

SAYREVILLE WAR MEMORIAL HIGH SCHOOL

FACULTY MANUAL

2018 - 2019

08/09/2018

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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
2018 - 2019**

September

3	Labor Day- School Closed
4	All Teachers Report
5	All Teachers Report
6	First day for Students
10 & 19	Rosh Hashanah & Yom Kippur School Closed
28	Early Dismissal

October

8	Early Dismissal for Students & PLC 2.5 hrs. for Staff
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November

6	Staff In Service – No Students
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8 & 9	School Closed – NJEA Convention
21	Early Dismissal – Thanksgiving
22 & 23	Thanksgiving Break

December

10	Early Dismissal for Students & PLC 2.5 hrs. for Staff
21	Early Dismissal – Winter Recess
24 - 31	School Closed- Winter Break

January

1	School Closed
14	Early Dismissal for Students & Staff PLC 2.5 hrs for Staff
21	School Closed- Martin Luther King Day

February

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

March

11	Early Dismissal for Students & PLC 2.5 hrs. for Staff
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April

15 - 22	School Closed- Spring Break
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May

20	Early Dismissal for Students & PLC 2.5 hrs. for Staff
27	School Closed – Memorial Day

June

21	Early Dismissal for students
22	Early Dismissal – Last Day for students (tentative)
25	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 21st will be a half day for students, February 18th will be a full day for students and full days for students will be taken away from Spring Break beginning with April 22nd then April 15th and sequential days moving forward.

Marking Period Calendar 2018 - 2019

	Starts	Ends	Progress	Report Cards
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			Reports Issued	Issued
MP # 1	09/06/2018	11/14/2018	10/10/2018	11/21/2018
MP # 2	11/15/2018	01/31/19	12/20/2018	02/08/2019
MP # 3	02/01/2019	04/08/2019	03/06/2019	04/24/2019
MP # 4	04/09/2019	06/24/2019	05/17/2019	Week of June 28

Back to School Nights 2018 - 2019

Monday, September 24 K-3 Elementary Schools
Tuesday, September 25 Samsel Upper Elementary
Wednesday, September 26 Middle School
Thursday, September 27 High School & Project Before

Conferences 2018 - 2019

Monday, January 7th Afternoon Samsel Upper Elementary
 Evening Middle School
Tuesday, January 8th Afternoon Middle School
 Evening Samsel Upper Elementary
Wednesday, January 9th Afternoon K-3 Elementary
 Evening High School & Project Before
Thursday, January 10th 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. All Doctor notes must be sent to the Nurse or the Attendance office.

26. Any student who arrives in your class after 7:40 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 by the second workday of the week. 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.
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, particularly when on duty.**
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 done electronically on Frontline. 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), WOR or at the Sayreville District website 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 (800) 942- 3767, you must have your ID and PIN. Follow the prompts until complete or enter electronically in Frontline. You are reminded that whenever you miss work because of illness, you can be called upon to produce a doctor's note. If you miss the timeline, please call Ms. Gelpke at (732) 525-5252 x 8000. 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 electronically in Frontline.

If you have any questions concerning this procedure, please ask in the Main Office. Also, remember that if you miss the timeline, it is your obligation to notify the secretary handling staff attendance Ms. Gelpke **before 6:20 AM** of your absence at 525-5252 x 8000 before 6:00 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.
3. Teachers are to check the Period 1 Roster to make sure the following information is accurate: a) correct spelling of name, Make any necessary corrections on the Period 1 Roster.
4. 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.

5. Answer any questions not already covered about room assignments, schedules, time schedule, etc., and emphasize that period 1 starts promptly at 7:40 AM. Students arriving after the 7:30 AM late bell and up to 7:40 AM should go directly to period 1 and be marked tardy on the attendance form. Students not in period 1 by 7:40 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.
6. 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

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, 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.

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 Security Desk

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 /Afternoon 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 10:10 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.

Administrative Detention

1. Time: 2:30 PM to 3:45 PM; AM Detention 6:45AM – 7:25AM 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, 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 3:45 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 8th period and must be returned before 1st 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. Please check the District's Website. 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 On-Course. Attendance bubble sheets (found in each mailbox) will only be used by Period 1 substitutes or in the event of an inability to access On-Course.
2. Any student arriving after 7:30 and before 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 On-Course.
2. Record any student late to your class in your record book and in On-Course. 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.

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 On-Course.

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.

