functions in the school environment include conferring with the principals, teachers, and other Student Personnel Services personnel concerning children referred for help. The social worker also helps by providing professional individual and group counseling for children and parents when appropriate and feasible. Upon receipt of the referral, the social history form is sent to the parents asking questions regarding the child's developmental history. When the social worker receives the completed form, a meeting with the parents is arranged. The home involvement centers around the child's adjustment and achievement. Frequently, parents become anxious or restive about the referral and the social worker attempts to deal with these feelings by realistically interpreting the ways in which the Child Study Team will be involved and how the information gathered will be used to help the child. Short-term counseling is offered when appropriate.

Social work activity in the home-school relationship is centered on the development of better communication and understanding of the child and his/her needs, on the implementation of the recommendations of the Child Study Team, and the facilitation of referral to other private and public resources.

## **Learning Disability Teacher - Consultant**

The Learning Disability Teacher-Consultant functions as a diagnostician, teacher-consultant, and member of the Child Study Team.

As a diagnostician, the Learning Disability Teacher-Consultant educationally assesses children who manifest disabilities in one or more of the academic areas. The assessment includes evaluations of visual perception, levels of thinking, possible disabilities and strengths in reading, mathematics, and work-study skills.

As a teacher-consultant, the Learning Disability Teacher-Consultant communicates the relevant results from the evaluation, and suggests appropriate remedial techniques and methods to assist the classroom teacher in remediating the specific disability. If necessary, the Learning Disability Teacher-Consultant helps devise a program for the child. Furthermore, the Learning Disability Teacher-Consultant assists in implementing the prescribed educational program.

As a Child Study Team member, the Learning Disability Teacher-Consultant, in conjunction with other team members, classifies handicapped children and recommends appropriate programs according to diagnostic findings.

## **Speech Services**

Speech Therapists have training in locating, diagnosing, and remediating those children presenting speech and/or hearing difficulties. In order to insure the detection and diagnosis of all children having speech and hearing handicaps, the therapists conduct an encompassing screening program. The screening program consists of evaluating all first grade children and those children who have transferred in from other school systems. In addition, the therapists evaluate all children referred to them by the classroom teacher. After diagnosis, the forms of therapy offered vary depending upon the nature of the presenting problem. Types of therapy take into any physical anomalies and may involve treatment in the form of lip reading, auditory training, and language correction for stuttering, tongue thrusting and articulation therapy may be conducted on group or individual basis.

In conjunction with the on-going therapy, parents are kept aware of their child's progress through periodic parent conferences and through bi-annual progress reports.

## **Special Education Teachers**

The significance of the role of the special education teacher within a comprehensive student personnel program cannot be overestimated. For handicapped children, the special education class placement usually marks the beginning of the implementation of the professional recommendations of the Child Study Team. From the beginning of that placement, the members of the Child Study Team continue an involvement with the student by fulfilling both the mandated re-evaluation procedures and by assisting the teacher when desired. However, it is the special education teacher who assumes the responsibility of helping the student accomplish the established educational and socialization goals. At the same time, the special education teachers' primary function is a teaching responsibility.

## **Board Of Education Requests**

Please remember that instead of eight sections on the Superintendent's Report, there will be four (Vision 2030 Finance and Infrastructure, Vision 2030 Student Achievement, Vision 2030 Policy, and Vision 2030 Personnel). However, for the time being, we will keep the subsections until everyone is fluent with the sections that action items will fall under. For instance, under the Vision 2030 Finance and Infrastructure heading will be items that used to be under the subheading of Buildings and Grounds, Finance, and Support Services. Naturally, Vision 2030 Personnel will consist of both certified and non-certified personnel action items. Similarly, Vision 2030 Student Achievement items will pertain to Curriculum and Co-Curriculum. Finally, Vision 2030 Policy will remain the same and encompass action items pertaining to the reading of by-laws, policies, and regulations.

Therefore, all agenda items for the Vision 2030 Student Achievement section should be submitted to Marilyn's office. Marilyn will ensure that all items are complete and will proofread them before sending them to Maureen and Kathy to be placed on the Superintendent's Report. Likewise, all Finance and Infrastructure motions are to be sent to BA's's office. As with Marilyn, the BA will ensure that all necessary items are in and will proof them before emailing them to Maureen and Kathy. Finally, the office of the Assistant Superintendent of Human Resources and Operations will gather all personnel items and proof them before sending to Maureen and Kathy.

The agenda for Workshop BOE Meetings will be sent to the Board and posted on the website for the public to review on the Friday before a scheduled Tuesday evening meeting, which will provide the Board and public with four days to review. However, the Business Meeting agendas, which will consist of many more action items, will be sent to the Board as a draft eleven days prior to the meeting and then again in final format four days before the meeting with any additions, deletions, and revisions. Any revisions made in the final version will be italicized to indicate such to the Board. The final version of the Business Meeting agenda will also be posted on the website for the public to view four days before the Tuesday evening meeting.

