

SAYREVILLE MIDDLE SCHOOL

2023-2024



STUDENT HANDBOOK

Mission:

Sayreville Middle School is committed to the holistic development of children. It is our goal for all students who pass through our school to find purpose in life, to develop critical thinking and problem-solving skills, and to ultimately become adults who are contributing, independent, empathetic, and informed citizens within the local and global community.

Sayreville Middle School will strive to meet the challenges of developing each child's mind, body, and character by:

- Working closely with parents and community members to help support the whole school effort. Community members will be kept informed of school news, invited to school wide events and asked to participate in initiatives aimed at driving the future direction of the school. Parents specifically will be apprised of their children's progress.
- Hiring and retaining highly qualified teachers to educate the children of Sayreville and by supporting their continued development and improvement as teachers.
- Writing and implementing curricula that is relevant and meets the requirements of state and federal regulations.
- Providing a safe and nurturing environment in which children can learn.
- Providing health and physical education experiences that promote a healthy lifestyle and proper hygiene.
- Providing experiences that promote improved interpersonal relationships, character development, and good citizenship.
- Helping students fulfill their personal and academic potential by allowing them to explore the various academic areas and discover those in which they excel and/or enjoy.
- Challenging and supporting students to be all that they can be in their educational and future career efforts.
- Continually monitoring each child's development and making educational decisions based on student data, student needs, and parental input to best help each child flourish in mind, body, and character.

The Sayreville Middle School is proud of its diversity and does not discriminate based on race, creed, or religious affiliations.

Sayreville Middle School Bell Schedule

Regular Schedule

Teachers	8:00-8:15
HR/Period 1	8:15-9:01
Period 2	9:04-9:44
Period 3	9:47-10:27
Period 4	10:30-11:10
Period 5	11:13-11:53 (Lunch-Grade 8)
Period 6	11:56-12:36 (Lunch-Grade 7)
Period 7	12:39-1:19 (Lunch-Grade 6)
Period 8	1:22-2:02
Period 9	2:05-2:45
Teachers	2:45-3:00

Delayed Opening

Teachers	9:30-9:45
HR/Period 1	9:45-10:21
Period 2	10:24-10:54
Period 3	10:57-11:27
Period 4	11:30-12:00
Period 5	12:03-12:33 (Lunch-Grade 8)
Period 6	12:36-1:06 (Lunch-Grade 7)
Period 7	1:09-1:39 (Lunch-Grade 6)
Period 8	1:42-2:12
Period 9	2:15-2:45
Teachers	2:45-3:00

Early Dismissal

Teachers	8:00-8:15
HR/Period 1	8:15-8:52
Period 2	8:55-9:23
Period 3	9:26-9:54
Period 4	9:57-10:25
Period 5	10:28-10:56 (Lunch-Grade 8)
Period 6	10:59-11:27 (Lunch-Grade 7)
Period 7	11:30-11:58 (Lunch-Grade 6)
Period 8	12:01-12:29
Period 9	12:32-1:00
Teachers	1:10-1:15

SAYREVILLE SCHOOL DISTRICT SCHOOL CALENDAR 2023-2024 *

September-23				
M	T	W	T	F
				1
4	5	6	7-F	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

- 4 School Closed - Labor Day
- 5&6 All Teachers Report - No students
- 7-F First Day - Students Report
- ~~22~~ Early Dismissal
- 25 School Closed - Yom Kippur

16 October

- ~~2~~ Early Dismissal for Students & PLC (2.5hrs) Staff

October-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			

November

- 7 Staff In-Service Day - No Students
- 9-10 School Closed - N.J.E.A. Convention
- ~~22~~ Early Dismissal - Thanksgiving Weekend
- 23-24 School Closed - Thanksgiving Break

22 December

- ~~4~~ Early Dismissal for Students & PLC (2.5hrs) Staff
- ~~22~~ Early Dismissal - Winter Recess
- 25-29 School Closed - Christmas & Winter Recess

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

January

- 1 School Closed - New Year
- ~~8~~ Early Dismissal for Students & PLC (2.5hrs) Staff
- 15 School Closed - Martin Luther King Day
- 16-19 Early Dismissal - Parent/Teacher Conferences

17

December-23				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February

- ~~5~~ Early Dismissal for Students & PLC (2.5hrs) Staff
- 19 School Closed - Presidents' Day

March

- ~~4~~ Early Dismissal for Students & PLC (2.5hrs) Staff
- 25-29 School Closed - Spring Break & Good Friday

16 April

- 10* School Closed - Eid al-Fitr *Subject to change
- 23 School Closed -Passover

January-24				
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		

May

- ~~20~~ Early Dismissal for Students & PLC (2.5hrs) Staff
- 27 School Closed - Memorial Day

June

- 4 Staff In-Service Day - No Students
- ~~19-20~~ Early Dismissal for Students
- 21 School Closed - Juneteenth
- ~~24-L~~ Early Dismissal - Last day for Students
- 25 Last Day of School for Teachers

21

February-24				
M	T	W	T	F
				1
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

20

March-24				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

16

April-24				
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			

20

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

22

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

14

	Schools Closed
	Staff Report-No Students
F	First day
L	Last day
 	Shortened day

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 April 1st will be added to Spring Break and remaining days will be deducted from last day of school. Conversely, if there are additional closings for unanticipated reasons, calendar changes will be made in the following order: January 15th will be a half day for students, February 19th will be a full day for students, and full days for students will be taken from Spring Break beginning with March 25th, then moving sequentially forward.