Sayreville Public Schools

Draft Homework Policy

June 12, 2018

The Board of Education defines homework as student learning activities conducted outside of school hours not under the direct supervision of the professional educator. The Board of Education believes that homework is an essential part of an effective and well-planned instructional program. Homework serves as an extension of learning beyond the classroom and the school day that supports the development of students’ life-long skills and attitudes toward learning from kindergarten through twelfth grade.

The Board of Education acknowledges that students have many opportunities to engage in personal learning activities and that sufficient time must be allowed for these and other family

activities. Excessive homework could have negative consequences on some children, which may lead to undue stress and fatigue and deny access to leisure time. Such consequences depend in large part on the child's age, ability and other personal factors.

The purposes of this policy are as follows:

- To provide specific guidelines on homework for teachers, parents and students
- To help promote continuity and consistency with homework practices across grade levels and subject areas throughout the district
- To help promote and poster positive attitudes/experiences about homework
- To help increase the level of communication between home and school, especially as it relates to home assignments

In establishing a philosophy for homework, the teacher committee, administrators, and the Board of Education Policy Committee primarily looked at its purpose. The committees have established that homework may serve many of the following purposes:

- Provide independent practice of skills and concepts taught in the classroom.
- Provide preparation for a new concept or a preview of material that will be studied in the future.
- Provide a review of previously taught materials.
- Provide an opportunity to complete unfinished tasks.
- Provide elaboration, enrichment, and/or extension of material studied in the class.
- Provide parents with an opportunity to become involved in their child's learning
- Provide opportunities for students to reinforce proper study habits and skills in self-discipline and time-management.

Homework should be assigned with specific instructional purposes and related to the instructional objectives and desired student outcomes. Homework will not be punitive.

All tasks should be explained clearly, keeping in mind the varying ability levels of children within a class. As appropriate, concise written instructions should be included to ensure parents have a clear understanding of the tasks involved.

As appropriate, the consistent use of agenda books/planners should be encouraged to record daily homework assignments. It is recommended that parents/guardians sign/initial the agenda book/planner each evening, especially in the younger grade levels.

New concepts should not be introduced as homework tasks. Exceptions to this could include work assigned due to absence from school or pre-reading activities assigned prior to new units being introduced in class.

Homework should be assigned Monday through Thursday. When a test/task is due on Monday, sufficient notice should be provided.

A clear statement of expectations for homework at each grade level should be included in the packet shared at Parent Orientation sessions, Parent/Student Handbooks, individual school websites, etc.

When homework assignments are consistently not being completed, parental contact is essential (phone calls, notes in agenda, emails, etc). An appropriate plan of action should be developed between the student, parent, counselor and teacher.

Time should be made each day for students to record homework tasks and prepare materials for homework assignments. Consistent routines for recording homework are essential. Students need to be made aware of the schools' expectations and procedures.

The following timeframes are recommended as a guideline for assigning homework:

General Time Allotments Per School Night

Grades 9 - 12 90 – 120 minutes *

- Honors, Advanced and Advanced Placement (AP) courses may require an additional time commitment

Summer work is designed to foster independent practice and prevent summer regression.

- In grades 6 – 12 summer work is prescribed by the department and grade level.
- Honors, Advanced and Advanced Placement (AP) courses may have additional summer assignment requirements as defined by the teachers.

The committees and the Board of Education believe that holidays and weekends are a time for rest and rejuvenation and a time for families to be together. Homework-free times will include the following:

- Weekends, Winter and Spring breaks
- No long-term projects will be due and no tests will be given immediately upon return from these breaks
- **Teachers' Convention in November**

The Superintendent, in collaboration with principals and teachers, will establish individual schools' homework expectations and procedures consistent with the Board of Education Homework Policy.

Pupils absent for any reason must make up assignments, classwork, and tests within a reasonable length of time. In most cases, a reasonable length of time shall be the same number of school days as the days missed.

Pupils being excused for any reason must make arrangements with the teacher of the missed classes in order to make up the work missed. This must be done before the absence from class.

Incompletes

Students who have not completed missed work prior to the end of the marking period due to excused absences or extenuating circumstances may receive an incomplete for the marking period. Pupils will be given 10 school days, following the end of the marking period to make up the missed work. Additional time, if warranted, may be granted by the building principal on a case by case basis.

