

# SAYREVILLE WAR MEMORIAL HIGH SCHOOL

STUDENT HANDBOOK 2022-2023



The Sayreville War Memorial High School community empowers students to navigate the challenges of an ever-evolving global society by providing a supportive and equitable learning environment which offers extensive course and extracurricular opportunities that allow students to discover their passions and maximize their individual potential.

820 Washington Road, Parlin, NJ 08859

Phone: 732-525-5252

## **FOREWORD**

On behalf of the Sayreville Student Council, we would like to wish you the best of luck with the time you will be spending here at Sayreville War Memorial High School.

We are sure that you will find the listings and descriptions of all co-curricular activities as well as the rules and regulations quite helpful. The Student Council office is open to you at all times and we encourage you to stop by if you have any concerns, questions, or suggestions.

We, the executive committee, are very proud to serve the high school. We hope that you will join us in our efforts to continue the SWMHS tradition of excellence in academics, sports, and school spirit. We would like to extend to you our best wishes in making your four years at SWMHS a fulfilling and memorable time of your life.

**President: Janai Negroni**  
**Vice President: Sofia Costa**  
**BOE Rep: Gianna Pesci**  
**Publicist: Leah Whittaker**  
**Secretary: Savi Sandiford**  
**Treasurer: Dayannara Medina**  
**Sophomore Executive: Daniel Johnson**  
**Junior Executive: Ruhi Patel**  
**Senior Executive: Rishab Shah**

## **MISSION STATEMENT**

The Sayreville War Memorial High School community empowers students to navigate the challenges of an ever-evolving global society by providing a supportive and equitable learning environment which offers extensive course and extracurricular opportunities that allow students to discover their passions and maximize their individual potential.

## **From the Principal**

Dear Students:

Welcome back to school! I hope that you had a safe and enjoyable summer. The beginning of the new school year is always an exciting time! It is a time to look ahead, re-adjust your short- and long-term goals, and begin to work towards their achievement. The Board of Education, administration, and faculty welcome you to Sayreville War Memorial High School. We hope your experience this year will be both rewarding and enjoyable. The high school years provide you with many opportunities. You should take advantage by being as actively involved as you can. Participate in clubs, athletics, and the arts in order to maximize your experience. This handbook contains descriptions of the many activities that are available to students as well as the regulations under which the school operates. Please read it thoroughly and retain it as a reference during the school year. Have a great year!

A handwritten signature in black ink, appearing to read "Dale Rubino". The signature is fluid and cursive, with the first name "Dale" and last name "Rubino" clearly distinguishable.

Sincerely,

Dale J. Rubino  
Principal

## **PHILOSOPHY**

Education is a process that society employs to perpetuate social order. An educational system must provide future adult citizens with a foundation for orderly, progressive, intellectual growth. Students need to learn the responsibilities of citizenship and adulthood. Therefore, the philosophy of Sayreville War Memorial High School deems education to be the means through which students acquire skills essential to all learning processes and attitudes necessary to fulfill growth potentials for a society which is the continual sociological and technological change.

The professional staff of Sayreville War Memorial High School offers a comprehensive and diversified curriculum based on sound educational principles and current instructional techniques that are formulated to meet the needs of both the community and the individual students. 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 function in a complex society.

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 to provide an appropriate climate for this education. Students are given the opportunity to develop a thorough appreciation of American ideals and customs and to recognize and understand diverse cultures. The Sayreville War Memorial High School is proud of its diversity and does not discriminate based on race, creed, or religious affiliations.

**SAYREVILLE DISTRICT  
SCHOOL 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 to learn 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 have a good relationship 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 have a good relationship 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.

**Traditional 8 Period Schedule  
(5-minute Passing)  
2022 – 2023**

<b>Period</b>	<b>Time</b>	<b>Total</b>
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.

**Early Dismissal  
(5 Minute Passing)**

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

**Delayed Opening Schedule  
(5 Minute Passing)**

<b>Period</b>	<b>Time</b>	<b>Total</b>
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	1:38 pm – 2:12pm	34 Min.

### **Information from the S.W.M.H.S. Attendance Office**

**Welcome to Sayreville War Memorial High School! The following information is provided to help you and your child understand the policies and procedures regarding attendance.**

#### **SCHOOL HOURS**

- Regular school day: 7:30 am to 2:12 pm or until the end of the student's last class.
- Delayed opening: 9:00 am to 2:12 pm (Bus pick-up at 8:20 a.m.).
- Early Dismissal: 7:30 am to 12:30 pm. Seniors are required to remain in school until their last scheduled period is completed.

**IMPORTANT NOTE:** On delayed opening days, all seniors must remain in school until 2:12 p.m. Students who have jobs are responsible for informing employers of this requirement.

#### **SCHOOL CLOSING/DELAYED OPENING**

If for any reason school is closed or there is to be a delayed opening, information may be obtained by listening to either Station WCTC-AM, 1450 or Station WOR- AM. Parents and students are urged NOT TO CALL THE HIGH SCHOOL AND THUS TIE UP COMMUNICATIONS ON THOSE DAYS. Please check the Sayreville School District Website for additional information, check your email for communication from the school district as well as our Twitter, Facebook, and Instagram accounts.

- If your child will be absent, please contact the Attendance Office by phone at (732) 525-5251 x 8320 and leave a message with the following information:
  - Your child's name and grade;
  - The reason for your child's absence;
  - The expected date of return;
  - Your name and your relationship to the student.
- Upon your child's return to school, please send a note indicating the reason for your child's absence. Kindly include your child's full name and the date of the absence. Parental notes will be held in each student's attendance file in the Attendance Office.
- If your child has seen a doctor, dentist, or other medical professional, please submit a note from the medical professional indicating the date that the student was seen. These medical notes will be handled by the SWMHS nurses and will be flagged in our computer system as a "medical absence." These notes will be held in the student's confidential medical file.
- If your child is absent due to a family emergency or funeral, please send in the parental note with an attachment regarding the circumstance, such as a newspaper article, obituary or mass card/program. If your child will be absent due to a court date or other legal proceeding, we must have a copy of the court document, indicating your child's presence is required on the specific date set forth for the proceeding. Court dates will be flagged as such in the computer.

- If your child will be arriving late to school, he/she must sign in before proceeding to class. Sign In is held in the Attendance Office. All late students are required to have a blue pass in order to enter their classroom.
- If your child is signing out of school prior to normal dismissal time, he/she must sign out at the Security Desk and must be accompanied by a parent/guardian who has the proper authority. Identification is required. It is recommended that the parent provide a written note to the attendance office in advance (Early dismissal forms can be downloaded from the website) requesting early dismissal. Students who are under 18 years of age may NOT sign themselves out at any time.
- Please be aware that the maximum number of absences allowed in a semester course (half-year) is 9 and the maximum allowed for a full-year course is 18. Attendance is important and necessary for your child to succeed and perform well in the academic environment at S.W.M.H.S. Students who accumulate several absences will receive warning letters in their semester courses and may receive monthly letters mailed to their home indicating the number of absences on record.
- **NO QUARTERLY EXAM WILL BE PERMITTED TO BE MADE UP FOR ANY ABSENCE WHICH IS NOT COVERED BY PROPER DOCUMENTATION CLEARED BY ONE OF THE VICE PRINCIPAL'S.** 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. **If you are absent, due to illness, you must have a doctor's note to make up a Quarterly Exam.**
- At any time, you may contact the Attendance Office and inquire as to your child's attendance record. Please direct all calls to 732-525- 5251 x 8320

# SAYREVILLE SCHOOL DISTRICT

## SCHOOL CALENDAR 2022-2023 \*

September-22				
M	T	W	T	F
			1	2
5	6-F	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

### September

- 1&2** All Teachers Report - No students
- 5** School Closed - Labor Day
- 6-F** First Day - Students Report
- 23** Early Dismissal
- 26** School Closed - Rosh Hashanah

### October

- 5** School Closed - Yom Kippur
- 10** Early Dismissal for Students & PLC (2.5hrs) Staff
- 24** School Closed - Diwali

### November

- 8** Staff In-Service Day - No Students
- 10-11** School Closed - N.J.E.A. Convention/Veterans Day
- 23** Early Dismissal - Thanksgiving Weekend
- 24-25** School Closed - Thanksgiving Break

October-22				
M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November-22				
M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December-22				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January-23				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

### December

- 5** Early Dismissal for Students & PLC (2.5hrs) Staff
- 23** Early Dismissal - Christmas Eve
- 26-30** School Closed - Christmas Eve & Winter Recess

### January

- 5** Early Dismissal for Students & PLC (2.5hrs) Staff
- 16** School Closed - Martin Luther King Day
- 20-31** Early Dismissal - Parent Teacher Conferences

### February

- 1-3** Early Dismissal - Parent Teacher Conferences
- 15** Early Dismissal for Students & PLC (2.5hrs) Staff
- 20** School Closed - Presidents' Day

### March

- 5** Early Dismissal for Students & PLC (2.5hrs) Staff

### April

- 3-7** School Closed - Spring Break & Good Friday
- 22\*** Eid al Fitr - Subject to change

### May

- 15** Early Dismissal for Students & PLC (2.5hrs) Staff
- 29** School Closed - Memorial Day

### June

- 16** School Closed - Juneteenth
- 19-20** Early Dismissal for Students
- 21-L** Early Dismissal - Last day for Students
- 22** Last Day of School for Teachers

February-23				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March-23				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April-23				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May-23				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June-23				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21-L	22	23
26	27	28	29	30

<span style="background-color: #0070C0; color: white; padding: 2px;"> </span>	Schools Closed
<span style="background-color: #92D050; border: 1px solid black; padding: 2px;"> </span>	Staff Report-No Students
<b>F -</b>	First day
<b>L -</b>	Last day
<span style="background-color: #D3D3D3; border: 1px solid black; padding: 2px;"> </span>	Shortened day

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

Note: (3) days have been built into the calendar in the event that schools are closed for any unanticipated reason. If they are not used they will be deducted from the last day of school. If there are additional closings for unanticipated reasons, calendar changes will be made in the following order: January 16th will be a half day for students, February 20th will be a full day for students, and full days for students will be taken from Spring Break beginning with April 3rd and moving sequentially forward.

Number of possible days:

185 - Students

189 - Teachers

BOE Approved: 03/01/22

## STUDENT RULES AND REGULATIONS ATTENDANCE REQUIREMENT

In order to earn credit for coursework, 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 shall 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, or unexcused lateness to class of more than 22 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, theatre 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 22 minutes to any class) and full-day truancy. All make-up work should be completed within the same number of days as the number of days absent, but not to exceed 10 school days.

**A student who is absent is required to present to the homeroom teacher a written excuse upon returning to school.** The excuse must be dated, must specify the dates of absence and reason for the absence, and must be signed by a parent or guardian. A failure to submit a note within three school days will result in disciplinary actions.

### **Chronic Medical Condition**

Parents of students with a diagnosed medical problem which may have an impact on attendance should 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 accommodation 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. Students who are on home instruction must have a doctor's release to attend/participate in any extra-curricular activity sponsored by SWMHS.

