SAYREVILLE WAR MEMORIAL HIGH SCHOOL

2026-2027

STUDENT HANDBOOK

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

Principal **Mr. Richard K. Gluchowski, MEd**

Vice Principals

Mrs. Jacquelyn Carey
Mr. Anthony Martucci
Mr. Michael Salum
Mrs. Katelyn Zurawski

Department Supervisors

Mathematics/Computer Science/Business	Dr. Mala Maharana
Science/AFJROTC	Mrs. Carolynn O'Connor
Counseling and Guidance	Mrs. Donna Sicola
English/Reading/Foreign Language/ESL	Mrs. Suzanne Capraro
Physical Education/Director of Athletics	Ms. Jennifer Badami
Special Education	Dr. Cynthia Defina
History/Humanities	Mr. Christopher Howard

FOREWORD

On behalf of the Sayreville Student Council, we wish you the best of luck during your time 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 always open to you, 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 for a fulfilling and memorable four years at SWMHS.

President: Hania Mehd
VP: Ema Alimi
Secretary: Angel Morales Ramirez
Treasurer: Lucy Logan
Publicist: Stephanie Marques/Ansh Shah
BOE Rep: Morgan Koonce
Senior Exe: Lakeisha Myles-Abaidoo
Junior Exe: Jaelyn Chung
Sophomore Exe: Anaya Shah

Welcome back—and get ready for an amazing year ahead!

I hope you had a safe, relaxing, and fun-filled summer. The start of the 2026–2027 school year is an exciting opportunity to set new goals, pursue academic excellence, build strong character, and show your school pride.

At Sayreville War Memorial High School, we are thrilled to introduce new ideas and positive changes that will enhance the experience for both students and staff.

This handbook has been carefully prepared by our administration to provide helpful guidance and important information you will use throughout the year. I encourage you to take the time to read it thoroughly and refer to it often.

If you ever have questions or need support, our staff and administrators are always here to help, don't hesitate to reach out.

Let's make this a fantastic year together!

Sincerely,

Richard K. Gluchowski
Principal

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.

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 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 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 affiliation.

ACCREDITATION

Sayreville War Memorial High School is fully accredited by the **Middle States Association of Colleges and Schools**, reflecting the school's commitment to academic excellence, continuous improvement, and high educational standards. Through its rigorous instructional programs and emphasis on student achievement, SWMHS provides graduates with a high-quality educational foundation recognized by colleges and universities throughout the United States. As a result, students who successfully complete the college preparatory program at Sayreville War Memorial High School enjoy the same opportunities and consideration for admission afforded to graduates of accredited high schools nationwide.

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 get along with people with whom we work and live.

8. Learn how to be a good citizen.

9. Develop skills to enter a specific field of work.

10. Gain information needed to make a job selection.

11. Appreciate culture and beauty in the world.

12. Learn about and try to understand the changes that take place in the world.

13. Practice and understand the ideas of health and safety.

14. Learn how to respect and get along with people who think, dress, and act differently.

15. Understand and practice democratic ideas and ideals.

16. Learn how to be a good manager of money, property and resources.

17. Understand and practice the skills of family living.

18. Learn how to use leisure time.

Governance of the School

The Principal of Sayreville War Memorial High School is responsible for the overall operation of the school, enforcing Board of Education policy and administrative procedures.

The Assistant Principals share many leadership duties, including working with students, parking procedures, graduation, and the observation and evaluation of teachers.

The Director of Athletics is responsible for all aspects of the athletic department.

The Student Council, representative of the entire student body, is a focal point for the concerns and interests of all pupils.

Each grade level has elected class officers who work on various projects including fundraising and community/school service.

The Student Council meets with the Administration to discuss issues directly affecting Sayreville War Memorial High School and its students.

SAYREVILLE WAR MEMORIAL HIGH SCHOOL

Communication Protocols | Chain of Command

Curriculum & Instruction

Teacher → School Counselor and/or Case Manager → Supervisor, Asst. Principal, and/or Principal

Student Discipline (including bus discipline)

Teacher → Asst. Principal → Principal

Athletics & Co-Curricular Activities

Coach or Advisor → Athletic Director or Asst. Principal → Principal

Transportation & Food Services

Transportation or Food Services Department → Asst. Principal → Principal

- **Please contact an Assistant Principal on any matter that is not referenced.**

Bell Schedule

Regular Day

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

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

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

Delayed Opening Schedule (5 Minute Passing)

Period	Time	Total
1	9:00am – 9:39am	39 Minutes w/HR
2	9:44 am – 10:18am	34 Min.
3	10:23am – 10:57am	34 Min.
4	11:02am- 11:36am	34 Min. Lunch
5	11:41am – 12:15pm	34 Min. Lunch
6	12:20pm – 12:54pm	34 Min. Lunch
7	12:59 pm – 1:33pm	34 Min. Lunch
8	1:38 pm – 2:12 pm	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 attendance policies and procedures.