ACADEMIC INTEGRITY

The Board of Education is committed to advancing the pursuit of intellectual excellence and to maintaining the highest standards and expectations for academic integrity among all pupils. The Board believes in establishing a school climate that promotes ethical and responsible pupil conduct. In conjunction with that belief, the Board supports the development of a school culture that furthers our academic mission and recognizes the hard work of pupils and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify pupils acting dishonestly. As a professional learning community, it must be affirmed that “learning for learning’s sake” is intrinsically valued, and any infractions that create or result in an unfair academic advantage for one pupil or a disadvantage for another will not be tolerated. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

Definition of Academic Dishonesty

Academic dishonesty is using a person’s work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, securing unauthorized or advanced materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty (examples include, but are not limited to, the following):

Acts of academic dishonesty include, but are not limited to:

- A. Looking at someone else’s work product, or knowingly allowing someone else to look at one’s work product during an exam, test, or quiz
- B. Using any kind of “cheat notes” during an exam, test, or quiz
- C. Copying any work assigned to be done independently or letting others copy one’s work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing)
- D. Having unauthorized access to or using stolen exams, tests, or quizzes E. Providing or selling exam, test, or quiz information to other pupils.
- F. Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz

- G. Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher
- H. Lying about attendance or ability to complete assignments and/or assessments
- I. Lying about other people being responsible for low grades or missing scores/assignments
- J. Claiming credit for work in a group project when work was done by others
- K. Attempting to misrepresent the authorship of pupil work, i.e., having someone else write a paper
- L. Attempting to misrepresent the authorship of pupil work by attempting to submit or submitting, in part or in whole, an assignment completed by any other individual
- M. Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research
- N. Using the views, opinions, or insights of others without proper acknowledgement
- O. Fabricating or altering laboratory data
- P. Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only

Teacher's Professional Judgment

A teacher's professional judgment guides the implementation of the Academic Integrity Policy. The teacher is responsible for setting the academic expectations, explaining the consequences of the Policy, evaluating any evidence of pupil misconduct in light of the Policy, and determining whether the Policy has been violated. Pupils are to conduct themselves in a sensible manner and not give the teacher cause to consider their actions are a violation of the Academic Integrity Policy.

Alternatives to Cheating and Plagiarism

No pupil needs to cheat or plagiarize. The Board of Education provides numerous support services for pupils to help them achieve success honorably. Pupils who advocate for themselves and seek appropriate help when required will not need to cheat or plagiarize in order to achieve their full potential.

Consequences for Violations

The District considers violations of the Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a schoolwide and districtwide basis, i.e., a violation in one class follows a pupil to a different class within the school, and a violation at one school follows a pupil to a different school within the District. Additionally, violations of the Academic Integrity Policy are cumulative for all the years a pupil is enrolled in the Sayreville Public Schools.

First Offense

- A. The pupil will have a reduction in grade/credit (up to, and including, an "F" grade/"0" credit) on the assignment, exam, test, or quiz based upon the teacher's grading system.

- B. The teacher will confer with the pupil and contact the parent/guardian by phone or e-mail to review the academic dishonesty incident within two school days of becoming aware of the incident.
- C. The teacher will submit a written referral, with appropriate documentation, to an administrator who will meet with the pupil and the counselor, and document the incident/follow-up action in the pupil information software system.
- D. Disciplinary actions may include, but are not limited to, a warning and a signed pupil/parental statement that acknowledges the violation/penalty, and indicates an understanding of further consequences for any subsequent offenses. Additionally, a pupil will be suspended from school, even on a first offense, if a violation has occurred in the following areas:
 - 1. Alteration or falsification, or attempted alteration/falsification, of records (e.g., transcripts)
 - 2. Theft, or attempted theft, of records or testing materials (exams/tests/quizzes)
- E. The pupil may be barred from participation or having a leadership role in a club, scholarship group, pupil government, athletic team, or other extracurricular activity for a period of one year from date of the violation.
- F. A first offense for pupils enrolled at Sayreville War Memorial High School shall prohibit admission into the National Honor Society during the pupil's Junior year. However, the pupils' may be considered for admission in their senior year if all other required criteria are met for admission.

Second Offense

Consequences listed in the First Offense and one or more of the following:

- A. A conference will be held with an administrator, parent/guardian, teacher, counselor, and pupil, and the incident/follow-up action will be documented in the pupil information system.
- B. If both the first and second offenses occurred in the same class, the pupil shall be dropped from the class with a grade of "F."
- C. The pupil will be suspended from school.
- D. If both offenses occurred while the pupil was enrolled at Sayreville War Memorial High School, the pupil shall not be considered for admission into the National Honor Society.