## Supply Requisitions

Supplies will be available on a daily basis and it should not take more than two days for your supply order to be ready for pick-up.

Central Supply delivers supplies to the High School on, or near September 1, November 1, January 1, March 1 and May 1. These deliveries are a percentage of the annual supply order. When our annual order for a specific item has been filled, the item will no longer be available.

Certain items are restricted to departmental or office use and will not be available to individual staff members without approval of that department or office.

SUPPLY ROOM CODES:

R – Restricted

O.S. – Out of Stock

N.A. – Not available from the Supply Room

## Requisition Procedure

1. Obtain two Supply Requisition Forms from the mailbox in the Main Office (form must be filled out in duplicate.)
2. Enter your name, department, and room number. Complete the requisition in duplicate, indicating the quantity needed and the description of the item. Consult the SUPPLY LIST for item description and ordering unit.
3. Deposit both completed forms in the COMPLETED SUPPLY FORMS mailbox in the Main Office.
4. When your order has been processed, one of the forms will be placed in your mailbox. Check the pick-up date on the form.
5. When you have received your copy of the requisition form, you or a designated student should pick-up the order in ROOM D-2 between 7:45 AM and 7:58 AM on the indicated date. Please send the student with your copy when picking up supplies. This will be the student's corridor pass. Completed orders will be held for a period of three days, after which supplies will be returned to the shelves. Remember you are not ordering for the month. The Supply Room is open daily. Order what you need, not what you would like, in order that all staff needs can be met.

## Supply List and Descriptions

Blotter Pad – (per pad)

Blotter – (per sheet)

Book Covers, #3 – (multiples of 25)

Book Covers, #4 – (multiples of 25)

Book Covers, #5 – (multiples of 25)

Bristol Board, black, blue, canary, green, white, red – (per sheet)

Calendar Pad Stands – (each)

Carbon Paper, 8 ½" x 11 ½" – (per sheet)

Carbon Paper, 8 ½" x 14 ½" – (per sheet)

Chalk, Assorted Colors – (per box)

Chalk White – (per box of 12)

Chalk, Yellow – (per box of 12)



Compass, Chalkboard – (each)  
 Compass, Pencil – (each)  
 Crayons, Pencil – (each)  
 Crayons, (12 per box) – Black, Blue, Yellow, Green, Red, Brown, Violet, Orange  
 Envelopes, Clasp 3 1/8" x 5 1/2" – (each)  
 Envelopes, Clasp 6" x 9" – (each)  
 Envelopes, Clasp 10" x 13" – (each)  
 Envelopes, Clasp 12" x 15 1/2" – (each)  
 Envelopes, Red Rope, Expanding, 10" by 15" – (each)  
 Envelopes, White, 3 5/8" x 6 1/2" (each)  
 Envelopes, White 4 1/8" x 9 1/2" – (each)  
 Erasers, Chalkboard – (each)  
 Erasers, Pencil – (each)  
 Fasteners – (per box)  
 File Folders, Legal Size – (each)  
 File Folders, Letter Size – (each)  
 Flag, USA – (each)  
 Flag Holder – (each)  
 Glue, Elmer's, - (per 1.25 ounce bottle)  
 Glue, Elmer's, - (per 1 quart bottle)  
 Index Cards, White 3" x 5" – (per pack)  
 Index Cards, White 4" x 6" – (per pack)  
 Index Cards, White 5" x 6" – (per pack)  
 Index Tabs – (Per Pkg. Of 25)  
 Labels, Roll-On – (per box of 250)  
 Labels, Self-Adhesive, 1 1/2" x 3" – (per box of 250)  
 Labels, Self-Adhesive, 2" x 4" – (per box of 120)  
 Loose Leaf Filler Paper – (per ream)  
 Loose Leaf Paper Reinforcements – (per box)  
 Magic Markers, Black – (each)  
 Magic Markers, Blue – (each)  
 Magic Markers, Green – (each)  
 Magic Markers, Red – (each)  
 Magic Markers, Assortment – (per set)  
 Meter Stick – (each)  
 Oak Tab, 9" x 12" – (per pack of 100)  
 Oak Tag, 18" x 24" – (per sheet)  
 Paper, Composition, White – ( per ream)  
 89  
 Paper, Construction, 9" x 12": Black, Blue, Brown, Grey, Green, Orange, Red, Violet, White, Yellow – (per pack of 100)  
 Paper, Construction, 18" x 24": Black, Blue, Brown, Grey, Green, Orange, Red, Violet, White, Yellow – (per sheet)  
 Paper, Quadrille – (per ream)  
 Paper Cement – (per can)  
 Paper Clips, Small – (per box)  
 Paper Clips, Large – (per box)  
 Pencils, #2 – (each)  
 Pencils, Red – (each)  
 Pencil Sharpeners – (each)