Number of possible days:

184 - Students

189 - Teachers

BOE Approved: 06/13/23

The Administration takes pride in, our staff, our curriculum, our facilities and our students. We hope that you will share that pride with us. The Board approved curriculum for 6th, 7th, and 8th grades recognizes the transitional nature of these middle years in that they serve as a bridge between the structured elementary grades and the more wide-ranging, independent, and career-driven education available at the secondary level. A more comprehensive explanation of the district's core ethical values can be found in the **Sayreville School District Code of Student Conduct**.

Middle school students face many new and difficult choices on their way to young adulthood. A successful middle school student will use teachers and administrators as a resource for positive problem solving, critical to making constructive and productive decisions.

GENERAL SCHOOL INFORMATION

MIDDLE SCHOOL TELEPHONE NUMBER - 732-525-5290

Office Extensions: 7000, 7004, 7005, 7007

Guidance Extension: 7060

District Website www.Sayrevillek12.net

Sayreville Middle School www.sayrevillemiddle.net (Website contains parent/school information forms.)

Please call the school at 732-525-5290 (prompt) 7102 if your child is going to be absent.

PARENT PORTAL

The OnCourse Parent Portal is a secure web-based application that provides parents and guardians with live student information such as: attendance, schedules, and grades.

To access the OnCourse Connect, please visit the OnCourse student information systems. Assistance with the Parent Portal can be accessed by email parent.portal@sayrevillek12.net.

EARLY DISMISSAL

Days scheduled for early dismissal are listed on the school calendar, *Our Schools* booklet, and district/school websites. **Grades 6-8 will be dismissed at 1:00 pm on these days.**

DELAYED OPENING SCHEDULE

School	Bus Pickup	Starting Time	Dismissal
Gr. 6-7-8	90 minutes after the regular pickup time	9:45	2:45

SCHOOL CLOSINGS

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made email, voicemail and will be posted on the district's website: sayrevillek12.net. Please, do not call the school for school closing information. A School Messenger electronic communication will be sent to all households in the event of a closing. School closing information may also be found on the website; sayrevillek12.net. Please make sure your child's school contact information is correct.

Emergency Closing: Please plan for your child/children to go to a neighbor's home in the event of an emergency early dismissal, if you will not be home.

ARRIVAL

Students are not permitted to be dropped off and/or arrive on school property earlier than 7:45AM, on regular school days and not before 9:30AM, on a delayed opening schedule. When dropping off children in the morning, parents must follow the marked road arrows, keeping to the far right in the parking lot. Always give the school buses the right of way.

Lateness: Students arriving after the start of homeroom (8:15 am), must sign-in at the sign-in table in the front foyer. After (9:00 am), students must report to the Main Office to sign-in. Students are subject to administrative detentions for both tardiness and failure to sign-in. Excessive tardiness may require a parental conference with the Guidance Department.

See further information regarding walkers under **WALKERS**.

DISMISSAL

At the end of the school day, students must immediately leave the building and school property, unless involved in a scheduled, supervised, after-school activity. All students involved in scheduled after school activities are to remain with the supervising faculty member.

Students are not permitted to remain on school property to wait for the start of after-school events, i.e. wrestling, basketball, etc. Any student who has served either an administrative after-school detention or in-school suspension, must leave school property and not return that day, unless involved in a supervised school activity.

Parents picking up children are requested to wait at the far end of the parking lot (near Washington Road). If a student's regular authorized manner of departure does not arrive, they must immediately report to the Main Office and notify an Administrator. It is age appropriate for middle school students to be able to follow parental/school district directions regarding dismissal procedures. If a parent/guardian does not believe that their child is able to follow the above referenced procedures, please contact the building principal. Arrangements will then be made for your child to remain inside the Sayreville Middle School. The authorized adult will then be required to enter the school to sign the child out. Please note: pick-up time is 2:45 pm for regular school days and 1:00 pm for early dismissal days.

ATTENDANCE INFORMATION

Under the New Jersey Administrative Code (6:8-4, 2), Boards of Education shall establish pupil requirements for the minimum number of days in attendance to receive a passing grade in a subject. Sayreville Board of Education Policy. #515, Promotion and Retention, directs that parents of pupils who have been in attendance fewer than 162 days during the school year be notified of possible retention which averages to more than two absences a month. These regulations recognize that the learning experience, which takes place in the classroom environment is an essential part of the student's responsibility and to realize that time lost from class in terms of educational opportunity is irretrievable.

It is recognized that there are definite unavoidable circumstances which may prevent a student from attending school; however, all of the work missed, must be made up at the initiative of the student within two weeks of each missed class period.

Absence: 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 give the reason for the absence, and must be signed by a parent or legal guardian. Extended and/or frequent absences may require a note from a doctor. **Parents are also required to call the Attendance Line at 732- 525- 5290 (to inform the school of their child's absence).** Parents will receive a confirmation call via *School Messenger* at home when their child is not present in school. In the event of three or more consecutive absences, make-up work will be provided when the child returns to school. If a child is absent for more than three days because of an illness, parents may call the guidance office requesting make-up work. The work will be collected and ready for parents to pick up between 2:00-3:00 p.m. within 2 school days of the request. Students who are frequently late to school/class may receive an attendance contract and disciplinary action for lateness following the contract.