Third/Continuing Offenses

Consequences listed in the First Offense and one or more of the following:

- A. A conference will be held with an administrator, parent/guardian, teacher, counselor, and pupil, and the incident/follow-up action will be documented in the pupil information system.
- B. If more than one offense occurred in the same class, the pupil shall be dropped from the class with a grade of "F."

C. The pupil will be suspended from school.

D. The pupil may be referred to the Board of Education's pupil discipline committee for recommendations and/or additional consequences.

Appeals Process

Pupils wishing to contest decisions resulting from the administration this policy may submit their appeals in writing to the principal. If an appeal is denied by the principal, the pupil may appeal the finding to the Superintendent of Schools. The decision of the Superintendent of Schools shall be final. The Board of Education shall not hear appeals associated with this policy nor shall the Board of Education waive any of the provisions of this policy may pertain to admissions in the National Honor Society or other discipline matters.

Shared Responsibility for Academic Integrity

Administrators, teachers, parents and pupils must understand, accept, and share responsibilities if this policy is to be effective.

A. Pupil Responsibilities

The Pupil will:

1. Set aside sufficient time to study
2. Participate actively in class and attend regularly
3. Protect work—do not lend or borrow work
4. Observe test time limits
5. Not look at another's test or allow his or her test to be seen
6. Not talk during a test or about the test until all classes have had a chance to take it
7. Not represent as his or her own the work of a parent, brother, sister, or anyone else
8. Not change a test item in any way when the test is returned for review
9. not allow one member of a team to do the whole task
10. Learn how to attribute work properly by citation, footnote, and bibliography
11. Not enter teacher offices and other restricted areas without permission and/or being accompanied by a staff person

B. Parental Responsibilities

The parent will:

1. Communicate to the pupil values of moral and ethical behavior
2. Refrain from placing undue pressure for high grades at any cost
3. Be aware of a pupil's need for a quiet time and a place to study
4. Support the pupil's efforts, but not edit, type, or in any other way do the work
5. Encourage wise use of time

C. Teacher Responsibilities

The teacher will:

1. Review at the beginning of the school year the Academic Integrity Policy along with their procedures that clearly outline the consequences for academic dishonesty in their classes; review the various examples and forms of academic dishonesty that should be avoided
2. Be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of “group work”
3. Keep completed assignments and tests secure
4. Inform pupils if unannounced tests will be used in the course
5. Ensure that grades in the student information system are private and secure; not allow support staff to make or maintain grade entries; ensure the confidentiality, security, and complexity of the teacher’s passwords
6. Promote the culture of academic integrity within the Sayreville Public Schools by consulting with an administrator or supervisor regarding suspected violations of the Academic Integrity policy.

C. Administrator Responsibilities

The administrator will:

1. Ensure copies of this policy are distributed as part of the package requiring parent signoff at the beginning of each school year
2. Ensure a copy of this policy is provided to all new pupils who are enrolled in the Sayreville Public Schools after the first school day of each school year.
3. Support teachers in administering discipline and upholding the Academic Integrity Policy
4. Record incident/follow-up action in the pupil information system; inform teachers about outcome of the referral
5. Facilitate conferences and counsel pupils in every case of academic dishonesty
6. Communicate with teachers about pupils who have prior violations
7. Collaborate with teachers in maintaining a secure digital and physical environment
8. Review and resolve appeals

Possible

<u>Cross References:</u>	5124	Reporting to parents/guardians
	5125	Pupil records
	5131	Pupil Conduct/Discipline
	6010	Goals and objectives
	6141	Curriculum design/development
	6146	Graduation requirements
	6146.2	Promotion/retention
	6147	Standards of proficiency
	6147.1	Evaluation of individual student performance
	6160	Instructional services and resources
	6164.2	Guidance services
	6164.4	Child study team
	6171.3	At-risk and Title 1

6171.4 Special education
6172 Alternative educational programs

Key Words

Academic Integrity, Academic Dishonesty, Cheating, Plagiarism, Copying, Theft, Falsification

Date Adopted:

Date Revised:

Rationale: New policy language describing the Board's belief in the importance of academic integrity as well as related consequences.

Progress Reports

Deficiency Notices are sent home to parents, through the students, midway through each

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:

Grading

Grades 6 - 12

The frequency and appropriateness of student assessment is crucial to fairness in the grading of students and has direct implications for their graduation. Types of assessment devices may include, but are not limited to, tests, quizzes, written reports, notebooks, projects, portfolios, and group work.