### **Early Dismissal Schedule**

Students will follow an early dismissal schedule on specific conference and testing dates, as well as on those days when an early dismissal or delayed opening are required because of inclement weather. **All Delayed Opening** and some early dismissal schedules require early dismissal seniors to stay beyond their regular 1:00 p.m. dismissal time in order to be considered present for the four hours which is required by state statute. Seniors should inform their employers of this fact, since early dismissals for personal reasons to comply with work schedules will count as 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 Security Desk at the designated time to sign the student out. **No student, regardless of age, will be dismissed without parental or guardian approval.**

### **Attendance Appeal Procedures**

Students exceeding 18 absences in full year course, 9 absences in a semester course, may lose the ability to complete the course for credit. Students will be notified of their impending loss of the 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:

- Students must submit any documentation supporting corrections to their attendance record within 3 school days of their notification, i.e., Attendance Verification Form.
- 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.
- Students must confirm their parent/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, teachers, the student's school 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 parents 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 school days of that decision. Students are limited to one attendance appeal per year.

### **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.

### **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 during 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.

### **Declared Truancy**

This situation occurs when students have been absent from school and have failed to bring in a note. Homeroom teachers will report to the office any student who has not turned in an absence note within three days of his/her return to school. Administration will, in turn, speak with the students and/or parents explaining that if the note is not received by a given date, there will be a declared truancy.

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

### **Regular Truancy**

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

### **Extra-Curricular Participation**

Students who are absent from school or who arrive after 9:40 a.m. may not participate in extra-curricular activities that day or evening, e.g., athletic practices or events, prom, music/drama rehearsals or performances, class, or club meetings.

### **Class Cuts**

Students who have been in school or on school grounds for any part of the day may not miss any class including homeroom, unless they have:

1. Signed out with the medical office, or
2. Signed out in the Vice Principal's office, or
3. Obtained, in advance, permission to miss 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 homeroom and/or avoiding the sign-in process will also be considered a cut. Cuts and lates will be consequenced in each class period separately.

ie: A student who has two cuts and five lates in period 6 will be at the third cut level in period 6 and therefore would be suspended in school for two days.

**First Cut** – Will result in two days detention. The student's Vice Principal will confer with the student, review school policies, and discuss the consequences of further cutting. Students who leave school grounds will receive a Saturday Detention.

**Second Cut** – Will result in the assignment of a Saturday detention. The Vice Principal's office will contact the 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 meet 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 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 students 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.

**Fourth Cut** – Will result in the student being withdrawn from the full year 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 students' 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 the course in regular summer school.

## **LATENESS**

### **Lateness to Class**

Students are considered late to class any time they arrive after the late bell has rung. Lates to class will be excused only upon presentation of a note from a staff member. Lates to class will not be cumulative except for an individual class. Five unexcused lates will be considered the equivalent of one class cut. Unexcused lates to class will result in the following:

1. Teachers will record any unexcused lates 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 any specific class will equate to two class cuts and consequenced at the appropriate cut level. Parents will receive notification from the Vice Principals' Office of the offense and consequence.
4. Fifteen unexcused lates will equate to three class cuts and consequenced at the appropriate cut level. Parents will be contacted by a Vice Principal.
5. If the fifteen unexcused lates are for a particular semester course, the student will lose credit for the 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.
6. Twenty unexcused lates – will equate to four class cuts and consequenced as such. The student will be withdrawn from the full year 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 for the remainder of the semester.

### **Lateness to School**

1. Pupils who enter period 1 after the late bell are considered late to school. Being late to school will be consequenced the same as the late to class policy:  
Any additional set of 5 lates will be a two-day administrative detention. Any student arriving after period 1, is required to report for sign-in to the Attendance Office after period 2  
late students are to report to the Attendance Office  
for sign-in. Student who reports after Period 1 begins will be consequenced for being late to class as well as all of the classes affected.
2. Students with unexcused lates to Period 1 of more than 22 minutes shall be considered absent. This absence shall count toward the total school absence rate permitted under attendance policies.
3. Students must be present in school by 9:40 a.m. to participate in extra-curricular or interscholastic activities for the day.
4. Exceptions to basic requirements:
  - Students transported by school bus will be admitted to school without a penalty if the bus arrives late.
  - If a student is present within the school building or on school grounds and leaves without permission prior to the homeroom period, he/she will be considered as failing to follow the sign-in procedure.
5. Avoidance of the sign-in procedure will result in a Saturday detention.

### CAFETERIA RULES

1. Students must arrive on time!
2. Students' behavior in the cafeteria should be based on courtesy and cleanliness.
3. Tables and floors must be cleaned, 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. This includes the breakfast program and students who enter the lunchroom to purchase food in times other than their assigned lunch period.
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.).
11. Food may not be ordered or delivered from commercial establishments. **Failure to follow this directive will result in all items being held by the administration until the end of the day and a consequence to be determined by the administrator.**

**\*Please refer to the student code of conduct. All code of conduct items are subject to change per Board of Education Policy.**

### 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:

- To establish a consistent district procedure regarding charges and collection of charges
- To treat all pupils with dignity in the serving line regarding meal accounts.
- To establish procedures that are age appropriate.
- To encourage parent/guardian to assume the responsibility of meal payments and to promote self-responsibility of the pupil.

#### Scope of Responsibility:

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.

- The school district is responsible for supporting the food service department in collection activities.
- 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.

#### Administration

- 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.
- If a pupil has a negative or zero balance, they will be allowed to charge regular reimbursable meat 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.
- 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.
- All negative balances will trigger an email alert to the parent/guardian on a daily basis.
- 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.
- If the negative balance 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.
- 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.
- 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.
- 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).
- 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.
- All seniors must pay off charges before receiving their cap & gown.

- All negative balances not paid will carry over to the following school year.
- 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.

#### Refunds

- 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.
- 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.

#### Unclaimed Funds

- All refunds must be requested within a year.
- 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 participates 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, 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.

## **STUDENT CODE OF CONDUCT**

### **CORRIDOR PASSES**

It is essential that there be no students in the halls unless they have a corridor pass. Students must have written passes including student name, date, time, and destination. Students are required to scan in and out at scan stations using their student ID card. Passes should be written in pen, not pencil. Altering or tampering with a hall pass will result in a consequence determined by the administrator.

### **COUNSELING OFFICE APPOINTMENTS**

Passes are required in order to go to the Counseling Office 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 with a signed pass from the counselor documenting the time spent in Guidance. The student must sign in and sign out of the Counseling Office.

### **CLASSROOM 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 teacher detention will be referred to administration for disciplinary action.

### **INSUBORDINATION**

Any act of insubordination that does not include profanity, to be an In School Suspension. The type and duration of the consequence will be decided by administration based on the level of the insubordination.

## **STUDENT CODE OF CONDUCT (Demerits)**

Any student who accumulates any combination of 15 Demerits will not be allowed to attend the junior or senior Prom as well as other school sponsored activities.

### **SCHEDULE OF DEMERITS**

<b>Administrative Detention</b>	<b>1 demerit</b>
<b>Saturday Detention</b>	<b>2 demerits</b>
<b>In-School-Suspension</b>	<b>3 demerits</b>
<b>Out-of-School Suspension</b>	<b>4 demerits</b>

### **DRESS**

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 classrooms 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 selecting the proper dress for school as required by Board of Education Policy #5511.

- 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 ensure 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 may 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, raincoats, heavy jackets, or varsity jackets, during the 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 types of hats or hood that hide the face are not 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 is 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 school activities.
- 12) Any jewelry that is sharp/studded is not permitted in school.
- 13) Please remember that "beach attire" is not permitted. As such, students 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.
- 14) Since it is a cognitive choice made by a student, dress code violations will be processed as unexcused absences from class.

**The administration may permit changes in the policy to address special occasions or emergent conditions.**

#### **RESTRICTED HALL USE**

Students who are involved in any physical act of violence, as well as students who have reached the 3<sup>rd</sup> cut or 15<sup>th</sup> late level may be subject to a restricted hallway 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 USE**

Students who have compromised the welfare of others or themselves, 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 the 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 the 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.

### **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, IPADS, MP3 players, cell phones, radios, transmitters, iPods, CD players, Walkman, disc man, and video recorders 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 disciplinary action. Headgear and electronic devices may NOT be worn around a student's neck or stored in a student's pocket during the school day. Failure to comply may result in the student's electronic equipment being confiscated. This equipment will be held 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.

### **LOST OR STOLEN ITEMS**

- It is the obligation of the student to report any lost or stolen item to the Vice Principal.
- Students must complete an incident report in order to initiate an investigation.

### **PHYSICAL EDUCATION POLICY**

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

1. Sneakers
2. Shorts or sweatpants, which are loose fitting and allow for free movement
3. Sweatshirts and tee shirts which are loose fitting and allow for free movement
4. All Footwear and Clothing which is considered a safety hazard is prohibited.

### **PHOTOGRAPHY/VIDEO**

Students are forbidden from taking any photographs or recordings 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.**

## **Sayreville Public Schools**

### **Homework Policy**

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 foster 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, 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.
- At the elementary level (students entering grades 1-5) summer work is optional and may include the completion of a reading log and the use of suggested mathematics resources.
- 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.

#### Incomplete

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.

## **QUARTERLY ASSESSMENTS SWMHS 2022 - 2023**

All students will be required to take quarterly assessments in their courses. Quarterly assessments are scheduled for the end of each marking period according to the schedule defined in this handbook. The administration of the quarterly assessments is scheduled for the class period during the regular school day.

Each quarterly assessment will count toward 15% of the marking period grade for each respective class. The final grade for the course will be an average of all of the 4 marking period grades. Students who are unable to complete the quarterly assessments during the scheduled time will need to arrange for a makeup with their classroom teacher. If a makeup is not completed, a grade of a "0" will be recorded as an assessment grade and used calculating the final grade for that marking period. Students should not make any plans or commitments that would conflict with their availability to take the assessments as scheduled. Under extraordinary circumstances, and for compelling reasons, we will consider requests for alternative arrangements to be taken after the regular assessment date.

Please make such requests in writing to the Vice Principals office.

- If school is cancelled due to inclement weather, any exams scheduled for that day will be given on the first day that school is in regular session.

### **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.

### **SOCIAL PROBATION**

This is the denial of a student's ability to participate in or attend any extra-curricular activity including school sanctioned trips 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 participating 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:

- Continued and willful disobedience of school regulations
- Violation of the terms of any suspension
- An egregious offense

## **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 within 5 hours 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 will be filed with the Sayreville Police Department.
3. 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 aftercare program may result in additional disciplinary consequences
4. 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 the next course of action.

### **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 drug paraphernalia will be suspended pending a B.O.E. hearing. The principal will notify the Sayreville Police Department of the incident and transfer custody of any seized evidence and a police complaint will be filed.
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 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 which does not result in any injury requiring medical treatment.

### **Penalties:**

#### **FIRST OFFENSE**

**Fight** – Minimum out-of-school suspension of (5) days and a period of social probation up to 15 days.

**Assault** – Minimum out-of-school suspension of (5-8) days and a period of social probation up to 15 days.

#### **SECOND OFFENSE**

**Fight** – Minimum out-of-school suspension of (10) days and a period of social probation up to one school year plus a Police report.

**Assault** – Minimum out-of-school suspension of (10) days and a period of social probation up to one school year.

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 for any offense anytime in high school career.

**Level 2:** Definition: Second fight or assault of 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 any 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:

- May not attend the Junior or Senior Prom.
- 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 the Board of Education hearing to consider a proposed penalty of permanent expulsion from school.