In order to participate in any after school event or activity, students must be marked present in school that day. Students are not permitted on school property before, during or after school if they are absent or suspended from school.

ACCIDENTS

Students should report all accidents, minor and major to the teacher in charge. If a teacher is not present, the student must report the accident immediately to the nurse or an administrator.

BACKPACKS

Students are permitted to bring backpacks to and from school. The backpack is to be stored in the student's locker for the entire day. Students are not permitted to carry backpacks during the school day. As a safety precaution student may only use "String Bags" to carry their required textbooks and school supplies from class to class.

BICYCLES

All students under the age of fourteen (14) who ride their bikes to and from school, must, by law, wear proper protective helmets. In addition, students are expected to chain and lock their own bikes to the bike racks, as the school is not responsible for their supervision. While on school property, students must walk with their bikes.

CAFETERIA/ RECESS

Students are required to eat lunch in the school cafeteria. Hot and cold lunches, milk, drinks, and snacks are available for purchase. Students may bring their own bag lunches; however, glass bottles are not permitted. The only area of the building where food and beverages may be consumed is in the cafeteria.

While in the cafeteria, students are expected to practice the general rules of good manners. When finished eating, students are required to: put all recyclable items into the appropriate containers, return their trays, and leave the tables and eating area clean in consideration of the students who will be eating during the next lunch period.

To provide for as safe an environment as possible, throughout the lunch period students must obey the following rules:

1. Students are to wait at the Café doors until directed by a supervising teacher to enter the area.
2. Stand in a single formatted line without bumping, pushing and/or touching other students in line.
3. Once seated for lunch, students are to remain at their lunch tables until dismissed.
4. No food or drink may be taken out of the cafeteria.
5. Obey and follow the directions of the teachers and cafeteria staff.
6. Excessive physical behaviors and contact such as: tackling, pushing, tripping, or grabbing of other students' clothing is inappropriate and potentially dangerous and is subject to disciplinary consequences.
7. Students must place their reusable containers and/or bags in the designated area prior to participating in recess.

CELL PHONES

The Administration recognizes that some parents choose to allow their children to bring a cell phone to school. Students who bring a cell phone to school, are required to turn them off and put them away upon their arrival to school. Cell phones must be stored in the student's personal hallway locker. Cell phones may be turned on once outside at dismissal. Unauthorized possession and/or use (i.e. pictures, video, etc.) of cell phones, are subject to confiscation and will result in disciplinary consequences. Cell phones will only be returned to a parent/guardian. **The school district is NOT responsible for lost or stolen cell phones.**

CLASSROOM DISCIPLINE

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

CONFERENCE – PARENT/TEACHER

Formal conferences are scheduled for January 16th through 19th. When necessary, you may schedule an appointment with a specific teacher and/or with your child's guidance counselor.

CORRIDOR PASSES

It is essential that there be no students in the halls unless they have a corridor pass. This will include: a) student name, b) date, c) time, and d) destination. Passes should be written in pen, not pencil.

Altering or tampering with a hall pass will result in a consequence determined by the administrator. Students found to be wandering the hallways and not in their scheduled class, are subject to student code of conduct violations.

DETENTION – ADMINISTRATIVE GUIDELINES

Tuesday, Wednesday, Thursday - after school.

Late buses will be provided for those eligible for district bus service. Students will remain under teacher supervision until the arrival of the late bus. Students are not permitted in the front outside area before their detention.

1. Students are to report to detention with a textbook, classwork, and/or pen/pencil to do constructive schoolwork. Book bags, clothing, etc. are to be brought to detention.
2. Students are not permitted to return to their lockers after detention and are to leave by the main entrance door.
3. Insubordination/disruptive behavior will result in a student being removed from detention by the supervising teacher and sent to an administrator in the Main Office. Appropriate discipline will follow.
4. A student who cuts detention will be assigned two (2) more detentions. The 3rd incident of cutting detention, will result in a Saturday detention.

DRESS CODE:

The manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard. Such determination is subject to disciplinary consequences. 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 #522.

1. Students may not wear apparel that promotes or endorses illegal substances (e.g. alcohol, tobacco products, etc.). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
2. Students may not wear dresses that are: strapless, see-through, one shouldered or off-the-shoulder. **Additionally, bustier 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, halter 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 should be no shorter than mid-thigh. Form-fitting leggings must be worn with a long shirt or dress.** Excessively ripped jeans are considered inappropriate.
6. Students are not permitted to carry or wear hats, hoods, or outerwear, such as winter coats, 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 hoods that hide the face are not permitted and will be confiscated. Students may not wear gloves of any kind.
8. No sweatbands, headbands, bandannas, do-rags, kerchiefs, large jewelry chains or wallet 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. Flannel pants are permitted.
10. 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.
11. Any jewelry that is sharp or studded is not permitted in school.
12. Footwear may include shoes, sneakers or sandals that are secure to the foot. Flip-flops or “slides” are not permitted. All Crocs or croc style shoes, should be worn with the strap around the heel.
13. The administration may permit changes in the policy to address special occasions or emergent conditions.

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 school.