The following assessment guidelines should be adhered to:

1. Students should be graded on the basis of a minimum of eight assessment devices per marking period for those classes that meet daily. The issuance of assessment devices should be evenly distributed throughout the marking period.
2. Student evaluation and marking period grades should be arrived at through the use of a variety of assessment devices.
3. All teachers who teach a particular subject/grade level should use approximately the same number and similar types of assessment devices during a marking period.
4. Assessment devices should be aligned to the district approved curriculum and the New Jersey Student Learning Standards in both content and wording whenever possible.

5. Homework will account for a maximum of 5% of each marking period grade in core curriculum courses. Homework should be meaningful and be of an appropriate length as described in Policy 6154.
6. Extra credit should be issued judiciously, if at all. Extra credit must be connected to a learning standard and integrated in a specific assessment or assignment. Extra credit points may account for a maximum of 5% of an assessment grade. Extra credit will not take the place of missed assignments, nor is it added as a separate entry in calculating a final marking period grade.
7. Class participation and preparedness are behavioral and should not be calculated in a marking period grade.
8. Formative assessments in classes that require active demonstration of knowledge and skills may include participation as an integral part of the grade. These classes may include physical education, music, performing and visual arts and practical arts.
9. Students should be provided the opportunity to complete assignments after the due date. However, this may result in a reduction of the overall grade for that particular assignment.

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 On-Course grade book. Also record the appropriate symbols for behavior and conduct and attitude. Specific instructions and time tables for the completion grades will be distributed to all teachers at the end of each marking period or cover in a separate memo from the Administration.

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.

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, error 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 732.525.5251

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 732.525-5251 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 732.525.5251 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)

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 732.525.5251

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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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 a 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 – **Ms. L. Maharana**

English/Reading/World Language - **Mrs. Grossman**

Counseling and Guidance - **Mrs. Sicola**

Business/Vocational Humanities – **Ms. Jakubik**

Physical Education – **Ms. Badami**

Special Education – **Mrs. Delfina**

Science/Technology/Consumer Science/Technology/JRROTC – **Ms. C. O'Connor**

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.

SUPERVISORS WILL CREATE AN AFTERSCHOOL HELP DAY BY DEPARTMENT

Title	First Name	Last Name
Band Director	Paul	Caruso
#1 MS Assistant/Color Guard	Joyce	Campbell
Musical Director	James	Craft
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	Laura	DeStalvo
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	Lauren	Gassman
# 1 Asst. Advisor Grade 12	Amanda	Messana
# 2 Asst. Advisor Grade 12	Michael	Mergner
# 3 Asst. Advisor Grade 12		
Head Class Advisor - Grade 11	Christine	Nappi
# 1 Asst. Advisor - Grade 11	Jillian	McGary
# 2 Asst. Advisor Grade 11		
# 3 Asst. Advisor Grade 11		
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		
Stage Production - Art		
Stage Production - Make up/hair styling		
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		
# 2 Asst. Class Advisor - Gr. 10		
# 3 Asst. Class Advisor - Gr. 10		
Head Class Advisor - Gr. 9		
# 1 Asst. Class Advisor - Gr. 9		
# 2 Asst. Class Advisor - Gr. 9		
# 3 Asst. Class Advisor - Gr. 9		
High School Step Team		
Pianist	David	Modero

SWMHS ACTIVITIES CALENDAR 2018-2019

<u>ACTIVITY</u>	<u>DATE</u>
Incoming Freshman Orientation	August 22, 2018
UBU Assembly	TBD
Jr. Ring Ceremony	TBD
Underclass Portraits 9-11	October 11, 2018
Acoustic Night	October 11, 2018
Homecoming	October 19, 2018

Fall Dramatic Play	November 2, 2018 November 3, 2018
SADD Blood Drive(s)	November 28, 2018 April 10, 2019
Madrigal Dinner	December 7, 2018 December 8, 2018
Holiday Concert (Instrumental/Chorus)	December 12, 2018
Variety Show	February 1, 2019
(Snow Date)	February 8, 2019
Spring Musical – (evening) 7 p.m	March 29, 2019
Spring Musical – (evening) 7 p.m.	March 30, 2019
National Honor Society Induction Ceremony	April 10, 2019
National Honor Society Spaghetti Dinner	April 11, 2019
Mr. Sayreville	April 12, 2019
Junior Prom	April 26, 2019
Instrumental Spring Concert	May 1, 2019
Senior Prom	May 10, 2019
Spring Choral Concert	May 15, 2019
Powder Puff	May 23, 2019
Senior Trip to Disney	May 30 – June 3, 2019
Senior Awards Night	June 12, 2019

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. Magaw 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 7:40 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. Salum/Ms. Zurowski 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.