Given extenuating circumstances, principals may recommend to the Superintendent a reduced penalty and/or waiver of the Board hearing: An appropriate police complaint will 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 alternative placement from the high school. An appropriate police complaint will be filed in all such cases. In the event of a third offense, the student(s) will be suspended pending a BOE hearing. Sayreville War Memorial High School will not tolerate any act of violence against any of its population. Every student is entitled 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:

So defined by State Statute 2C:39-1

- Capable of causing harm or bodily injury for which there is no educational or instructional purpose
- 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, and sharp rings and jewelry, blackjacks, and martial arts weapons.

**Penalties:**

**Level 1:** There shall be an immediate suspension pending a mandatory 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.

**Level 2:** A minimum of ten days suspension and a hearing before a committee of 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 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.

### **IMPROPER USE OF LANGUAGE**

The use of profanity, racial slurs, bias remarks, intimidation, verbal abuse, sexual harassment (verbal or physical) 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.

### **ILLNESS OR INJURY/Nurse’s Office**

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. No student may go to an unsupervised

unscheduled area. Failure to follow the above procedure will be treated as a class cut.

### **LEAVING SCHOOL GROUNDS**

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

### **ADMINISTRATIVE DETENTION/LUNCH DETENTION**

Admin. Detention- Time: 2:20 to 3:45 p.m.

Lunch Detention- Time: During Lunch Periods

1. Students late to detention will not be admitted without a pass from an administrator.
2. Students are allowed to do individual work.
3. 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.
4. If a student cuts an Administrative Detention or Lunch Detention, he/she will be assigned two Administrative Detentions. A second cut will result in a Saturday Suspension. The third cut will result in a Saturday Suspension and a period of social probation until all Administrative Detentions have been served. Any additional cuts of Administrative Detentions will result in a Saturday Suspension and a substantial period of social probation that will be determined after administrative review.
5. To be excused from an Administrative Detention assignment, prior approval must be obtained from an administrator.
6. If a student is absent from school, he/she will be rescheduled upon return to school.

### **SATURDAY DETENTION**

1. Saturday Detention may be assigned for all violations of school policy such as class cuts, chronic lateness, class disruption, and other routine behaviors and incidents except those relating to substance abuse and fighting. The administration reserves the right to assign a Saturday Detention when deemed necessary.
2. The student is responsible for providing transportation.
3. Hours are 9:00 a.m. to 12:00 pm. Students must enter the building through the doors adjacent to the cafeteria and report immediately to the cafeteria.
4. Students who cut Saturday Detention will be reassigned another Saturday Detention in order to fulfill their Saturday Detention obligation. A form of suspension will also be issued. The type of suspension and duration will be determined by the administration based on the cut level.
5. Students who have accumulated (2) cuts of their Saturday Detention may be required to meet with the principal before their return to school. Students, unless the age of 18, must be accompanied by a parent or legal guardian at the time of the meeting. Students who have accumulated (3) cuts of their Saturday Detention will be suspended out-of-school (OSS) may be requested to meet with the Superintendent of Schools before they return to school. A parent or legal guardian must be available for the meeting with the Superintendent of Schools or their designee.
6. Students who have not satisfied their Saturday Detention obligation will not receive final report cards / schedules until the obligations have been met.

**PLEASE NOTE: Administrative/Saturday detentions will not be rescheduled without proper documentation cleared by one of the Vice Principals.**

## **STUDENT SUSPENSION**

There are two types of student suspension: In-School and Out of-School Suspension.

In-School Suspension (I.S.S.) will be held from 7:30 to 2:12pm. Students must follow all the rules and regulations of In-School Suspension. Students who do not satisfactorily complete them I.S.S. obligations will receive two days Out-of-School Suspension. Students are required to directly to the ISS Room at 7:30 a.m. Students need to bring a bagged lunch. Students who receive a free lunch will be provided a bagged lunch that meets state guidelines. These students still have the option to bring a lunch.

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. Students who have been 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 tests. Generally, the number of days out will determine how many days a student will have to make up work, for example, a student returning from a three-day suspension should complete make-up work within three days of their return. Students who fail to submit make-up work will receive a zero for those assignments.

Any student who accumulates a total of five (5) separate suspensions may be ineligible to participate in all extra-curricular events, including, but not limited to: proms, sporting events, school performances, trips, and school sponsored activities.

## **SMOKING/ VAPING**

Smoking/possession of tobacco products including the use of electronic cigarettes and igniters is strictly prohibited in the school building and on school property.

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 SC: 33-13 and 2C-043-3, with the case being heard in Municipal Court. New Jersey statute calls for mandatory penalties, including fines and all court costs.

At Sayreville War Memorial High School, our top priority is to ensure the health and safety of our students. The administration will continue to take the necessary steps when a student has been found using or in possession of an electronic smoking device which includes vaping device on school grounds or at school sponsored event. Given the uncertainty of what substances are contained in these odorless electronic smoking devices and the inability of the High School Administration to verify the contents of such devices through a visual inspection, effective immediately, students found in possession of, or any electronic smoking devices will be sent out for an immediate medical examination and drug screening as per the district's Substance Abuse Policy. Please refer to the High School's Student Code of Conduct for consequences. We strongly recommend that you have a conversation with your child(ren) about the dangers of these devices. Please refer to BOE Substance Abuse Regulation 5131.6

### **STUDENT PARKING PERMITS**

Parking on school grounds is a senior privilege and is governed by rules that have been established through school policy. Seniors who drive to school must obtain a parking permit, which must be visibly displayed in vehicles parked in designated student parking areas. Vehicles parked on school grounds without appropriately displayed parking permits may be ticketed and/or towed at the student's expense. Parking permits are available at no cost to seniors and may be obtained in the Vice Principals' 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 AND AGREEMENT, which outlines the school policies governing parking privileges.

Students will be assigned a numbered space and must park in that numbered space only. Students may not park in spaces labeled for visitors, or in the area in the rear of the C-Wing. These spaces are reserved for faculty, district personnel, and visitors. Extreme caution is to be observed at all times to ensure pedestrian safety. Violations of any parking regulations are subject to disciplinary action including the suspension and/or loss of senior parking privileges.

Additionally, students with ten (10) or more confirmed disciplinary referrals may be subject to suspension or revocation/denial of parking privileges.

Students who leave school grounds are subject to loss of parking privilege for the remainder of the school year.

### **CELL PHONES**

See Electronic Use Policy

### **FACULTY WORKROOMS**

Students are not permitted to enter faculty workrooms.

### **BUILDING EVACUATION**

Students must adhere to the following rules whenever the building is evacuated for a fire drill 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.

### LIBRARY MEDIA CENTER

- The primary goal of the media center is to provide various types of resources and instruction to help the population of Sayreville War Memorial High School become productive twenty-first century citizens. In addition, these resources support the curriculum goals of the district and NJ Core Curriculum Content Standards.
- Library Webpage: <http://teacherweb.com/NJ/SayrevilleWarMemorialHighSchool/MediaCenter/>
- Library Hours: 7:30 – 3:40, Monday – Friday
- Food and Drinks are not allowed in the Media Center.
- If a student is entering the Media Center after school, he/she must report by 2:25 pm or have a note from a teacher/coach stating the reason for the delay. Bus passes will be issued at 3:35pm to students who arrive in the Media Center no later than 2:25 pm. Student must sign-in with a Librarian and remain in the Media Center in order to receive a late bus pass. Students wishing to use a computer after school must check in with a Media Specialist at the circulation desk.
- During school hours, students need to have passes from their subject teachers **before** they enter the Library/Media Center. Students need to sign in at the circulation desk and hand in their passes. If they need to use computers, they need to first seek permission from a media specialist. Classes always have priority over students with passes. Computer use is at the discretion of the Media Specialists. Students who are in the Media Center with a pass must follow all rules and be aware that they are under the Librarians' supervision. Students who are not cooperative will be asked to return to their scheduled period.
- Computers – All students will be encouraged to know their passwords before the day they are scheduled to be in the Media Center. Students can fill in a form in the Media Center to secure their passwords. The passwords will be distributed to the students' period 1 teacher within a 24-hour period.
- Circulation – Books may be checked out from the general collection, biography collection, and college or career collection for two weeks. They may be renewed unless on reserve. Please have your student ID card or other credible identification at the time of check-out. A fine of \$.05 per day will occur for each late day, excluding weekends and days off.

Reference books may be checked out at the end of the day and must be returned to the Media Center before 1<sup>st</sup> period the following day. A fine of \$1.00 per day will occur for each late day. Students with overdue loans will not be allowed to take materials out until the overdue loan is returned or paid for. Fines should be paid in a timely manner.
- Photocopies are available for students' use. The cost is \$.10 for each copy. Please make sure you have small change to use because the librarians are unable to make change. The photocopiers do not accept dollar bills. The photocopier does not make double-sided copies, nor can the machine handle legal-size copies. Students can copy for free only when the class is present in the Library/Media Center.
- Students assigned to a study hall in the Media Center must sit in a designated area and must seek permission to use a computer. Students completing Physical Education medical reports must use books or see a media specialist to print out any necessary materials. A laptop computer is available for word processing.

## **STUDENT LOCKERS**

Student Lockers are subject to the following conditions Based upon a decision by the New Jersey Supreme Court.

1. 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 ensure their safety.

## **SCHOOL BUS SAFETY**

### **Parent Responsibility**

The Transportation Regulations and the Policy adopted by the Board of Education should be stressed to the student not only for his or her safety, but to protect the lives of all students riding the school bus.

- Help your student(s) to be on time at the bus stop.
- Do not ask the driver to stop at places other than the designated Stops.
- Assume responsibility for training your child to cooperate with the driver.
- Insist on correct behavior in waiting for and riding the school bus.
- Cooperate with school officials in discharging discipline requirements in support of the Transportation Safety Program. Parental attitude in this matter is extremely important.

### **Student Responsibility**

Be aware of the following rules and regulations set down for your safe and efficient transportation. Cooperate by obeying these rules and regulations for your own safety, as well as the safety of others.

### **Rules and Regulations**

Prior to Loading Bus:

- Be on time at your bus stop.
- Remain at the curb and at least 3 feet back-NEVER stand in or move into the roadway as the bus approaches.
- Avoid crowding or pushing as the bus approaches.
- Wait until the bus stops before moving toward door.
- Do not destroy or damage property at a bus stop. While Riding Bus:
- Move quickly to your seat. Do not stand or move from your seat while bus is in motion.

- A driver or school administrator may assign seats.
  - Do not open or close windows without the driver's permission.
  - Keep hands, arms, and other parts of the body inside the bus at all times.
  - Keep feet, legs, and other objects out of the aisles.
  - Do not eat or drink on the bus. Help keep it clean.
  - No smoking.
  - Never throw anything out of the bus window.
  - Be courteous, talk softly and "watch your language."
  - Get in the habit of obeying the driver promptly.
  - In case of emergency, remain in your seat until instructions are given by the driver. Learn how to evacuate your bus quickly.
  - Report any damage to the bus to the driver.
  - All students are responsible for any damage they cause to the bus.
- After Leaving Bus:  
Move quickly away from the side of bus, getting to the curb or off roadway

When necessary to cross a street or road, move 10 feet in front of the bus, wait for drivers signal to cross, move rapidly to the other side. Never go to the rear of bus and cross the street or road.