EMERGENCY MANAGEMENT DRILLS

Fire drills and security drills will be conducted as required by law. It is essential when the fire alarm sounds, that everyone obeys it promptly. All should, clear the building in **silence** by the assigned route; proceed to an area of safety; not cross or stop in any lines. If an exit is blocked, students should go to the alternate exit available. Students not in a class should join in an existing class and report to that teacher. When re-entering the building, talking is not permitted and good order is mandatory. During Emergency Management Drills, it is critical that students intently follow the teachers’ direction to ensure order and safety.

EXTRA-CURRICULAR ACTIVITIES

There are a variety of extra-curricular and sport activities for students. Please check www.sayrevillemiddle.net for information and updates. The physical forms may be found online at: <https://www.sayrevillek12.net/athleticactivities/athletics>

GUIDANCE OFFICE

All students will be assigned a guidance counselor to assist them with their individual academic, social, and emotional needs. They will also be available for general school related manners.

HARRASSMENT, INTIMIDATION, BULLYING

Sayreville Middle School will conform to the NJ Anti-Bullying Law/Bill of Rights Act.

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, speakers, transmitters, iPods, and video recorders etc. All headgear and electronic devices **MUST BE** stored in a student locker before the beginning of the school day (8:15AM). 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.

HEALTH OFFICE –SCHOOL NURSE

The following rules and regulations are to be observed by teachers and students with regard to the health office.

1. Students are not permitted into the health office without a pass from the sending teacher.
2. Students must present a pass to the nurse and sign the health office log sheet.
3. Students must take **medicine** in the health office only under the supervision of the school nurse. A doctor's written order is necessary for medication to be administered by the Health Office. Medicines must be sent to the school in the container bearing the pharmacist's label and identifying the substance being administered.

HOMEWORK

Education is a cooperative effort between the home and the school. Instructional learning strategies designed to meet the goals and objectives of the curriculum become more effective when strong home support is provided. Parents are therefore encouraged to check homework on a daily basis, so as to reinforce sound study skills and work habits. This is vital as homework is an important part of your child's overall grade. It is the student's responsibility to make up assignments and tests when they are absent.

HOMEWORK POLICY

Homework should be assigned Monday through Thursday. When a test/task is due on Monday, sufficient notice should be provided: - General time allotments per school night for Grades 6-8 is 60-80 minutes. Summer work in grades 6-12 is prescribed by the department and grade level. The district believes 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 weekends, winter, and spring breaks. No long-term projects will be due and no tests will be given immediately upon return from these breaks or Teachers' Convention in November.

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.

Extra Credit: Points may account for a maximum of 5% of an assessment grade. Extra credit will not take the place of missed assignments.

ID BADGES

Each child will be issued an ID badge on a lanyard that they must wear at all times. The ID cannot be altered in any way. The first ID is free. Since ID's are required, the cost of additional replacement ID's is \$5.00. ID's may be obtained by ordering one online via the Sayreville Middle School website. Students unable to pay the fee at the time of billing, will have an obligation added their student account. Students owing money for an obligation on their account may be prevented from participating in school activities. 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. ID cards 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. Failure to wear/display your student ID and lanyard will result in disciplinary consequences.

LATE BUSES

Late buses are available Monday through Friday. Only those students in a scheduled and adult-supervised after school activity are permitted to utilize late buses. Only students eligible for district bus service may utilize the late buses. Students utilizing the late bus must obtain a late bus pass from their supervising teacher. Please see the Middle School website for late bus drop- off locations.

PLEASE NOTE: Visiting the public library is not a scheduled or supervised after school activity.

LATE TO SCHOOL – Will result in Afterschool detentions (See Disciplinary Consequences)

LIBRARY – (Middle School)

Students are encouraged to use this facility and to observe the library rules. Fines for overdue books must be paid before taking out additional books. Students are only permitted in the library after school, in an authorized supervised activity.

LOCKERS

Each student is assigned a locker and issued a lock for the school year. Only locks issued by the school may be used. Switching or sharing of lockers is **not** permitted and is subject to disciplinary action. Only articles pertaining to academic subjects and outdoor apparel are permitted to be stored. Students are responsible for articles in their lockers and are cautioned against “setting the lock” or giving the combination to another student. A minimal replacement fee is assessed for lost locks. All students are responsible for their assigned lockers and are not permitted to temporarily store their books and belongings in an empty unused locker. **Absolutely no stickers, posters, pictures, magic markers, graffiti etc. are permitted on any part of the locker.**

Students are recommended to use their lockers at the following times:

6th grade students are at lockers:

- Before HR * Before 4th period * Before Lunch * After lunch * End of the day

7th grade students are at lockers:

- Before HR * Before 4th period * Before Lunch * After lunch * End of the day

8th grade students are at lockers:

- Before HR * Before 3rd period * Before Lunch * After lunch * Before 8th period * End of the day

LOCKER INSPECTIONS

Administrators and teachers are responsible for protecting the health, safety, and welfare of the school community. New Jersey law states: “The principal or other official designated by the local Board of Education, may inspect lockers or other storage facilities provided for use by students so long as students are informed in writing at the beginning of each school year that inspections may occur”. The law permits Boards of Education to provide for Inspection of student lockers in a manner consistent with the Supreme Court ruling in **State v. Engerud, 94 N.J. 331 (1983)**.