Teacher use of Cell Phones, Laptops, grading papers is prohibited while supervising students.

Administrative Detention Assignments

Detention will be scheduled for Room (TBD) daily from 2:30 PM to 3:45 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 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, please check in with one of the secretaries to confirm a substitute has been secured.

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 return the book to 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 – 3:45 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 – 3:45PM.

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. Please be sure to give the name of the student to the nurse. This would give her a "heads up" to a student's potential medical history.
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 students 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 speaking directly to the counselor.

Guidance Services

In addition to formal counseling services, school 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. Testing
 - a. To organize and supervise the administration of standardized tests.
 - b. To prepare the materials for scoring and to insure that test data is sent home to parents and recorded in the permanent folder.
 - d. To interpret test data to students, parents, teachers, and administrators.

Counselor – Student Assignments

High School Counseling Department		732-525-5252
Mrs. Donna Sicola, District Supervisor donna.sicola@sayrevillek12.net		X 8060
Mrs. Dana Keck, School Counselor dana.keck@sayrevillek12.net	Grades 9-12 A-Caru	X 8065

Ms. Paula Schnorbus, School Counselor paula.schnorbus@sayrevillek12.net	Grades 9-12 Caru-Fran	X 8067
Mr. Joseph Schlaline, School Counselor joseph.schlaline@sayrevillek12.net	Grades 9-12 Frao-Kir	X 8319
Mrs. Kim Gibson, School Counselor kimberly.gibson@sayrevillek12.net	Grades 9-12 Kis-More	X 8068
Mrs. Meredith Goodman, School Counselor meredith.goodman@sayrevillek12.net	Grades 9-12 Morg-Rod	X 8064
Miss Kaila O'Donnell, School Counselor kaila.odonnell@sayrevillek12.net	Grades 9-12 Roe-Va	X 8066
TBD, SAC/School Counselor @sayrevillek12.net	Grades 9-12 Ve-Z	X 8063
Mrs. Sharon Thasites, Administrative Secretary sharon.thasites@sayrevillek12.net		X 8061
Ms. Angela Jones, Administrative Secretary angela.jones@sayrevillek12.net		X 8062
Fax	(732) 316-9307	

Home Instruction / 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 Home instruction/bedside instruction basis. The following information is offered for your assistance.

1. Instruction is provided for students on the basis of ten total hours per week.
2. Hourly rate for home instruction is according to contract.
3. Time sheets and invoices are to be submitted via email to Dr. Edward Aguiles.

4. It is the responsibility of each tutor to comply with school regulations in regard to the submission of grades for the student being tutored.
5. On the Senior High level, quarterly assessments are also the responsibility of the tutor. No High School student who is receiving home/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 home/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 as soon as possible. In turn, the incident should be reported to the Director of Human Resources.

Special Services and Special Education

Sayreville Public Schools Department of Special Services, in compliance with New Jersey Administrative Code, provides quality education in the least restrictive environment to its students who are educationally disabled and require special education services. Emphasis is placed on facilitating inclusion in general education settings to the fullest extent possible. Programs are assessed on an ongoing basis to insure that students' individual needs are met. A range of placement options are available in accordance with Individual Education Plans. These placements include:

- Regular Education with Supports and Services
- In-Class Support Resources
- Resource Center Support
- Resource Center Replacement
- Self-Contained Classes
- Out-of-District Placements

Our Special Services Staff is comprised of experts in their fields who are dedicated to developing education plans and delivering services vital to meeting each student's needs. Our staff consists of Child Study Team case managers and related services providers, as well as a variety of educational consultants. Staff includes special education teachers, paraprofessionals, speech/language therapists, occupational therapists, physical therapists, behaviorists and clinicians. Our Special Education Teachers are enthusiastic and committed to providing the highest level of education available to make students successful.

Sayreville School District has Intervention and Referral Services (I&RS) Teams at all district schools. The I&RS Team is available to assess students brought to their attention for social, emotional or educational needs. The I&RS Team receives referrals from building principals, counselors, Child Study Team members, and teachers. The Intervention and Referral Services Team is consulted as a pre-referral intervention to the special education evaluation process.