**Any violation of school rules while waiting, riding, or departing the bus will be subject to the school disciplinary policy.**

## **STUDENT IDENTIFICATION CARDS/LANYARD**

### **Procedures**

1. Each student will be issued an I.D. card.
2. Students must wear their photo ID badge and lanyard at all times.
3. Student ID's may not be changed or altered in **any way**.
4. Since ID's are required, the cost of additional replacement ID's is
5. \$5.00. The cost of an additional lanyard is \$3.00. ID's may be ordered through a google form. Students unable to pay the fee at the time of issuance of a temporary/replacement badge will have an obligation added to their student account. Students owing money for an obligation on their account may be prevented from participating in school activities such as homecoming, prom, senior trip, parking lottery, and other similar events until all obligations are paid.
6. Students are to adhere to the following guidelines, procedures, and consequences:
  - Damaged or defaced ID cards will be confiscated and must be replaced at the student's expense.
  - Students are responsible for their I.D. cards. A student who has lost his/her identification card or lanyard should apply for a replacement by completing the Google Form.
  - ID badges shall not be duplicated.
  - Any student with unauthorized possession of an I.D. card not belonging to him or her will be subject to disciplinary action.
  - A student must surrender his or her I.D. card to any staff member upon the staff member's request.
  - Anyone without an ID badge may be stopped and questioned as to their purpose.
  - You may not check out a library book if you do not have your ID.
  - You must use your ID badge to check in to the restroom, library, main office, vice principal's

office, nurse's office, and guidance office.

- You will be required to go to the back of the lunch line if you do not have your ID.
- Students withdrawing from school must return the ID badge in order to complete the checkout process.

7. Failure to wear/display your student ID and lanyard will result in the following consequences:

1 <sup>st</sup> Incident	Administrative Conference
2 <sup>nd</sup> Incident	1 Day Administrative Detention Parent Contact
3 <sup>rd</sup> Incident	2 days of Administrative Detention Parent Conference
4 <sup>th</sup> Incident	1 day of Saturday Detention
5 <sup>th</sup> Incident	1 day of in-school suspension
6 <sup>th</sup> Incident	1 day of Out of School Suspension

## **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):**

- 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 considering 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 to be a violation of the Academic Integrity Policy.

### **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**

- 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.
- 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.
- 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.
- 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)
    - 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.
    - 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 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.
- 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.”
- The pupil will be suspended from school.
- 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 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.
- If more than one offense occurred in the same class, the pupil shall be dropped from the class

with a grade of “F.”

- The pupil will be suspended from school.
- 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 of 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 that 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.

#### **Pupil Responsibilities**

The Pupil will:

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

#### **Parental Responsibilities**

The parent will:

- Communicate to the pupil values of moral and ethical behavior
- Refrain from placing undue pressure for high grades at any cost
- Be aware of a pupil’s need for a quiet time and a place to study

- Support the pupil's efforts, but not edit, type, or in any other way do the work
- Encourage wise use of time

### Teacher Responsibilities

The teacher will:

- 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
- Be specific as to whether work is to be cooperative or individual, i.e., clarify the definition and expectation of "group work"
- Keep completed assignments and tests secure
- Inform pupils if unannounced tests will be used in the course
- Ensure that grades in the student information system are private and secure; not allow sup complexity of the teacher's passwords
- 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.

### Administrator Responsibilities

- The administrator will:
  - Ensure copies of this policy are distributed as part of the package requiring parent signoff at the beginning of each school year.
  - 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.
  - Support teachers in administering discipline and upholding the Academic Integrity Policy
  - Record incident/follow-up action in the pupil information system; inform teachers about outcome of the referral
  - Facilitate conferences and counsel pupils in every case of academic dishonesty
  - Communicate with teachers about pupils who have prior violations
  - Collaborate with teachers in maintaining a secure digital and physical environment
  - Review and resolve appeals
  - Report staff to make or maintain grade entries; ensure the confidentiality, security, and

**SWMHS GUIDANCE and COUNSELING DEPARTMENT**  
**GRADUATION REQUIREMENTS/COURSES AND OTHER PERTINENT INFORMATION**  
**GUIDANCE PHONE#**  
**(732) 525-5280**  
**FAX (732) 316-9307**

Sayreville War Memorial High School is a comprehensive high school which offers a variety of courses to students to enable them to pursue the career direction of their choice. These courses include those preparing students for college, the business world, as well as technically oriented careers. It is important for each student to select courses wisely, according to his/her aptitudes, abilities, and interests. Each student will be advised by his/her school counselor before final choices are made; however, students should feel free to consult their subject teachers and homeroom teachers concerning course requirements and contents. Each student is expected to select six subjects along with Physical Education and Health for each year.

To graduate from Sayreville War Memorial High School, a student must accumulate 130 credits, which must include courses with the following distribution:

**Required Number of Credits**

Students receive credit for each period spent in a course per week for the duration of the course. For instance, if a student has a course that meets one period a day, five (5) days a week for the entire school year, that he/she receives five (5) credits provided he/she passes the course. If a course meets one period, five (5) days per week for one semester, the student receives 2.5 credits upon successful completion of the course. If a course meets two (2) periods per day, five (5) days per week, then the value of the course is ten (10) credits.

Most courses are either 2.5 or 5 credits, but there are some courses that are valued at 6, or 10 credits. In any case, the credit value of these courses is determined in the manner described above. The Sayreville Board of Education requires that a candidate for graduation shall have earned a minimum of 130 credits.

**Please note:**

*Students will also be required to demonstrate proficiency in English Language Arts and Mathematics by achieving passing scores on one of several state assessments, or if necessary, an alternate assessment, to receive a high school diploma at the end of grade twelve. Students who do not pass these examinations will be given remedial help and the opportunity to demonstrate mastery of the failed proficiencies. \*\*At this time, the NJ DOE has waived the graduation test requirement for the Class of 2023.\*\**

**COLLEGE ENTRANCE REQUIREMENTS**

Most four-year colleges in the United States require that prospective students accumulate a minimum of sixteen (16) academic units to qualify for admission consideration. The majority of academic units are comprised of semester, or full year courses taught in the areas in English,

social studies, mathematics, science, and world language. An academic unit is equal to one full year course. Some colleges require that students have as many as twenty (20) academic units.

The **minimum** entrance requirements for four-year colleges usually include the following:

English – 4 units History – 2 units

Mathematics – 3 units (Algebra 1, Algebra 2, Geometry) Science – 3 units

World Language – 2 units (same language) many require 4 units Electives – 2 units (any electives in the above areas.)

**Students are strongly encouraged to follow a strong academic program for all four years of high school.**

### **GRADING PROCEDURES**

Letter grades are assigned based on the class averages listed below. Numerical Pts. Quality Pts. Quality Pts.

Grade	Grade	Regular	Honors	AP
97-100	A+	4.3	4.8	5.3
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
65-69	D	1.0	1.5	2.0
64 or below	F	0	0	0

### **STUDENT RECORDS**

According to the Board of Education Policy, parents of students, legal guardians and adult students have the right to review their records. The Board determined that any requests of copies of information including psychological evaluations, but excluding requests for transcripts, will be provided at a fee of \$.75 per page for the first ten pages and \$.50 for pages 11 to 20. Twenty-five cents for each additional page beyond page 20.

### **TRANSCRIPTS**

Students can request an **unofficial** transcript from their school counselor directly. Students are required to provide the Counseling Office with a parent or guardian signed Transcript Release Request Form for their official transcripts to be sent to third parties. Forms are available in the Counseling Office. In the weeks following graduation, official transcripts will be sent to the college, university, etc. that the student designates via their Naviance Senior Survey. All future transcript requests are to be done via email to [transcripts@sayrevillek12.net](mailto:transcripts@sayrevillek12.net). Students who take Dual Enrollment courses through Middlesex College will need to request a transcript with

that course or courses directly from Middlesex College:

<https://www.middlesexcc.edu/registrar/transcripts/>.

### **PROGRESS REPORTS**

Progress Reports are posted electronically midway through each marking period. Students can access their grades through the Sayreville War Memorial High School App.

### **SUMMER SCHOOL ELIGIBILITY**

**SWMHS does not offer summer school.** Students who fail a course must have earned a grade of 60 – 64 in order to be eligible for remedial summer school. Students must complete the course in order to be eligible. Students removed from a course due to excessive absences or class cutting **may not** attend remedial summer school. They may, however, attend the full course equivalent of 120 hours (5 credit course) or 60 hours (2.5 credit course) if such summer school is available. Online coursework is available for both, at the student/parent's cost.

Summer school forms must be completed and signed by both the student and their parent/guardian and brought into the Guidance Office for approval and signature by the Guidance Director, Mrs. Sicola, before a student signs up for any summer courses. Failure to do so may result in the coursework not being approved for credit. electronic forms may be available to be completed by the student and parent/guardian.

### **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is offered to help in the prevention of students using alcohol and other drugs, as well as to increase community awareness about alcohol and drug use. The program strives to provide prevention regarding chemical health/substance abuse for the high school students. Another objective of the program is to reinforce healthy living, responsible decision-making, and positive self-image development. The services offered through the program include individual and group sessions and family consultations when needed. The Student Assistance Program includes education and presentations individually, by group or within the classroom.

### **SCHOOL COUNSELING**

As part of the educational program and services at Sayreville War Memorial High School, we have seven School Counselors on staff. Our counselors are interested in the students as individuals and are available to support their students and assist them throughout their four years at the high school.

School counselors assist students with choosing courses and scheduling, making future plans, providing career information, acquiring good study habits, and with academic or personal problems. If there is a problem that requires outside assistance, the counselors can refer students to the appropriate people or agencies.

During the school day, the counselors call students to the counseling office at various times to get acquainted, to find out how things are going, to help with course selection decisions, to review graduation requirements, and to help plan for post-high school careers. However, students need not wait to be called. Students are permitted to come into the Counseling Office and arrange an appointment. Students can also email their counselor to arrange for an appointment. Remember that counselors are here to help and support all students; feel free to utilize their services which are provided for your benefit.

**GUIDANCE SERVICES:** Counseling is at the core of all available guidance services which include:

### **Career and Academic Planning**

This aspect of counseling services includes consideration of interests, past performance, present potential, and future opportunities. It involves helping the student seek out personal life directions, clarifying personal needs, values, and goals, assisting the student to establish personal decision-making skills, and dealing with student anxiety and confusion about alternatives.

### **Personal Counseling**

This aspect of counseling services includes consideration of developmental or situational adjustment problems that may interfere with efficient functioning. It involves dealing with student anxiety and confusion about the immediate situation, providing support for the purpose of guided self-examination, understanding the student's own behavior and consequences, encouraging the pupil to use new self-understandings in future planning and decision-making, and identifying and referring the pupil to other appropriate sources of assistance.

### **Crisis Counseling**

This aspect of counseling services includes consideration of extreme emotional reactions that disrupt immediate functioning. It involves reassuring the pupil that coping and reducing personal anxiety and confusion regarding both the self-perception and the environmental forces, and post-crisis planning to include referral for immediate or continuing treatment.

**INDEX OF COURSES-** Please refer to the Guidance Department website for program of studies and school profile.

## **ACADEMIES**

Students can apply to be a part of any of our academies. See your school counselor if interested.

### **FEA: FUTURE EDUCATORS ACADEMY**

The Sayreville War Memorial High School Academy for future careers in education provides a focused course sequence that appeals to students who are interested in exploring a future in education. FEA is designed to prepare students for multiple opportunities within the profession of education. It is a career driven academy for SWMHS students, starting with electives in grades nine and ten. As upperclassmen, the program will focus on how to design an instructional plan, choose teaching strategies, and measure whether learning has taken place through the Tomorrow's Teachers course where academy students gain field experience throughout the Sayreville School District and surrounding communities. Students in the FACT program will be eligible to gain college credit through Rider University.