Locker clean-outs are scheduled during each marking period and at the end of the school year. The Middle School has a policy of regularly inspecting students’ lockers in an effort to promote safety, order, and discipline.

LOST AND FOUND

Report the loss of any valuable article to the Main Office. All other articles are to be placed in the “Lost and Found” areas around the school. Students are encouraged to check the lost and found regularly in the event they are missing personal belongings and/or school supplies. Articles of clothing and other items unclaimed for an extended period of time will be donated.

OFF LIMITS

Those areas off-limits to students include but are not limited to the following: stock rooms, custodial closets, kitchen areas, boiler room, faculty lounges and bathrooms.

PARENT – TEACHERS

The P.T.O. exists to promote the welfare and education of the children. They sponsor many educational opportunities for the students. They also provide special activities, assembly programs, and gifts to our school. They work with the administration and faculty to enhance the positive atmosphere of the Middle School.

PASSING IN CORRIDORS

Courteous behavior should be practiced in the hallways and on the stairwells. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. Students will be given a Disciplinary Referral upon the 5th late to class. Subsequent lateness to class will be documented on a Disciplinary Referral with every 5th late and forwarded to the Administration. Students are required to carry an official written pass when traveling the hallways while classes are in session. Running in the hallways of the school is not permitted as it is a safety hazard in which students or staff can get hurt.

PERSONAL PROPERTY

Children frequently lose or misplace things; therefore, we request that; electronic devices, cameras, skateboards, scooters, large sums of money or other valuable possessions not be brought to school. Magic markers, Sharpies, paint markers, and laser pointers are also not permitted. The selling or exchange of any personal property is not permitted. All the above are subject to confiscation and disciplinary consequences.

PHONE CALLS

As per school regulations, **cell phones are not permitted for personal use during the school day**. Students who need to contact their parents, should request to do so via the Main Office. Parents are asked not to call the school to deliver messages as classes will only be disturbed under emergency circumstances. Please confirm after school plans with your child prior to their departure from home in the morning.

PHOTOGRAPHY/VIDEO

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

PHYSICAL EDUCATION

Participation in physical education is mandatory. Students are required to dress for gym; therefore, the following dress code for physical education classes has been established:

1. Sneakers and sweat socks.
2. Loose-fitting shorts, gym trunks, or sweat pants.
3. Sweatshirts or t-shirts.

For length and appearance of clothing please refer to the dress code policy. In September, all students are issued a gym locker and lock. Only locks issued by the school are permitted. Students are required to secure their personal possessions before exiting the locker room. If a student misplaces his/her lock, it is the student's responsibility to report this to a teacher and purchase a new lock. **Students are not permitted to wear jewelry during physical education classes.**

PROMOTION/RETENTION - BOE Policy 5410 (See attached document)

Students must pass Language Arts and Mathematics and either Science or Social Studies to be promoted.

Students who DO NOT pass their courses with a 65 or greater for the school year (Final Grade) will be subject to attend Summer School Credit Completion and internet-based courses in science and/or social studies.

STUDENT ACADEMIC REPORTS

Interim Progress Reports: The school recognizes the need for communication with the student and parent therefore, all parents are issued an **INTERIM PROGRESS REPORT** for their child at the midpoint of each marking period.

Report Cards: Four (4) times during the school year the student receives a report card, which indicates the subject grades for that marking period.

Honor Roll: Students who have maintained an "A" in every subject are placed on the High Honor Roll. Those students who have earned no lower than a "B" average in all subjects are placed on the Honor Roll.

Academic Integrity: If a student is caught cheating, zero credit for the test/quiz/assignment will be given with no opportunity for make-up.

STUDENT INFORMATION

All parents are required to update their child's information in OnCourse, prior to the beginning of the school year. Any changes of address or contact numbers must be immediately reported to the guidance office. Accurate student/family information is essential to help us provide your child with a safe and responsive school environment. If information is not accurate – students may be withheld from school events or activities.

STUDENT RELEASE FROM SCHOOL

All requests for a student's early release are handled through the Main Office. It is the policy of the Board of Education that a permanent record book is kept of all Middle School students leaving school before the scheduled dismissal time. The authorized adult must fill out the **SMS School Pick Up Notice form** (this can be picked up at the MS or found online at the SMS website), present this form and a photo ID to security at the front door, write-in time of pick-up, reason, and sign the record book. Students will be met at the security desk or in the main office.

Doctor and dental appointments should be made after school hours. However, if an early release is requested for medical reasons, a doctor's appointment form must be returned to the school.

A student must be present for four (4) hours exclusive of his/her lunch period in order to be recorded present for the day in the school register.

STUDENT PRIVACY

Be reminded that if you are taping or photographing a presentation, show, ceremony, etc., that your recordings are for your personal and family use only. You are advised not to post the event to social networking sites that are public. Such postings may invade the privacy rights of other students and may pose a security risk for some of our students.

TEXTBOOKS

Textbooks are issued to every student where necessary. There is no initial fee, however **students are responsible for any damage or loss of the book** assigned to them. Each book will have an assigned number and the student is responsible for that book at the end of the year. No other book will be accepted from the student.