A student may be referred to the Child Study Team for evaluation by teachers, parents/guardians, counselors, and/or building administrators. Parents/guardians may request consideration for evaluation of their child by contacting the building principal or by writing a request to the Director of Special Services.

Special Services' Contacts

Mr. David Knaster, *Director of Special Services*, (732)525-5200 x 8606

Dr. Cynthia DeFina, *Supervisor of Secondary Special Education*, (732)525-5200 x 8124

CST High School Contacts

Jordana Cohen, School Psychologist (732)525-5252 x 8073

Lauren Hammond, School Psychologist (732)525-5252 x 8072

Dawnrae Lawrence-Force, Social Worker (732)525-5252 x 8070

Kristin Hartnett, LDT-C (732)525-5252 x 8071

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 Counselor, the implementation of an I and RS 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 our new Student Assistance Counselor, any other member of the I and RS Team, or a student's designated counselor to initiate the program's process for responding to the identified student.

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 ½" – (each)

Envelopes, Clasp 6" x 9" – (each)

Envelopes, Clasp 10" x 13" – (each)

Envelopes, Clasp 12" x 15 ½" – (each)

Envelopes, Red Rope, Expanding, 10" by 15" – (each)

Envelopes, White, 3 5/8" x 6 ½" (each)

Envelopes, White 4 1/8" x 9 ½" – (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 ½ " 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)

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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)

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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 2018 – 2019

SUMMER STRENGTH

Christopher Beagan

FALL SPORTS

FOOTBALL-MEN

Head Coach
1st Assistant
Head Freshman
Assistant

Christopher Beagan
Michael Novak
Eugene Garcia
Mark Poore

Assistant
Assistant
Assistant
Assistant
Assistant

Justin Hornlein
William Hamilton
Daniel Huff
Tim Ballard
Robert Arvanites

SOCCER

MEN

Head Coach
JV Assistant
Freshman
7 & 8

Nicholas Cifelli
Joseph Slavik
Marcus Ivy
Jason Price

WOMEN

Head Coach
JV Assistant

Jessica Roy
Jessica DaRold
Danielle Bucco

Freshman
7 & 8

Caileigh Fazzini

FIELD HOCKEY-WOMEN

Head Coach
JV Assistant
7 & 8

Mary Charmello
Kimberly Carkeek
Lynn Marie Lawson

CROSS COUNTRY

MEN

WOMEN

Middle School

Stephen Logan
Joseph Pastva
MaryBeth Drabik
Michael Provenza

TENNIS-WOMEN

GYMNASTICS-WOMEN

FALL STRENGTH

Benjamin Isabella
John Wojcik

Athletic Aide – Fall

Cheerleading – Head Coach
Assistant
Middle School

Sara Krainski
Krystle Park
Nicole Lynch

WINTER SPORTS

BASKETBALL

MEN

Head Coach
JV Assistant
Freshman
7 & 8

John Wojcik
TBD
Ryan Donegan
Michael Provenza

WOMEN

Head Coach
JV Assistant
Freshman
7 & 8

Janet Cook
Christina Zrowka
Caileigh Fazzini
TBD

**SWIMMING
MEN/WOMEN**

Head Coach
Assistant

Andrew Rice
Lauren Gassman

WINTER TRACK

MEN/WOMEN

Head Coach
Assistant
Assistant

Joseph Pastva
MaryBeth Drabik
Stephen Logan

**BOWLING
MEN
WOMEN**

Joseph Slavik
James Zolla

WRESTLING-MEN

Head Coach
JV Assistant
Freshmen
7 & 8

Marcus Ivy
Richard Bates
Phil Bouchard
Mark Poore

WINTER STRENGTH

Christopher Beagan

Athletic Aide – Winter

Stipend

Christopher Howard

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
TBD
Janet Cook
TBD

SPRING TRACK

MEN

Co-Head Coach
Assistant
Assistant
Assistant
Middle School

Joseph Slavik
Andrew Rice
Stephen Logan
Jason Price
Anthony Martucci

WOMEN

Head Coach

Assistant
Assistant
Assistant
Middle School

Joseph Pastva

MaryBeth Drabik

Maura Johnson
Eugene Garcia
Amy Gioia

TENNIS-MEN

Michael Provenza

GOLF

MEN

WOMEN

Thomas McCloskey
Richard Bates

SPRING STRENGTH

Athletic Aide
Athletic Aide-Spring

Christophe Beagan

SCHOOL MEAL PROGRAM ARREARS

The purpose of this regulation is to establish consistent meal count procedures throughout the district to ensure all pupils dependent upon the school lunch program receive a nutritious meal while preventing unpaid charges from placing a financial strain on the food services department. The goals of this regulation are.