### **SAYREVILLE HIGH SCHOOL BUSINESS ACADEMY: SBA TO EMPOWER STUDENTS TODAY, TO BE FUTURE BUSINESS LEADERS OF TOMORROW**

The Sayreville War Memorial High School Business Academy provides a school to college or school to career preparation for multiple careers in business through a core curriculum emphasizing leadership, marketing, management, strategic thinking, problem solving, volunteerism, and the opportunity to earn college credit and competitive experience. Students in the Business Academy are offered multiple club opportunities like DECA, FBLA and NBHS; through which they can connect with their peers, grow their skills to emerge as leaders and entrepreneurs for careers in marketing, finance, hospitality, and management through competitive events and real- world experiences. The Sayreville Business Academy also has an Articulation Agreement through Middlesex County College where students earn college credits in Financial Accounting Honors. Students in the Business Academy can gain Structured Learning Experiences through the Co-Op program where they are hired by the school district and many of the businesses in the local community. This program assists students to make the school-to-work transition, service learning and experiential learning initiatives. Businesspersons are regular visitors to the classroom to provide real world knowledge and experience consisting of guest speaking and mentorships for Business Academy students. Throughout the academy, there are opportunities to take part in job shadows (day at a business), office visits, and field trips to expose students to the world of work and industries.

### **STEM ACADEMY**

The Sayreville War Memorial High School offers three strands in their STEM ACADEMY: Biomedical, Engineering and Computer Science. Students begin their course of study in grade nine and the rigorous courses continue for all four years. See the Guidance Course Description Book for the course sequence for all three academy strands.

## **NJDOE SEAL OF BILITERACY**

SWMHS proudly offers all juniors and seniors the opportunity to earn the NJDOE Seal of Biliteracy on their diploma by demonstrating literacy proficiency in English as well as one of the over a dozen other languages. The Assessment is offered for a nominal fee annually each January.

## **ACTIVITIES**

### **STUDENT COUNCIL**

The Student Council is the basic student government of the school and has as its aim and purposes those listed in the preamble to the Student Council Constitution. More specifically, the Council serves as a link between administration and students, as well as a sounding board for student opinion, fostering good citizenship and democratic principles in a school environment.

The Student Council attempts to make Sayreville High a school in which administration, teachers, students, and community may be justly proud. Included among the organization's projects of greater importance are the following: Freshman Orientation, the sponsorship of Homecoming, many local and national fund drives, Holiday Hospital Visits, Say No to Drugs Campaign, school assemblies, the promotion of school spirit through Blue and Gray week, the "Activities Fair", spirit rallies, the communication of all events through school calendaring, and the encouragement of good scholarship and sportsmanship. Representatives of Council also participate in the annual events of the New Jersey Association of School Councils, the fall and winter conferences at The College of New Jersey and the Spring Business Meeting at Great Adventure. The SWMHS Student Council is also a member of the National Association of High School Councils.

Any student who would like practical training in leadership and who feels that he/she has something to offer toward the betterment of the school, should, when announcement of same is made, enter his/her name as a candidate for Council membership. Candidacy is open to all students and information about representation and election to Council can be found in the Constitution.

To gain further insight into the working of the Council, and to better understand its meaning as an important fundamental of high school life, all students are urged to study the Student Council Constitution, which follows, and to become familiar with it.

The Sayreville War Memorial High School Student Council has been recognized as an Honor School for the past fifty-five (55) years. The award recognizes accumulated consecutive years that schools follow criteria recognized by NJASC as being important for developing and maintaining a successful Student Council program

## **CONSTITUTION OF THE SAYREVILLE WAR MEMORIAL HIGH SCHOOL STUDENT COUNCIL**

We, the members of the Sayreville War Memorial High School Student Council, in order to provide for the best general welfare of the student body, direct the general activities of the student body, encourage school scholarship, promote school spirit, improve school conditions, and encourage the practice of good citizenship by all students, do ordain and establish this constitution for the Student Council of Sayreville War Memorial High School.

### **Article I : Name**

Section 1: The name of this organization shall be "The Student Council of Sayreville War Memorial High School."

### **Article II: Powers**

Section 1: All powers of this Student Council are delegated to it by the Principal, Superintendent and the Board of Education.

### **Article III: Organization**

Section 1: The Student Council shall be organized into the two following committees:

- a) Executive Committee
- b) Representative Committee (any work shall be delegated to a standing committee appointed by the Executive Committee).

Section 2: The functions of these committees shall be as follows:

- a) Executive – composed of the officers, three executive members, and student representative to the BOE. Appointed members and advisors' function is to preside over the preparations of meetings and agendas, to assist in the formulation of project plans and to carry out work where it is needed.
- b) Representation – consists of all members (excluding officers and advisors). This committee shall work to interpret fully and correctly the feelings of the student body regarding school issues.

### **Article IV: Members**

Section 1: This organization shall be composed of 60 student representatives to be elected among the classes as follows: seniors, 15; juniors, 15; sophomores, 15; freshmen, 15.

Section 2: All members must be of good character, have a good conduct record, maintain a 3.5 GPA, and are subject to a maximum of 10 cumulative referrals. Those seeking candidacy for an **executive position** must maintain a GPA of 3.5 or better in all major subjects. Additionally, they are subject to a maximum of 10 cumulative referrals

Section 3: Students desiring to be members must register as candidates during the specified time period and must return all materials personally to the Student Council office. All forms and time periods are to be set jointly by the advisors and officers.

Section 4: Representative elections will be held in the spring, the number of positions open being determined by the membership at that time.

Section 5: Elections shall be held by secret ballot.

Section 6: Those having the greatest number of votes shall be declared Elected, such persons bringing the total number of representatives to equal, but never exceed, the quota as listed in

Section 1 in this article.

Section 7: The term of office is two years, or until the termination of high school. The only exception is a person filling an unexpired term of a member who leaves the Council. That student then serves only the remainder of that term.

Section 8: Class presidents if not already serving on Council, become honorary members who attend meetings but do not have voting rights.

## **Article V: Officers**

Section 1: The executive committee of the Student Council shall include President, Vice President, Secretary, Treasurer, Director of Social Media, four executive members, and the student representative to the Board of Education.

Section 2: The qualifications for executive office are as follows:

- a) The President must be a senior when they serve in office, and juniors when they declare themselves as candidates- Possible graduates are not eligible for office. They must have a 3.5 GPA or better, have a good conduct record, and be of good character (see Class Council). **Presidential candidates MUST have served at least one year as a representative or executive member to the Student Council in order to be considered a possible contender for this position.**
- b) Both the Secretary and Treasurer must have a 3.5 GPA, have a good conduct record and be of good character.
- c) Four executive members must be respectively 1 freshman, 1 sophomore, 1 junior, and 1 senior. They must also have a GPA of 3.5 or better, have a good conduct record, and be of good character.

Section 3: Students desiring to be officers must follow the procedure below as outlined by the executive committee:

- a) All legitimate and potential candidates must submit their names to the Student Council office during the announced time period.
- b) All candidates in order to be so considered must complete all necessary forms, be present for interview purposes, and complete all final declarations during said time period.
- c) No student not personally carrying out all of the above shall have their name placed on the ballot.

Section 4: All eligible candidates (see Section 3, above) must give a campaign speech. Candidates not following the procedure outlined in Article V, Section 3 will not be allowed this privilege.

Section 5: Election for executive office shall be by the student body by secret ballot.

## **Article VI: Duties of the Executive Committee**

Section 1: The officers and executive members shall:

- a) Be present at all meetings of the Council and of the Executive Committee.
- b) Be members of all committees and participate in all committee work.
- c) Relieve each other of or assume responsibility for the work of another officer when deemed necessary.
- d) Be active participants in all Council undertakings.

Section 2: The President shall:

- a) Preside over all meetings of the Council and of the Executive Committee.
- b) Chair the executive committee in its works.
- c) Handle all p.a. announcements, assemblies, and commentaries.
- d) Appoint all sub-committee chairs
- e) Keep abreast of and maintain contact with all Council associations.

Section 3: The Vice-President shall:

- a) Preside at all meetings of the Council and of the Executive Committee in the absence of, or upon request of the President.
- b) Assist the president in morning exercises.

**Section 4:** The Secretary shall:

- a) Prepare and distribute the minutes of every meeting of both Council and its Executive Committee.
- b) File a copy of the above-mentioned minutes for the official record.
- c) Handle all correspondence of the Council.
- d) Maintain copies and records of all official transactions.
- e) Preside at all meetings of the Council in the absence of the President and Vice President.

**Section 5:** The Treasurer shall:

- a) Maintain a record of all financial transactions and publish a monthly, as well as an annual, statement.
- b) Collect and deposit all monies with the school custodian of funds.
- c) Make payment of all bills incurred by Council.

**Section 6:** Executive members shall:

- a) Serve as a liaison to the student body.
- b) Assist the officers and all Student Council projects.

**Section 7:** Student representative to the BOE shall:

- a) The Board shall confirm the appointment of a student by the Superintendent upon the recommendation of the building principal via the Student Council and student body as a whole.
- b) Serve as a liaison from the student body to the Board of Education and vice-versa.
- c) Attend all meetings of the Sayreville Board of Education except those prohibited by law (executive session discussions), or those where the Board President feels his/her presence is not required (i.e., discussion of health benefits, meeting with bond counsels, etc.)
- d) The Student Representative shall have the right to speak on all issues that come before the Board, however, will not have a vote on matters that come before the Board.
- e) The Student Representative shall receive all the information the Board receives prior Board of Education meetings, with the exception of confidential material.
- f) The Student Representative will sit with the Board at one of its two meetings per month.

**Article VII: Duties of the Representatives**

**Section 1:** Representatives shall miss no more than one meeting of the Student Council without a valid reason or merit dismissal.

**Section 2:** Representatives shall post the minutes of the Student Council meetings in their assigned homerooms.

**Section 3:** Representatives shall convey from any student to the Student Council all business, which should properly come before that body.

**Section 4:** Representatives shall carry out all other tasks, which are properly assigned to them by the President or advisors.

**Article VIII: Meetings**

**Section 1:** Meetings of the Student Council shall be held at least twice a month, one during and one after school typically the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.

Section 2: Special meetings may be called by the President or by the advisors.

#### **Article IX: Quorum**

Section 1: A quorum shall consist of two-thirds of the members of the Student Council.

#### **Article X: Dismissal**

Section 1: Any student violating Article IV, Section 2, of this Constitution shall be dismissed from the Council automatically.

Section 2: Any Student Council member who does not fulfil his/her duties in the eyes of the executive officers and advisors will be asked to resign. Section 3: Students dismissed from the Council are not subject to reinstatement unless approval is granted following a meeting with the executive officers.

#### **Article XI: Amendments**

Section 1: Proposed amendments to the Constitution must be presented in writing at a regular meeting, read by the secretary, and left on the table without discussion until the next regular meeting, at which time the discussion shall be held, and a vote taken. Amendments should require a two-thirds vote of the Student Council for adoption into this Constitution.