Pens, Blue Ink – (each)  
Pens, Red Ink – (each)  
Pointer – (each)  
Protractors, Student – (per dozen)  
Punch, Conductor's – (each)  
Rubber Bands, Assorted – (per box)  
Rulers, 12" – (each) (metric)  
Rulers, 18" – (each)  
Scissors, 9" – (each)  
Scissors, 4 ½", Blunt, - (each)  
Scissors, 4 ½", Pointed – (each)  
Scissors, 4 ½", Blunt, Left Handed – (each)  
Scissors, 4 ½", Pointed, Left Handed – (each)  
Stapler – (each)  
Staples – (per box)  
Staple Remover – (each)  
Tape, Masking, 1" – (per roll)  
Tape, Masking, 2" – (per roll)  
Tape, Scotch, ¾" – (per roll)  
Tape, Scotch, 1" – (per roll)  
Tape Dispenser for Tape 1" – (each)  
Thumbtacks – (per box)  
Twine – (per ball)

### **Telephones – Interschool Communication**

All interschool extensions can be reached by dialing the appropriate four digit extension.  
A list of updated telephone extensions will be distributed under separate cover.

## **COACHING ROSTER 2016 - 2017**

**SUMMER STRENGTH**

**FALL SPORTS**

Christopher Beagan

**FOOTBALL-MEN**

Head Coach  
1st Assistant  
Head Freshman  
Assistant  
Assistant  
Assistant  
Assistant  
Assistant

Christopher Beagan  
Michael Novak  
Justin Hornlein  
Mark Poore  
Stephen Gluchowski  
William Hamilton  
Daniel Huff  
Eugene Garcia  
Robert Arvanites

**SOCCER**

**MEN**

Head Coach  
JV Assistant  
Freshman  
7 & 8

Nicholas Cifelli  
Joseph Slavik  
Christopher Howard  
Marcus Ivy

**WOMEN**

Head Coach  
JV Assistant  
Freshman  
7 & 8

Jillian Nagy  
Jessica Roy  
  
Laura Haney

**FIELD HOCKEY-WOMEN**

Head Coach  
JV Assistant  
7 & 8

Mary Charmello  
Mary Fallon  
Brienne Kissel-Beloncik

**CROSS COUNTRY**

MEN  
WOMEN  
Middle School

Stephen Logan  
Joseph Pastva  
MaryBeth Drabik  
Michael Provenza

**TENNIS-WOMEN**

**GYMNASTICS-WOMEN**

**FALL STRENGTH**

**Athletic Aide – Fall**  
**Cheerleading – Head Coach**  
Assistant  
Middle School

Benjamin Isabella  
  
Sara Krainski  
Krystle Park  
Nicole Lynch

**WINTER SPORTS**

## **BASKETBALL**

### **MEN**

Head Coach  
JV Assistant  
Freshman  
7 & 8

John Wojcik  
Christopher Watson  
Ryan Donegan  
Michael Provenza

### **WOMEN**

Head Coach  
JV Assistant  
Freshman  
7 & 8

Janet Cook  
Christine Keir  
Caileigh Giovenco  
TBD

### **SWIMMING MEN/WOMEN**

Head Coach  
Assistant

Andrew Rice  
Lauren Gassman

## **WINTER TRACK**

### **MEN/WOMEN**

Head Coach  
Assistant  
Assistant

Joseph Pastva  
OPEN  
Stephen Logan

### **BOWLING MEN WOMEN**

Michael Weinert  
Joe Slavik

### **WRESTLING-MEN**

Head Coach  
JV Assistant  
Freshmen  
7 & 8

Marcus Ivy  
Richard Bates  
Christopher Howard  
Matthew Revel

### **WINTER STRENGTH**

TBD

**Athletic Aide – Winter**  
Stipend

TBD  
TBD

**Cheerleading** – Head Coach  
Assistant  
Middle School

Sara Krainski  
Krystle Park  
Nicole Lynch

## **SPRING SPORTS**

### **BASEBALL**

Head Coach  
Varsity Assistant  
JV Assistant  
Freshmen  
Middle School

Michael Novak  
Robert Arvanites  
Joseph. Schlaline  
Stephen Gluchowski  
James Zolla

### **SOFTBALL**

Head Coach  
Varsity Assistant  
JV Assistant  
7 & 8

Christa DeLucia  
Amanda Olender  
Lynn Lawson  
Darci Carnevale

## **SPRING TRACK**

### **MEN**

Co-Head Coach  
Assistant  
Assistant  
Assistant  
Middle School

Joseph Slavik  
Joseph Pastva  
Stephen Logan  
Patrice Troutman  
Anthony Martucci

### **WOMEN**

Head Coach  
Assistant  
Assistant  
Assistant  
Middle School

Amy Hudson-Gioia  
OPEN  
Marybeth Drabik

### **TENNIS-MEN**

Michael Provenza

### **GOLF**

**MEN**  
**WOMEN**

Thomas McCloskey  
Richard Bates

## **SPRING STRENGTH**

### **Athletic Aide**

Athletic Aide-Spring

Richard Tola