1. To establish a consistent district procedure regarding charges and collection of charges.
 2. To treat all pupils with dignity in the serving line regarding meal accounts.
 3. To establish procedures that are age appropriate.
 4. To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the pupil.
- A. Scope of Responsibility:
1. The food services department is responsible for maintaining charge records and notifying the school district of outstanding balances. The food services department is also responsible for notifying the pupil's parent/guardian of low or outstanding balances.
 2. The school district is responsible for supporting the food service department in collection activities.
 3. The parent/guardian is responsible for immediate payment. Pupils/parents/guardians may pay for meals with cash, checks made payable to the Sayreville School District Cafeteria, or online via www.myschoolbucks.com. Funds should be maintained in accounts to minimize the possibility that a child may be without money on any given day. It is encouraged that all parents/guardians sign their children up for an account with my school bucks to monitor their child's meal transactions regardless of using the online payment option.
- B. Administration
1. Free lunch pupils are allowed to have a free reimbursable meal every day. Ala carte items are not part of the USDA meal program and must be paid for as purchased.
 2. If a pupil has a negative or zero balance they will be allowed to charge a regular reimbursable meal and will continue to accrue a negative balance until the account is paid in full. Charged meals are expected to be paid off by the next school day.
 3. If a pupil has a negative balance they will not be able to charge snacks or ala carte items until the negative balance is paid in full. Similarly, cash purchases of snacks or ala carte items will not be allowed until the negative balance is paid in full.
 4. All negative balances will trigger an email alert to the parent/guardian on a daily basis.
 5. If an account balance reaches -\$18.00, an automated phone call will be made to those households alerting the parent [guardian that there is a negative meal balance to reconcile.

6. If the negative balance still remains between -\$18.00 and -\$54.00, the food services department will make a follow up phone call to the parent/guardian. This phone call will be followed up with a letter summarizing the phone conversation/voice message and a copy of a free & reduced meal application if needed. Daily email alerts will continue to happen as well.
7. The food services department will notify a school guidance counselor if a pupil's account balance reaches -\$54.00. The school guidance counselor will contact the parent/guardian for a conference.
8. If the account balance reaches -\$72.00, an alternate meal will be the only option and the food services department will notify the school principal. The school principal or designee will notify the parent/guardian that the pupil may only have an alternate meal until the account is made current.
9. If the account balance reaches -\$90.00, the school principal may refer the matter to the Sayreville Police Department for a pupil wellness check and the district may notify the Division of Child Protection and Permanency (DCPP).
10. Any negative balance at the end of the school year will result in denying access to the parent/guardian and child for electronic grade reporting, scheduling, and other related pupil information systems.
11. All seniors must pay off charges before receiving their cap & gown.
12. All negative balances not paid will carry over to the following school year.
13. Continued non-payment will result in the district filing a claim in small claims court against the parent guardian. This would also apply to graduating seniors and pupils transferring out of the district with a negative balance.

D. Refunds

1. Graduating pupils with a positive account balance have an option to transfer the money into their sibling's account or request a refund. Both requests need to be in writing, either a letter or email, to the food services department.
2. If a pupil is transferring out of the district and has a positive account balance, the parent/guardian may request a refund in writing, either a letter or email, to the food services department.

E. Unclaimed Funds

1. All refunds must be requested within a year.
2. Any unclaimed funds will then become the property of the Sayreville School District Food Services Department

FREE OR REDUCED-PRICE LUNCHES/MILK

It is the policy of the Board of Education that this school district participate in any federal or state subsidized food program for the benefit of eligible pupils. Pupil eligibility shall be as determined by the guidelines of the subsidizing agency. The Board requires that all regulations of the subsidizing agency be observed including especially those which preserve the privacy of eligible pupils.

The board hereby adopts as its own the free and reduced-price policy developed by the Bureau of Child Nutrition programs pursuant to federal regulations.

Key Words

Free Lunch, School Lunch, Lunch, Milk, Reduced-price Lunches/Milk