TRANSPORTATION

The school bus driver shall be the authority with regard to managing pupil behavior and the overall orderliness on the bus. Bus safety is vital to your child's well-being and requires the cooperation of the student and parents as well as school personnel. Students who are disruptive, disrespectful and/or non-compliant will be subject to the school's regular disciplinary policy. In addition, violation of these rules and procedures will result in the loss of bus transportation privileges. Students are permitted to ride **only their assigned bus** to and from school. Please review "School Bus Safety" found in the District's **Our Schools** Information Guide. If a student misses their bus ride home or their regular authorized manner of departure does not arrive, they must immediately report to the Main Office and notify an Administrator.

VISITORS

All parents and visitors are required to report directly to door at the security desk with a valid ID. Visitors will go through a metal detector and their bags will be searched. A visitor's pass must be worn if leaving the Security Station for other destinations within the school. Parents may not go directly to a classroom for any reason.

WALKERS

Walkers are to enter and leave school grounds using the designated student pathways. Walkers are to leave school grounds promptly at dismissal. No walker may ride a school bus. Walkers who stay after school are responsible for their own transportation.

Parents picking up children at dismissal are requested to wait at the far end of the parking lot (near Washington Road). If a student's regular authorized manner of departure does not arrive, they must immediately report to the Main Office and notify an Administrator.

WITHDRAWAL OF STUDENTS

When planning to withdraw your son/daughter from school, the parent must schedule an appointment with the guidance department. The parent must provide all related information necessary. A transfer card will be forwarded to the receiving district.

WEAPONS POLICY

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:

1. So, defined by State statute 2C:39-1
2. Capable of causing harm or bodily injury for which there is no educational or instructional purpose.
3. Observed to have been displayed or used as a weapon.

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

PENALTIES

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

1. Found to be in possession of a gun or knife or who has displayed a gun or knife on school premises or at any Board of Education approved activity.
2. Who has displayed or used as a weapon any item with the intent of threatening or causing bodily injury on school premises or at any Board of Education approved activity.

Level 2: A minimum of 10 days suspension will be required for any student found to be in possession of any weapon not defined under Level 1.

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

REWARD ACTIVITIES

Throughout the year, numerous and varied events such as but not limited to assemblies and dances are scheduled. All students are afforded the opportunity to participate but shall be excluded if they accumulate:

Three administrative detentions and/or one in-school, out-of-school, or bus suspension within twenty (20) school days of the event.

Students who attend school dances/socials are responsible to secure their ride home. All students must be picked up no later than 15 minutes after the end of the school dance/social. Failure to arrange for a timely pick-up will result in the exclusion of the next school dance/social.

Special End-Of-The Year Activities:

Eighth Grade Dinner Dance, Picnic, Seventh Grade Fun Day, Sixth Grade Fun Day

For these events, students will be excluded if they accumulate the following:

1. Fifteen (15) total demerits
2. More than one (1) out-of-school suspension of five (5) days and/or one (1) out-of-school suspension of six (6) or more days.
3. Any student receiving an in or out of school suspension during the course of the school year will have their discipline record reviewed by administration to determine eligibility for end of year activities.
4. More than 20 days of absence from school. Exception: Absences due to a chronic medical condition or successive absences documented by a doctor's note. Documentation from a physician must be provided to school officials.
5. Violation of the code of conduct that results in a student's removal from the Sayreville Middle School community.
6. Have an outstanding debt (lunch program, fines, etc.) to the Sayreville School District

In-school suspension assignments are subject to availability and Administrative discretion. Eligibility for participation in the End of the Year activities will be subject to the guidelines listed above.

Moving-Up Ceremony:

The 8th grade Moving-Up Ceremony is not a reward activity but a privileged event. As such, the Administration reserves the right to exclude any student deemed a concern for the occasion.

The Sayreville Middle School Administration reserves the right to remove or exclude any student from Reward Activities as well as Special End-of-the-Year Activities.

Social Probation:

Social Probation 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 assemblies. Students on probation may also be barred from participation in promotion 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

Hallway Restriction:

Students who are involved in any physical act of violence, as well as students who have reached the 15th late level or determined by the school administration as a means of intervention 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 may 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.

The Sayreville Middle School Administration reserves the right to enforce Social Probation and Hallway Restriction at any time.

Schedule of Demerits

Administrative Detention 1 demerit

Saturday Detention 2 demerits

In-School Suspension 3 demerits

Out of School Suspension 4 demerits

Disciplinary Consequences

A. ATTENDANCE

Truancy/Leaving School without Authorization

- 1st incident: 5 days administrative detention
- 2nd incident: 1 day Saturday detention
- 3rd incident: 1 day ISS

Late to School

- 1st Incident: (5 days) Letter to Parent and 1 day administrative detention
- 2nd Incident: (10 days) Letter to Parent 3 days administrative detention
- 3rd Incident: (15 days+) meeting with parent, I&RS referral and 1 Saturday detention or ISS

Late to Class

- 1st Incident: 5 lates = 2 days detention
- 2nd Incident: 10 lates = 3 days administrative detention
- 3rd Incident: 15+ lates = 1 Saturday Detention or ISS

Cutting Class (Unless cut is a result of student leaving school grounds)

- 1st Incident: 2 days administrative detention
- 2nd Incident: 5 days administrative detention
- 3rd Incident: 1 day Saturday detention
- 4th Incident: 1 day ISS