- 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 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 is 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 proceedings. Court dates will be flagged as such on the computer.

- If your child will be arriving late to school, he/she must scan in before proceeding to class. Scan-in is done in the security vestibule. All late students are required to have a blue pass 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 under 18 may NOT sign out at any time. The administration will need written and verbal parental approval before the student can sign out of school.

- 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 have several absences will receive warning letters via email, indicating the number of absences on record.

- 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

Student attendance is the student's responsibility. Students and parents should periodically check student attendance on the parent access computer system.

SCHOOL HOURS

- Regular school days: 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 with jobs are responsible for informing their 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, Station WOR-AM or go to your Parent Square account for announcements from the district. 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, and follow our Twitter, Facebook, ParentSquare, and Instagram accounts.

WORKING PAPERS

All working papers must be obtained online at https://www.nj.gov/labor/youngworkers/find-a-job/working-papers/getstarted.shtml

Attachment C-4

SAYREVILLE SCHOOL DISTRICT

SCHOOL CALENDAR 2026-2027 *

September-26

M	T	W	T	F	
	1	2	~~3-F~~	4	
7	8	9	10	11	
14	15	16	17	~~18~~	
21	22	23	24	25	
28	29	30			18

October-26

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	22

November-26

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					15

December-26

M	T	W	T	F	
	1	2	3	4	
~~7~~	8	9	10	11	
14	15	16	17	18	
21	22	~~23~~	24	25	
28	29	30	31		17

January-27

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	19

September

- 1&2 — All Teachers Report - No students
- ~~3-F~~ — 1st Day - Early Dismissal for Students & GCN (2.5hrs) Staff
- 7 — School Closed - Labor Day
- ~~18~~ — Early Dismissal
- 21 — School Closed - Yom Kippur

October

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

November

- 3 — Staff In-Service Day - No Students
- 5-6 — School Closed - N.J.E.A. Convention
- 11 — School Closed - Veterans Day
- ~~25~~ — Early Dismissal - Thanksgiving Weekend
- 26-27 — School Closed - Thanksgiving Break

December

- ~~7~~ — Early Dismissal for Students & PLC (2.5hrs) Staff
- ~~23~~ — Early Dismissal - Winter Recess
- 24-31 — School Closed - Christmas Eve, Christmas Day / Winter Recess

January

- 1 — School Closed - New Year
- ~~11~~ — Early Dismissal for Students & PLC (2.5hrs) Staff
- ~~18~~ — School Closed - Martin Luther King Day
- ~~19-22~~ — Early Dismissal - Parent Teacher Conferences

February

- ~~1~~ — Early Dismissal for Students & PLC (2.5hrs) Staff
- ~~15~~ — School Closed - Presidents' Day

March

- ~~8~~ — Early Dismissal for Students & PLC (2.5hrs) Staff
- ~~9*~~ — School Closed - Eid al-Fitr *Subject to change
- 26-31 — School Closed - Good Friday, Easter/ Spring Recess

April

- 1-2 — School Closed - Spring Recess
- 22 — School Closed - Passover

May

- 17* — School Closed - Eid al-Adha *Subject to change
- ~~24~~ — Early Dismissal for Students & PLC (2.5hrs) Staff
- 31 — School Closed - Memorial Day

June

- 8 — Staff In-Service Day - No Students
- ~~18~~ — School Closed - Juneteenth
- ~~23-24~~ — Early Dismissal for Students
- ~~25-L~~ — Early Dismissal - Last day for Students
- 28-L — Last day for Teachers

February-27

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	19

March-27

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			18

April-27

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	19

May-27

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	
31					20

June-27

M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	~~23~~	~~24~~	~~25-L~~	
28-L	29	30			17

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

	Schools Closed
	Staff Report-*No Students*
F -	First day
L -	Last day
~~S~~	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 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 19th will be a half day for students, February 17th will be a full day for students, and full days for students will be taken from Spring Break beginning with March 31st and moving sequentially backward.