#### **Article XII: Resolutions**

Section 1: Proposed resolutions in regard to Student Council policy must be presented in writing at a regular meeting, read by the secretary, and left on the table without discussion until the next regular meeting at which time discussion shall be held and a vote taken. Resolutions shall require a quorum for final passage. If passed, these resolutions regarding Student Council policy shall go into effect the following school year.

Date of revision: June 2022.

## NATIONAL HONOR SOCIETY

Election to the National Honor Society is the highest honor which a high school student can receive. Membership is restricted to those juniors and seniors who have maintained a 3.5 grade point average during their high school years, and who exhibit the positive traits of leadership, service and good character. In order for a student to be considered eligible to apply for National Honor Society membership, a student:

1) Must maintain a 3.5 grade point average;

2) Must be active in at least 3 school sponsored clubs/sports teams (throughout their high school career starting in grade 9) which are registered as such through Student Council and the Board of Education to be considered for membership; No academic Honor Societies or organizations associated to classes where credit is earned (Peer Leadership, REP, etc.) will be accepted. As well, no production run under an organization will count as an activity, however the student may list the sponsoring club as the activity.

3) Should have at least two consecutive memberships in activities. The greater the numbers for items (2) and (3), the better the chance of selection.

A charge of cheating on tests/assignments or any other conduct, including school suspensions, which is not in compliance with National Honor standards may be sufficient to deny acceptance into the National Honor Society.

Any student meeting these requirements will be considered eligible to apply for NHS membership. These students must submit to the Faculty Council an activity form showing specific information regarding activities and offices held. **This form, however, does not guarantee membership.** All records of students who submit an activity form will be reviewed by the Faculty Council.

The Faculty Council shall consist of five faculty members appointed by the principal; the chapter advisor will be an ex-officio member of the council. Each student must receive an above average

score of the characteristic ratings of the Faculty Council, according to the established guidelines. This final rating by the Faculty Council will determine those students who will become members of the National Honor Society. Students who are elected in their junior year may maintain membership throughout their senior year by maintaining GPA, service hour standards, and active membership in school clubs/sports teams. Serious violations of school policies could result in termination of membership.

The National Honor Society members are involved with other school activities and aim to improve relationships within the school. Its other functions include fundraising activities, which are aimed at the purchase of NHS supplies, the donation of graduation awards, and the contribution to other worthy causes.

In addition to NHS, Sayreville War Memorial High School has several subject specific honor societies as well. Please see the next page for details.

## **NATIONAL HISTORY HONOR SOCIETY**

### **MISSION STATEMENT**

The mission of the National History Honor Society of Sayreville War Memorial High School is to promote the study of history through the encouragement of research, publication, community service and the exchange of learning and ideas among students. The society will bring students, teachers and those interested in history together for intellectual and social exchanges which promote history through its members in various ways.

### **REQUIREMENTS**

#### **Admission:**

1. Must be a Junior or Senior enrolled in an Advanced Placement History course
2. Social Studies teacher recommendation GPA/Grades:
3. Juniors
4. "A" average in all History and Social Studies courses.
5. 3.5 unweighted overall GPA
6. Social Studies courses beyond graduation requirements with a grade of A in each
7. Seniors:
8. Score of 4 or 5 on an Advanced Placement History exam.
9. 3.5 unweighted overall GPA
10. "A-" average in all History and Social Studies courses Continued Eligibility:
11. Maintain social studies and GPA requirement.
12. Five hours social studies activities including volunteer service, tutoring, contest participation, article submission related to history/social studies. Activities must be completed by May, approved in advance by advisors and verified by an adult from the benefiting group.
13. No infractions that will jeopardize teacher/advisor recommendation.

## **MU ALPHA THETA**

Mu Alpha Theta is a Mathematics Honor Society whose purpose is to provide recognition of superior mathematical scholarship. Membership is granted to deserving students who maintain a final average of A in each full year mathematics course taken up to and including Pre-calculus (Algebra I, Geometry, and Algebra II, mid-year average of A in Pre-calculus). Students may be reconsidered for selection in September of their senior year based upon the final full year average of the previous June. Members must participate in:

1. Coordination of activities for Math Awareness Week and National Metric Week
2. Coordination of math lessons/activities with SUES and/or elementary school students.
3. NJ Math League tests: Students elected to MAT must be enrolled in Pre-calculus, Calculus, AP Calculus or Probabilities/Matrices. Students elected in their junior year must maintain a B average in AP Calculus or Probabilities/Matrices or an A average in Calculus in the senior year in order to retain membership for the senior year.

## SCIENCE HONOR SOCIETY

Membership in the Science National Honor Society is an honor based on academic performance to recognize outstanding achievement in science.

The following qualifications must be met and maintained:

1. A member must be in the last two years of secondary school education.
2. A member must have and maintain a 3.0/4.0 grade point average.
3. A member must be enrolled in at least one honors or upper-level science class during or prior to the eleventh-grade year. A member must be enrolled in at least one second year honors or upper-level science class during or prior to the twelfth-grade year. If second year honors or upper-level science courses are not offered by the school, then the student must be enrolled in a second first year honors or upper-level science class during or prior to the twelfth-grade year.
4. A member must maintain a B+ average (or equivalent) across all science courses.
5. A member must attend all SNHS meetings which are scheduled for the second Thursday of each month starting in October, and must participate in the various activities and events planned by our chapter.

## SPANISH HONOR SOCIETY

La Sociedad Honoraria Hispanica recognizes those students who excel in the study of Spanish. The Sayreville Chapter, **La Esperanza** or “Hope,” was established in 1977 and is affiliated with the National Spanish Honor Society, with chapters throughout the nation and the world. A formal induction ceremony in Spanish is conducted as prescribed by the National Organization. Invitations to join the society are made following the first semester to students of Spanish III, IV, and Advanced Placement. The requirements are:

Students of Spanish III: a 90 or better mid-year average in III and a 90 or better final average in I and II, if studied at the high school. Students of Spanish IV: a 90 or better mid-year average in IV. Students of Spanish AP: an 84 or better mid-year average in AP. Invitations are also extended in September to former students of III and IV who achieve a 90 or better final average in their course of the previous year. Final grades from I and II do not affect the September election.

The goals of **La Esperanza** are, in addition to recognizing the academic success of its members, to promote the study of Spanish, to encourage the understanding of the Hispanic culture and people, and to provide opportunities for school and community service to its members. Annual school-wide projects are the Celebration of World Language Week in March, a Tutoring Program, and a worldwide pen-pal service. Society members also participate in Letter Writing Breakfasts to cheer veterans and hospital patients, the making of Hispanic crafts to be given to out-of-school groups, presenting programs in other district schools, and the opportunity for publication of art and writing in the national magazine. The society also sponsors dinner trips for its members. The officers are president, vice-president, secretary, and treasurer. The colors are red and gold. The motto is **Todos a una** “All for one.”

## TRI-M MUSIC HONOR SOCIETY

The Tri-M Music Honor Society is the international music honor society for middle/junior high and high school students. It is designed to recognize students for their

academic and musical achievements, reward them for their accomplishments and service activities, and to inspire other students to excel at music and leadership. Through more than 5,500 chartered chapters, Tri-M has helped thousands of young people provide years of service through music in schools throughout the world.

Tri-M shares and supports the objectives of every dedicated music educator—to increase student and school involvement with music and to make a stronger and more unified school music program. Tri-M offers a complete system of rewards that help inspire students and recognize excellence in individuals and chapters. With this system, the society builds self-esteem and provides a channel of personal fulfillment.

Tri-M is a program of MENC: The National Association for Music Education, the largest non-profit organization dedicated to the advancement of music education. Through its many programs, activities, publications, and conferences, MENC addresses all aspects of music education and works to ensure that every student can be a part of a balanced, comprehensive, and high-quality program of music instruction.

Tri-M was founded in 1936 by Alexander and Frances Harley, incorporated and renamed Modern Music Masters in 1952, and in 1983 recognized as the Tri-M Music Honor Society, a program of MENC: The National Association for Music Education.

### **FRENCH HONOR SOCIETY**

La Société Honoraire de Français provides an opportunity to recognize outstanding scholarship in the study of French language through selection for membership. The Sayreville War Memorial High School chapter “LaRosaie”

Provides a vehicle for creating enthusiasm and an understanding of francophone culture, promoting, and perpetuating international friendship, and rewarding efforts toward furthering solidarity in the French speaking world. Sophomores who have maintained a B average in the study of French for at least three semesters are eligible for membership in the society. Eligibility also includes character, leadership, and seriousness of purpose, cooperation, honesty, service, and commitment to others in the criteria for selection into the society.

\*A member may be removed from the chapter for failure to maintain an honor average, for any behavior inappropriate to an honor society or irregular participation in FHS activities.

- FHS members must organize and plan the agenda and activities such as:
- Celebrate French Holidays
- French Cuisine
- Mardi Gras (Fat Tuesday)
- Field trips to embassies, consulates, museums, plays, etc.
- Participate in programs and contests sponsored by colleges in the area of the high school
- Join meeting or “causeries” with members of other FHS groups in the area.
- Fund-raising projects for a scholarship fund to provide for an outstanding student in French.

### **English National Honor Society**

Students inducted into NEHS will benefit from opportunities such as scholarship offerings, international networking, and leadership experiences. Members will give back to the school and local community through service projects including volunteering, tutoring, donation drives, and

special literacy events. Criteria for induction will be as follows:

- Attendance at SWMHS at least 1 semester before applying (as per NEHS)
- A minimum of 2 years of English courses completed
- Currently enrolled in an Honors or AP level English course
- Overall GPA of 3.0
- English GPA of 3.5
- No violations of academic dishonesty

### **THE ACADEMIC COMPETITION TEAM (ACT)**

The Academic Competition Team competes in several academic competitions throughout the school year in the state of New Jersey. The SWMHS ACT consists of approximately fifty students in grades nine through twelve who excel in academic subjects and trivia. The ACT team competes against ACT teams from other high schools in NJ. Students compete in College Bowl-type tournaments in multiple rounds throughout the school year. These SWMHS students are proficient in several different academic areas – such as science, literature, the arts, economics, speech, spelling, geography, mythology – since competitions include questions from various categories. The toss-up questions and the time formulas tend to make these competitions fast paced and exciting. Your speed in answering the questions appropriately as well as your natural knowledge contributes to your team. Usually, we compete in groups of four (so encourage your friends to join with you.) These competitions have superb prizes for the winners. If you enjoy reading, you will love this activity at SWMHS.

We attempt to meet at least two times each month either for meetings or competitive events since most ACT members are involved in many SWMHS activities. Students take short online quizzes and timed queries from past competitive events (as a group activity) using the Smart Board/Proxima. We have many sample questions to practice and prepare for these competitions. We encourage, recognize, and reward academic effort and excellence. Some of the competitive events include: the Marine Academy of Science and Technology Tournament in October on Sandy Hook, Monsignor Donovan High School Tournament in Toms River in November, the North Jersey Academic Championship in Leonia in December, the Hi Tech High School in Lincroft Competitive Event in January, and the Knowledge Master Open for two days in December and two days during April.

### **BAND FRONT**

The Band Front at S.W.M.H.S. is comprised of any student who wishes to perform with the Marching Band. Members are required to handle several different pieces of equipment including rifles, flags, streamers, and other visually oriented props. The involvement of dance has become an important addition to the Band Front.

The Members of the Band Front display skill, character, spirit, and a desire to perform. They can be seen during the football season, in parades, competitions, and at pep rallies. Membership is open to all students of S.W.M.H.S. who are willing to attend all rehearsals and performances of the Marching Band. Members of the Band Front may also join the Winter Guard, which runs from December through May.