B. INSUBORDINATION

Failure to Report to Teacher Detention

- 1st Incident: 2 days Administrative Detention
- 2nd Incident: 4 days of Administrative Detention
- 3rd Incident: 1 day Saturday Detention
- 4th Incident 1 day of ISS or OSS

Failure to Report to Administrative Detention

- 1st Incident: 2 days of administrative detention
- 2nd Incident: 3 days of administrative detention
- 3rd Incident: 1 day Saturday detention
- 4th-5th Incident: 1 day ISS

Failure to Report to a Saturday Detention

- 1st Incident: Reassign Saturday detention & 1 day ISS
- 2nd Incident: Reassign Saturday detention & 2 days of ISS
- 3rd Incident: Reassign Saturday detention & 1 day of OSS and Parent conference with the Principal

Defiance of Authority/Willful Disobedience/Insolence to Staff Member

- 1st Incident: 1 -3 days administrative detention
- 2nd Incident: 1 day Saturday detention
- 3rd Incident: 1 day ISS

Failure to Follow Administrative Direction/Continued and Willful disobedience

- 1st Incident: 1 day ISS or OSS
- 2nd Incident: 1-2 day OSS
- 3rd Incident: 3-5 days OSS

Failure to Wear/Display Student ID/Lanvard

- 1st Incident: Admin conference
- 2nd Incident: 1 day administrative detention/ parent contact
- 3rd Incident: 2 days administrative detention/parent conf.
- 4th Incident: 1 Saturday detention
- 5th Incident: 1 ISS
- 6th Incident: 1 OSS

Disruptive/Inappropriate Behavior

- 1st Incident: 2 days administrative detention
- 2nd Incident: 3 days administrative detention
- 3rd Incident: 1 day Saturday detention
- 4th Incident: 1 day ISS or OSS

Removal from Saturday Detention or In School Suspension

- 1st Incident: 1 day OSS
- 2nd Incident: 1-2 days OSS
- 3rd Incident: 2-3 days OSS
- 4th Incident: 4-5 days OSS

C. Vandalism and Theft

Minor Vandalism/Graffiti/Malicious Mischief

- 1st Incident: 1-3 days administrative detention and restitution
- 2nd Incident: 1 day Saturday detention and parent meeting
- 3rd Incident: 1-2 days ISS or OSS and restitution

Theft

- 1st Incident: 1 Saturday with restitution, parent meeting and police report
- 2nd Incident: 1 day ISS with restitution and a police report
- 3rd Incident: 1-3 days OSS with restitution and a police report

D. INAPPROPRIATE BEHAVIOR

Profanity/Obscene Gestures/Vulgarity /Inappropriate Comment

- 1st Incident: 1-3 days administrative detention
- 2nd Incident: 1 day Saturday detention
- 3rd Incident: 1 day ISS

Profanity/Obscene Gestures/Vulgarity Directed at a Staff Member

- 1st Incident: 1 day ISS or OSS
- 2nd Incident: 1-2 day OSS
- 3rd Incident: 2-3 days OSS

Disorderly Conduct/Creating a Safety Hazard/Inciting

- 1st Incident: 1-3 days administrative detention
- 2nd Incident: 1 day Saturday detention
- 3rd Incident: 1-2 Day ISS or OSS

Bus Conduct Violation

- 1st Incident: 1-3 days administrative detention parent notification, possible seat change, 1 day bus suspension
- 2nd Incident: 1 day Saturday detention & 2 days bus suspension
- 3rd Incident: 1 ISS, 3-5 days bus suspension

False Public Alarm

- 1st Incident: 1-3 days OSS, Parent Meeting and I&RS
- 2nd Incident: 3-5 days OSS referral to Guidance and I&R Police Report
- 3rd Incident: 5 OSS pending Board hearing to determine placement, Administration Referral to CST, Parent Meeting, Police Report

Scuffle/Physical Misconduct

- 1st Incident: 1 day ISS
- 2nd Incident: 1 day OSS
- 3rd Incident 1-3 OSS days, I&RS team referral and police report

Fight

- 1st Incident: 3-5 days OSS
- 2nd Incident: 5-8 days OSS/ 1 yr social probation
- 3rd Incident: 10 days OSS I&RS referral and police report

Assault

- 1st Incident: 5 days OSS and a police report -30 day social probation
- 2nd Incident: 10 days OSS I&RS referral and a police report
1 yr social probation
- 3rd Incident: OSS pending BOE meeting to determine placement I&RS referral, police report

Threat (verbal, gestural, written or electronic, such as social media)

- 1st Incident: 1 day OSS
- 2nd Incident: 2-3 days OSS I&RS referral
- 3rd Incident: 4-5 days OSS I&RS referral police report

Terroristic Threat

- 1st Incident: 2-3 days OSS, Police Report
- 2nd Incident: 3-5 days OSS, Police Report
- 3rd Incident: OSS pending BOE meeting to determine placement, Police Report

Harassment/Intimidation

- 1st Incident: 1-3 of Administrative Detention
- 2nd Incident: 1 day Saturday Detention
- 3rd Incident: 1 day ISS or OSS

Bias Incident

- 1st Incident: 1 day ISS police report, report to prosecutors office
- 2nd Incident: 1 day OSS, I&RS referral, police report, report to prosecutors Office
- 3rd Incident: 2-3 days OSS, I&RS referral, police report, report to prosecutors Office