Number of possible days:

184 - Students

189 - Teachers

BOE Approved:7/21/2026

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 in period 1. 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 number of absences.

Students are permitted to make up class work for all absences except those resulting from class cuts (including unexcused lateness of more than 10 minutes 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 a written excuse to the attendance office 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.

Chronic Medical Condition

Parents of students with a diagnosed medical condition that may affect attendance should notify the vice-principal's office in writing at the start 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 medical absences, 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 extracurricular activity sponsored by SWMHS.

HOME INSTRUCTION

Home instruction is available for students who will be absent for an extended period due to medical or health problems. Since it usually takes up to two weeks to initiate home instruction, parents should apply for home instruction with a written request from a licensed medical and/or dental physician through the student's guidance counselor. All such requests must include the doctor's diagnosis and an estimate of the duration of the absence. Each request will be verified by the school nurse and the board physician. For re-admission to school after an extended illness and home instruction, a doctor's note must be presented to the school nurse. Students who have been approved for Home Instruction are NOT permitted to participate in school functions. **No senior on home instruction may participate in the graduation ceremony unless he/she has fulfilled ALL school requirements BEFORE graduation day.**

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 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 as present for the day. Absences resulting from early dismissal shall count toward the student's class absence rate. It is the parent's responsibility to notify the vice principal's office in advance 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., the 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 SWMHS administration reserves the right to hold an attendance appeal without the parent or guardian present if the parent or guardian has delayed or postponed the originally scheduled meeting date and time.

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 the student wish to appeal the committee's decision, 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 attendance appeal committee's notification. 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.

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. Students will be consequences for cuts and lates 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 one day.

First Cut – Will result in two days detention. The Vice Principal office 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.

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 be eligible to 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 students will receive consequences at the appropriate cut level.
3. Ten unexcused lates in any specific class will equate to two class cuts and students will receive consequences at the appropriate cut level. Parents will receive notification from the Vice Principals' Office of the offense and the consequence.
4. Fifteen unexcused lates will equate to three class cuts and students will receive consequences at the appropriate cut level. A Vice Principal will contact parents/guardians.
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 students will receive consequences 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.

If a student is out of a classroom room for more than 11 minutes, a cut of class will be issued.

Lateness to School

1. Pupils who enter period 1 after the late bell are considered late to school. Being late to school will

result in consequences similar to 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 security office.
for sign-in. Students who report after Period 1 begins will receive consequences for being late to class as well as all 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.
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 to the school 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.**

External Food or Drinks

Food or drinks may not be brought into SWMHS from commercial establishments prior to and during the school day. Students who bring items from outside the school, other than water or a bagged lunch determined appropriate by an administrator, will be asked to consume the items or dispose of them in an appropriate trash or recycling can.

SCHOOL MEAL PROGRAM ARREARS

Please review Board of Education Policy: District Policy 8500 - FOOD SERVICES

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, including 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.

CORRIDOR PASSES/BATHROOM

It is essential that there are no students in the halls unless they have a corridor pass. Students must have written passes including student name, date, time, and destination or a school issued bathroom pass. Passes should be written in pen, not pencil. Altering or tampering with a hall pass will result in a consequence determined by the administrator.

Each classroom will be issued two passes on black lanyards:

- **Blue Passes** for upstairs classrooms
- **Grey Passes** for downstairs classrooms

These passes are designed to streamline the pass writing process and minimize disruptions, as well as ensure better tracking of students in the hallway.
Students must return these passes immediately to the teacher after they return from the restroom. Students will leave these passes on the cart with the teacher on duty.

Substitute teachers will continue to use written passes when teacher is absent.

Written passes should continue to be used when sending students to the office, nurse, or guidance.

Report any lost or missing passes to administration.

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 maintaining 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. The teacher must contact the student's parents, by

school phone then by e-mail, when a discipline referral is submitted for classroom management reasons.

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.

FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Sayreville Board of Education Policy 8820 - OPENING EXERCISES/CEREMONIES requires that students show respect for the flag of the United States of America. A student who is conscientiously opposed to the Pledge or Salute may abstain from these ceremonies but is required to be respectful.

INSUBORDINATION

Any act of insubordination that does not include profanity, to be a 2 Admin Detentions. The type and duration of the consequence will be decided by administration based on the level of the insubordination.