### **CHEMISTRY AND PHYSICS CLUB**

This Science Club allows members to explore scientific topics in the fields of chemistry and physics. Members meet monthly to discover a variety of scientific truths using the techniques

of experimentation, group discussions, and analytical reasoning. This club gives students an edge in exploring and interacting with the changing society and encourages students to expand their knowledge of the scientific world.

### **CHORUS**

The Sayreville Mixed Chorus is open to all interested students without mandatory auditions. Various composers and styles are performed, from classical to jazz/pop choral arrangements. Concerts are performed throughout the year. Major performances are run during the holiday and spring sessions. Chorus members also participate in spring trips, festivals, and an annual Madrigal Dinner. Additional performing groups include Sayreville Singers and Vox Humana. Both of which are selected on an auditioned basis.

### **COOPERATIVE BUSINESS EDUCATION**

CBE is an activity structured to serve as part of the Cooperative Business Education classroom instructional program. It is also designed to encourage leadership development and expose the participants to career opportunities and other pertinent information about the world of work.

### **D.E.C.A.**

DECA is an extra-curricular organization structured to serve as an integral part of the Marketing Education classroom instructional program. Competitive events and creative fundraising venues are only some of the numerous ways DECA creates learning opportunities for students seeking careers in marketing, merchandising and other areas of business. It also increases civic consciousness, builds social intelligence, encourages leadership development, and utilizes vocational understanding. DECA offers students the ability to apply and compete for scholarships. Furthermore, students are able to travel and meet new people with this organization. This is a nationally recognized organization, which affords students the opportunity to exchange ideas with peers around the state and country.

### **ECHO LITES**

Published October through June, the school newspaper, ECHO LITES, is distributed to the students free of charge. The major aims of ECHO LITES are to report accurately events that occur within the school as well as in the community, state, and country, and to discuss the manner in which those events affect the student and the world in which he or she lives. The school newspaper serves as a forum for the creative and unbiased exchange of ideas and is an integral part of the school community. Anyone who shows interest and ability in writing and in other aspects of publication, such as layout, art, photography, or typing, is welcome to participate.

### **FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA is an extracurricular activity open to any student who has been enrolled in at least one course offered by the Business Education Department of this high school. The student must receive a recommendation for membership from one of the Business Education teachers. Chapter members are encouraged to participate in all the activities and are awarded points for their levels of enterprise within the club. These endeavors are designed to facilitate intelligent career choices, develop business/computer skills, learn the value of community responsibility, and become well-rounded individuals. Guest speakers, business-related videos, field trips,

computer/Internet forums and discussions, and social events will be ongoing features of the monthly meetings. Competitive events are held on the regional, state, and national levels. These competitions allow the students to travel and meet new people who belong to this national association.

#### **HISTORY CLUB**

History Club is an educational, informative, and fun organization that will let students experience the thrill of New Jersey history, as well as American History. This club has approximately 50 members, who participate in a wide variety of fundraisers, such as trivial pursuit tournaments, and working at basketball games, to help bring students together. The History Club will be involved with field trips, discussing history, and watching videos, along with other activities. The goal is to help students realize where they came from and what it took to get them where they are today.

#### **HOSA (FUTURE HEALTH PROFESSIONALS)**

The mission of HOSA is to empower HOSA-Future Health Professionals to become leaders in the global health community through education, collaboration, and experience. HOSA provides a unique program of leadership development, motivation and recognition for secondary students who are interested in pursuing careers in the health professions. It introduces students to many fields in healthcare through medical competitions and fun workshops. Students learn technical skills and knowledge outside of the classroom, giving them opportunities to meet with world renowned medical professionals and show their talents at an International Leadership Conference at the end of the year.

#### **INSTRUMENTAL MUSIC**

The Instrumental Music Program consists of the Concert Band, Marching Band, Jazz Band, Pit Band and numerous Small Ensembles. The Concert Band is a course, and this group performs at all concerts and Graduation. Jazz Band is an extracurricular activity which attends competitions in the spring. The Marching Band performs at football games, competitions, and parades. Rehearsals begin in July and are held on Tuesday and Thursday nights as well as weekends through November. The Pit Band performs at the Spring Musical and the Small Ensembles perform in the spring. All groups are open to SWMHS students who meet all requirements.

#### **INTERNATIONAL SOCIETY**

International Society recognizes and respects all cultures and races. This extra-curricular activity introduces students to various cultures and their traditions to broaden student awareness of the world. Through interaction and activities, such as presentations on featured countries, this club allows students to learn more about themselves and other cultural ideas and customs.

#### **JAZZ ENSEMBLE**

The Sayreville War Memorial HS Jazz Ensemble is a group consisting of saxophones, trumpets, trombones, guitar, bass, drums, and percussion. Membership is drawn from the HS Concert band class. The jazz ensemble performs at various jazz festivals throughout the state of New Jersey as well as at local events. The group performs a wide variety of musical styles such as swing, rock, Latin, funk, as well as Broadway standards. Interested students should contact Mr. Caruso.

### **LITERARY MAGAZINE**

The school literary magazine, **IMAGES**, is published each spring. It provides an outlet for student writing and artwork. Throughout the year members will collect submissions and attend monthly meetings. Responsibilities include layout design, reviewing submissions, creating a theme, and creating the magazine.

### **MAKE-UP CREW**

The Make-Up Crew works behind the scenes during the Fall Drama and the Spring Musical. In conjunction with the Costume Crew, this group of students is responsible for applying make-up to all performers. All actors must wear full make-up so their expressions can be seen at a distance; some special effects are also needed. This expertise is an essential ingredient to all productions.

### **COSTUME CREW**

The Dramatic Arts Costume Crew works to create the proper fashion look for the Fall and Spring Theatre performances. Students make, adapt, and alter costumes as needed to create the appropriate time period and setting for each play. Both the Costume and Make-up Crews work closely together to provide the realism necessary for successful productions.

### **ODYSSEY OF THE MIND**

OM is an extracurricular activity designed to enable students to work on creative problem-solving activities. Students who are selected for the team will work in small groups to arrive at solutions to specific problems. These problems are outlined by the national OM Association and require original thinking in their solutions. Regional, state, and world competitions are held, and the team competes with their solutions at each level. The try-outs are open to all students in grades 9 through 12 who are creative, quick-witted, and task-oriented, and who possess technical, mechanical, artistic and/or verbal skills.

### **PEER LEADERSHIP**

Peer Leadership is a five-credit course that meets five days a week. Twelfth grade students can apply for this class as juniors and are put through a vigorous selection process. Selected seniors meet with a group of ten freshmen once a week, to discuss a variety of topics (relationships, academic pressures, and drugs/alcohol) that help the freshmen become acclimated to the high school.

The administration reserves the right to review every applicant's disciplinary records. All applicants must be of good character. Any conduct, not in compliance with school and district policy may be sufficient to deny access and or continuance in the Peer Leadership program.

### **QUO VADIS**

The school yearbook, **Quo Vadis**, is the most complete record of a student's years at SWMHS. The yearbook contains sections devoted to the faculty and administration, seniors, and underclassmen. Also included are sections concerning sports and extracurricular activities.

Working as part of the **Quo Vadis** staff provides the student with an opportunity to develop

responsibility, leadership, creativity, and journalistic skills.

Selected in the spring, the new staff begins a rough draft of the book, choosing theme, layout, and book specifications. The students then compile the copy, photography, and layout into the final yearbook form.

#### **S.A.D.D.**

Originally, the mission of the SADD chapter was to help young people say “No” to drinking and driving. Today, the mission has expanded. Students have told us that positive peer pressure, role models, and other strategies can help them avoid more than drinking and driving. That is why SADD has become a peer leadership organization dedicated to preventing destructive decisions, particularly underage drinking, other drug use, impaired driving, teen violence, and teen depression and suicide.

#### **SCIENCE RULES - BIOLOGY**

Science Rules offers students a wide field of experiences and permits them to explore and interact with the changing society. This extra-curricular activity provides students with challenges and encourages members to explore the world of science through videos and guest speakers. Their participation increases their knowledge of the world.

#### **SWMHS THEATER SOCIETY**

SWMHS Theater Society is dedicated to the exploration of Theater Arts. The organization encourages involvement in the school’s theatrical productions. Members are actors, as well as backstage, lighting sound, costuming, makeup, house management, publicity, refreshments, and ticket sales. Most importantly, the SWMHS Theater Society offers personal growth and a better understanding of others, while providing several venues to participate in the theatre arts.

Students work on multiple productions a year: a Fall play, a Spring musical, and a festival of one act plays, as well as numerous workshop productions. Seniors can also get directing and choreographing experience as student directors, dance captains, and through participation in other aspects of theater, such as with the One Act Plays. Students are eligible to earn a Varsity Letter in Theatre Arts through participation in these productions.

#### **TIGS -TEEN INTEREST GENERATES SUCCESS**

TIGS provides teenagers with alternate activities to enjoy themselves rather than turning to drugs and/or alcohol. Members of the group are expected to remain drug, alcohol, and nicotine free. They are taught how to get “high on life” rather than on substances that are harmful and addictive. A select group of teens are also chosen to attend a five-day summer camp with a series of programs designed to teach them leadership skills and ways to reach other teens in their community.

### **CLUB CHARTERS**

The following policy has been established by Student Council for club and activities' charters:

1. Any group interested in organizing a club or activity within the school must first obtain permission from the administration, and then procure the necessary charter form from Student Council.
2. This form, completed and signed by a faculty advisor, must then be returned to Student Council in order to obtain official sanction.
3. Following such sanction, the Student Council will submit the newly chartered club or activity to the Board of Education for its approval.
4. Based upon such acceptance by the Board of Education as an official club or activity, the organization will then and only then be recognized as an established activity and, at that time, can initiate its program.
5. Finally, any club or activity that disbands is asked to notify the Student Council of its plans so that Student Council might, in turn, notify the administration and remove the organization from its list of recognized activities.

### **ELIGIBILITY FOR CLASS OFFICE**

As per the eligibility requirements identified in the Student Council Constitution, the conduct criteria of the National Honor Society, and the "credits earned" requirement for sports eligibility, the following rules have been established for students interested in running for class office:

1. Students must maintain a C average in all courses throughout the year.
2. Students must have a good conduct record. This record allows for a maximum of two (2) suspensions, that is, 2 incidents resulting in suspension of any type.
3. Students must be of good character.
4. Students must have a total of 13.75 credits earned mid-year and 27.50 credits earned in June.

### **Class Advisor's Statement of Accountability & Responsibility**

Elected officers are required to sign a contract which mandates that he/she attend class meetings and functions/activities. The class advisors reserve the right to remove an officer if he/she misses three class meetings or functions/activities.

## ATHLETICS

SWMHS offers a wide variety of interscholastic sports, for all students.  
**All information can be found on the District Website under Athletics.**

### **FALL (Season Begins August and Ends in November)**

Registration opens in June for all Fall Sports  
 Please contact the coach for all program information

The following fall sports are available: BOYS: Soccer and cross-country.