Bias Intimidation (confirmed by police required)

- 1st Incident: 1 day OSS, police report, Report to Prosecutors Office
- 2nd Incident: 2-3 days OSS Referral to I&RS police, report Prosecutors Office
- 3rd Incident: 3-5 days OSS, CST Referral and up to One Year Social Suspension, police report & report to Prosecutors Office

Sexual Harassment

- 1st Incident: 1-2 days OSS
- 2nd Incident: 2-3 days OSS I&RS referral
- 3rd Incident: 4-5 day OSS, Referral to CST

Sexual Contact

- 1st Incident: 2-3 days OSS, Parent Meeting, Referral to Guidance and I&RS police report
- 2nd Incident: 5-10 OSS referral to CST, Police Report
- 3rd Incident: OSS pending Board hearing police report

Sexual Assault

- 1st Incident: OSS pending BOE hearing, Police Report
- 2nd Incident: OSS pending BOE hearing, Police Report
- 3rd Incident: OSS pending BOE hearing, Police Report

E. SUBSTANCE

Use of Substance/Under the Influence of Drugs/Alcohol

- 1st Incident: 3-5 days OSS, Completion of an evaluation by the SAC appropriate rehabilitation protocol
- 2nd Incident: 8 days OSS, Completion of an evaluation by the SAC appropriate rehabilitation protocol
- 3rd Incident: OSS pending Board of Education hearing to determine placement

NOTE Failure to test within 24 hours is an automatic “positive.” An altered or dilute sample will also be considered a drug and or alcohol “positive”

Possession of a Controlled Substance or Alcohol – All Grades

- 1st Incident: 5-10 OSS, Police Report
- 2nd Incident; OSS pending Board of Education hearing to determine placement and a police complaint filed

Possession with Intent to Distribute –All Grades

- 1st Incident: OSS pending Board of Education hearing to determine placement and a police complaint filed

Smoking/Possession of Igniter, electronic cigarettes, smokeless tobacco, cigarettes

- 1st Incident: 1 day Saturday Detention. Parent Meeting
- 2nd Incident: 1 day ISS Police Report (summons to appear in municipal court) Referral to SAC
- 3rd Incident: 1 day OSS. Police report (summons to appear in municipal court) Referral to SAC

*NOTE: Requires automatic drug screen (Refer to Board Policy 5131.6) Failure to test within 5 hours is an automatic “positive”. An altered or dilute sample will also be considered a drug and/or alcohol “positive”

F. VIOLATION OF TECHNOLOGY

ACCEPTABLE USE AGREEMENT

Violation of Technology Acceptable Use

Agreement

- 1ST Incident: 1 week suspension of technology privileges and 3 days Administrative Detention
- 2nd Incident: 2 weeks suspension of technology privileges and 3 Saturday Detention
- 3rd Incident: 3 weeks suspension of technology privileges and 1 day ISS

Severe Violation of Technology Acceptable Use Agreement

- 1st Incident: 1-2 days OSS and a 2 week suspension of technology privileges
- 2nd Incident: 3-5 days of OSS and a 3 week suspension of technology privileges
- 3rd Incident: OSS pending BOE hearing to determine placement, 4 week suspension of technology privileges

ACADEMIC INTEGRITY – ALL GRADES (see student code of conduct “G”)

G. POSSESSION OF AND/OR UNAUTHORIZED USE OF CELL PHONE GRADE 6-8

Unauthorized Possession or Use of Cell phone/Electronic Device

- 1ST Incident: 1-2 day Administrative Detention, phone confiscated and only returned to parent/guardian
- 2nd Incident: 3-5 days Administrative Detention, phone confiscated and only returned to parent/guardian
- 3rd Incident: 1 Saturday Detention, phone confiscated and only returned to parent/guardian

H. WEAPONS USE AND/OR POSSESSION (Refer to Policy 5131.7 for more specific details, if needed)

I. HARASSMENT, INTIMIDATION AND BULLYING

Incidents of alleged Harassment, Intimidation and Bullying shall be consequence in accordance with the specific disciplinary infraction outlined in this regulation which may or may not have resulted in an affirmative finding of Harassment,

*** Please be advised any code of conduct related items are subject to change of Board Policy.**



District Policy

5410 - PROMOTION AND RETENTION (M)

Section: Students
Date Created: November 2021
Date Edited: November 2021

M

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each student enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for student promotion shall be related to the New Jersey Student Learning Standards and district goals and objectives and to the accomplishments of students. A student in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A high school student including a ninth grade student in the junior high school will be promoted to the next grade when he/she has completed, in the current school year, twenty-five percent of the credits required for high school graduation.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and students shall be regularly informed during the school year of the student's progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the student and offer immediate consultation to the student's parent(s) or legal guardian(s). Every effort shall be made to remediate a student's deficiencies before retention is recommended. The parent(s) or legal guardian(s) and, where appropriate, the student shall be notified of the possibility of the student's retention at grade level in advance and, whenever feasible, no later than six weeks prior to the end of the school year.

School attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of a student who has been in attendance fewer than one hundred sixty-two days during the school year.

Classroom teachers shall recommend to the Building Principal the promotion or retention of each student. Parent(s) or legal guardian(s) and adult students may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

N.J.S.A. 18A:35-4.9

Adopted: 16 November 2021