GIRLS: field hockey, cross-country, tennis and Soccer

CO-ED: Football, Cheerleading

Sport	Head Coach Email
Cheerleading	<a href="mailto:Sara.Boyle@sayrevillek12.net">Sara.Boyle@sayrevillek12.net</a>
Cross Country (G)	<a href="mailto:joseph.pastva@sayrevillek12.net">joseph.pastva@sayrevillek12.net</a>
Cross Country (B)	<a href="mailto:stephen.logan@sayrevillek12.net">stephen.logan@sayrevillek12.net</a>
Field Hockey	<a href="mailto:mary.charmello@sayrevillek12.net">mary.charmello@sayrevillek12.net</a>
Football	<a href="mailto:christopher.beagan@sayrevillek12.net">christopher.beagan@sayrevillek12.net</a>
Soccer (B)	<a href="mailto:Nicholas.Cifelli@Sayrevillek12.net">Nicholas.Cifelli@Sayrevillek12.net</a>
Soccer (G)	<a href="mailto:jillian.mcgarra@sayrevillek12.net">jillian.mcgarra@sayrevillek12.net</a>
Tennis (G)	<a href="mailto:michael.provenza@sayrevillek12.net">michael.provenza@sayrevillek12.net</a>

### **WINTER (Season Begins November and Ends in February)**

Registration opens in October for all Winter Sports. Please contact the coach for all program information

The following winter sports are available:

BOYS: basketball, bowling, swimming, and winter track GIRLS: basketball, bowling, swimming, and winter track CO-ED: completion cheer and wrestling

Sport	Head Coach Email
Basketball (B)	<a href="mailto:john.wojcik@sayrevillek12.net">john.wojcik@sayrevillek12.net</a>
Basketball (G)	<a href="mailto:janet.cook@sayrevillek12.net">janet.cook@sayrevillek12.net</a>
Bowling (B)	<a href="mailto:Joseph.Slavik@Sayrevillek12.net">Joseph.Slavik@Sayrevillek12.net</a>
Bowling (G)	<a href="mailto:james.zolla@sayrevillek12.net">james.zolla@sayrevillek12.net</a>

Cheerleading - Competition Team	<a href="mailto:Sara.Boyle@sayrevillek12.net">Sara.Boyle@sayrevillek12.net</a>
Swimming	<a href="mailto:andrew.rice@sayrevillek12.net">andrew.rice@sayrevillek12.net</a>
Winter Track	<a href="mailto:joseph.pastva@sayrevillek12.net">joseph.pastva@sayrevillek12.net</a>
Wrestling	<a href="mailto:marcus.ivy@sayrevillek12.net">marcus.ivy@sayrevillek12.net</a>

### **SPRING (Season Begins March and Ends in June)**

Registration opens in January for all Spring Sports. Please contact the coach for all program information

The following sports are available:

BOYS: baseball, golf, lacrosse, spring track and tennis. GIRLS: golf, lacrosse, softball, and spring track.

Sport	Head Coach Email
Baseball	<a href="mailto:michael.novak@sayrevillek12.net">michael.novak@sayrevillek12.net</a>
Golf (B)	<a href="mailto:thomas.mccloskey@sayrevillek12.net">thomas.mccloskey@sayrevillek12.net</a>
Golf (G)	<a href="mailto:richard.bates@sayrevillek12.net">richard.bates@sayrevillek12.net</a>
Lacrosse (B)	<a href="mailto:marcus.ivy@sayrevillek12.net">marcus.ivy@sayrevillek12.net</a>
Lacrosse (G)	<a href="mailto:mary.charmello@sayrevillek12.net">mary.charmello@sayrevillek12.net</a>
Softball	<a href="mailto:amanda.moken@sayrevillek12.net">amanda.moken@sayrevillek12.net</a>
Tennis (B)	<a href="mailto:michael.provenza@sayrevillek12.net">michael.provenza@sayrevillek12.net</a>
Track (B)	<a href="mailto:Stephen.Logan@Sayrevillek12.net">Stephen.Logan@Sayrevillek12.net</a>
Track (G)	<a href="mailto:joseph.pastva@sayrevillek12.net">joseph.pastva@sayrevillek12.net</a>

## **ELIGIBILITY OF ATHLETES**

### **Eligibility Requirements**

1. A student, to be eligible for participation in the interscholastic athletic program of a member school, must be enrolled in that school and must meet all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.
2. Eligibility and rules herewith stated shall apply to all freshman, sophomore, junior varsity, and varsity teams involved in interscholastic athletic competition.
3. Age - An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior to September 1. However, any athlete attaining age nineteen on or after September 1 shall be eligible for the ensuing school year. A birth certificate, issued at the

time of birth, is the normal proof of age; in the absence of this, other proofs may be used. The records used will be baptismal records or the earliest school records.

4. Athletic Recruitment – The granting of “athletic scholarships,” free tuition, or other assistance of monetary value at any level is forbidden when there is evidence that such grant was offered to induce a student to attend a school for athletic reasons.
5. Credits
6. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10<sup>th</sup> grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (110), during the immediately preceding academic year.
  - a. To be eligible for athletic competition during the second semester (February 1 to June 30) of the 9<sup>th</sup> grade or higher, a pupil must have passed the equivalent of 12.5 % of the credits
7. (15) required by the State of New Jersey for graduation (110) at the close of the preceding semester (January 31).
8. Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.
9. It is recognized that students may accelerate their academic programs during their first three years of secondary schooling. Consequently, such students may be eligible in the second semester of their senior year even when they carry less than 12.5 % of the State minimum school district’s graduation requirements and are passing all courses in which they are enrolled at the start of the first semester.
10. Handicapped/Classified Students:
  - Course Waiver – All handicapped/classified students, as defined by the New Jersey State Department of Education, shall comply with the athletic eligibility rules and regulations of the NJSIAA (with the exception of Section 4. Of this Article V re: Credits), and in addition the student, must have evidence of the following:
  - Parents, or guardians, must give consent for such competitive experience.
  - The Child Study Team must certify that the youth is functioning in school commensurate with his/her ability and is emotionally stable enough to participate in interscholastic athletics. Final approval for participation must be given by the principal.
  - The medical inspector of the school district must certify that the youth have the physical ability to compete equally with other participants.
  - Even though classified students are ungraded, they will only have eight consecutive semesters of eligibility which will start with the first semester of participation in interscholastic athletics at the freshman, junior varsity, or varsity level. The Guidance Department should provide the Athletic Director with ages of all classified students so they can be assured of four
  - (4) years of eligibility prior to becoming ineligible at age nineteen.

## **Transfers**

1. A student-athlete who transfers from one secondary school to another **because of a bona fide change of residence by his/her parents or guardians, or through assignment by the Board of Education, becomes eligible to represent his/her new school immediately** upon entrance unless recruitment or transfer for athletic advantage is alleged and provided all other eligibility regulations are satisfied. Both the former and new school must complete a transfer form affirmatively stating that the transfer is a bona fide change of residence and that there was no athletic recruitment or a transfer for athletic advantage.
2. A student transferring from one secondary school to another, **without a change of residence by that student's parent or guardian**, shall be ineligible to participate for a period of thirty (30) calendar days from the start of the present school's regular schedule for that sport, if that student has earned a varsity letter at the previous school. A student who has not earned a varsity award in a sport at his or her previous school shall be eligible to participate immediately at any level in that sport at the new school. To prevent possible recruitment or transfer for athletic advantage, a Transfer Waiver Form must be executed by the two involved schools and filed with the NJSIAA whenever a bona fide change of residence by the parents/guardians has not taken place.
  - A bona fide change of residence takes place when:
    - The parent/guardian moves with the student from one public high school district to another public high school district.
    - The parent/guardian completes an affidavit or certification with proof of the new residence. The form of the affidavit or certification shall be approved annually by the NJSIAA Executive Committee.
    - The change of residence must have occurred on or before the following dates: September 1, to be immediately eligible to participate during the Fall sports season; November 1, to be immediately eligible to participate in the Winter sports season; and March 1, to be immediately eligible to participate in the Spring sports season; and
    - The new residence may not be associated with, leased, or provided by anyone associated with the school or acting at the direction of the school, including but not limited to administration, staff, coaches, students, parents, booster clubs, or any organization having a connection with the school.
    - The term "guardian" refers to that person who has control over the person and property of a child as established by the order of a court of competent jurisdiction. A student who becomes emancipated shall be deemed not to have made a bona fide change of residence.
  - The Transfer Waiver Form must be processed whenever a student transfers from one secondary school to another without a change of residence having been made by his/her parents. In cases where a student resides with one parent and elects to change residence for transfer to another secondary school where the other parent resides, said student will be declared eligible immediately since this is considered a parental change of residence provided the parents do not reside in the same public high school

district. However, depending upon the circumstances, subsequent retransfer to the school previously attended may be considered a transfer for athletic advantage, which may result in a loss of eligibility.

\*This information and all that follows pertaining to eligibility has been taken from New Jersey Interscholastic Association. See Athletic Director for further details.

## SAYREVILLE WAR MEMORIAL HIGH SCHOOL RENAISSANCE PROGRAM

Founded by educators in 1988, Jostens' Renaissance is a program dedicated to promoting excellence in education. Nationally, there are over 4,500 schools participating in Renaissance programs that have witnessed significant improvements in student achievement, attendance, citizenship, and academic program. Renaissance is a process that uses recognition, rewards, incentives, and celebrations of student academic achievements to promote a positive and safe school environment. The hallmark of Renaissance is that every student in the school, regardless of his/her ability has the opportunity to receive recognition for his/her excellence in academic, conduct and attendance venues.

Realizing that many of our students had need of improvement in academic achievement, attendance, conduct and respect for others, our Renaissance Steering Committee outlined criteria they felt was appropriate to receive the honor. Teachers, administration, and community business partners joined forces to launch a Renaissance program here in Sayreville in 1999.

We wanted our students to realize that earning good grades, attending school on time, and behaving in a respectful manner is not only the right thing to do, but it is also "cool." Our Renaissance Steering Committee plans and organizes the activities that recognize, reward, and celebrate students who excel in academics, conduct, and attendance

Renaissance Criteria:

- a.) A student must have all A's
- b.) A student cannot have any discipline entries.
- c.) A student cannot be absent more than 5 days per semester.

### ELIGIBILITY REQUIREMENTS FOR THE JUNIOR AND SENIOR PROM/CLASS TRIPS

- No more than 15 Demerits
- Must be a student in good standing
- ALL DISCIPLINE OBLIGATIONS MUST BE MET PRIOR TO PURCHASING A PROM BID / ATTENDING THE PROM
- Must be present the day of the Prom
- **ALL students and Guests MUST** use District provided transportation (buses) to and from the Prom.

**PLEASE NOTE: ALL GUESTS ARE SUBJECT TO THE APPROVAL OF THE HIGH SCHOOL ADMINISTRATION.**

- Guests who have reached their 21<sup>st</sup> birthday will not be permitted.
- All guests are required to submit a valid photo identification card with their guest permission form.
- Guests' schools will be contacted to ensure that all guests are in good standing.

- All Prom bids are non-refundable.
- The Administration reserves the right to limit access to the Prom or any School related activity to anyone who is not a SWMHS student in good standing.

### **CURRICULAR COMPETITIONS**

Throughout the school year, there are a variety of competitions for our students that involve State and National organizations. Only those teams or individuals qualifying by Board of Education Policy will be eligible for funding by the Board for National competition.

### **ALMA MATER**

*Ring out its fame  
With praises ever new,  
Extol its name Our Alma Mater true.  
With heads upraised  
And hearts that lead us always to victory  
Our Alma Mater – SAYREVILLE HIGH.*