LOST AND FOUND

Any student who loses personal or school property should inquire about the lost article in the Main Office or the Lost and Found area located in the main foyer of the school building. Likewise, any student who finds lost items should take them to the Main Office; otherwise, he/she will be held responsible. Lost books will be sent to the appropriate department office. Students in possession of lost or stolen property will be disciplined by the administration. Any item that is not retrieved at the end of semesters 1 & 2 will be donated to a local charity.

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.
- SWMHS is not responsible for lost or stolen items.

FUND-RAISING

Only recognized school organizations, clubs, teams, classes, etc. may engage in fundraising activities. A fund-raising form must be completed, and prior approval of the principal must be obtained.

STUDENT CODE OF CONDUCT (Demerits)

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

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

SCHEDULE OF DEMERITS

Administrative Detention	**1 demerit**
Saturday Detention	**2 demerits**
In-School-Suspension	**3 demerits**
Out-of-School Suspension	**4 demerits**

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 such choices affect the safety or educational program within the schools.

Therefore, the manner of dress must not create classroom disorder or distract others. The administration reserves the right to restrict or prohibit any manner of dress or apparel judged to be inappropriate, a distraction to the learning environment, or apparel that presents a safety hazard. The following guidelines have been established to assist parents and students in 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, spaghetti straps, 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. Sagging pants are not permitted, where undergarments are visible.
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.
   No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.
4) 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. Large, gaping rips or holes in a student's jeans may be considered a safety hazard and may not be worn.
5) Students are not permitted to carry or wear hats, **hoods**, ski masks, or outerwear, such as winter coats, raincoats, trenchcoats or the like, 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.

6) Ski masks or the like 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. A full-face ski mask — also known as a balaclava- is not permitted in school.
7) 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.
8) Students are not permitted to wear clothing that are clearly pajamas or sleepwear.
9) Students may not wear gloves of any kind.
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/studded is not permitted in school.
12) Please remember that "beach attire" is not permitted. As such, students and staff are not permitted to wear rubber beach flip-flops, athletic slip-ons, or any other type of shoe that is not securely attached to the foot.
13) Since it is a cognitive choice made by a student, dress code violations will be processed as unexcused absences from class.

The administration reserves the right to impose any additional codes to address the ever-changing trends in fashion to ensure the optimal learning environment.

PERSONAL GROOMING

Personal grooming in class is not appropriate. Brushing hair, polishing or cutting nails, applying makeup, spraying perfumes, or other acts of personal grooming are restricted to bathrooms. Students who engage in personal grooming during class may face disciplinary consequences.

RESTRICTED HALL USE

Students who are involved in any physical act of violence, as well as students who have reached the 3rd cut or 15th late level may be subject to a restricted hallway period determined by the high school administration.

Students who are on restricted hallway use are not allowed to leave any room without administrative approval. Also, students on restricted hallway use 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. A security monitor must accompany all students who are on restricted hallway use should they require hallway access.

Any student can be placed on hallway restriction at the discretion of the school administration.

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 follow the Internet-Enabled Device Policy 5516 for the entire school day. They MUST 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 with administrative approval.

INAPPROPRIATE ITEMS

Items that include but are not limited to toys, water balloons, water spraying devices, laser pointers, paintball guns, music devices, cameras, unsafe items, and inappropriate articles for a safe, orderly, and respectful classroom or school environment are not permitted in school. At the discretion of administration, some items will be permanently confiscated while others may be returned to a student or parent. In addition, discipline can range from office detention to out of school suspension. Any student, who does not turn over any device to a staff member, will be considered insubordinate and subject to out-of-school suspension.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection in the school building, on school property, or at school-sponsored events are strictly prohibited. Students who engage in public displays of affection may be subject to the appropriate consequences.

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 T-shirts that are loose-fitting and allow for free movement.
4. All footwear and clothing that are considered a safety hazard are 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 violating this policy may be subject to suspension and confiscation of their equipment due to a severe technology violation**.

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 poster positive attitudes/experiences about homework
- To help increase the level of communication between home and school, especially as it relates to home assignments

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

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

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

All tasks should be explained clearly, keeping in mind the varying ability levels of children within a class. As appropriate, concise written instructions should be included to ensure parents have a clear understanding of the tasks involved.
As appropriate, the consistent use of agenda books/planners should be encouraged to record daily homework assignments. It is recommended that parents/guardians sign/initial the agenda book/planner each evening, especially in the younger grade levels.
New concepts should not be introduced as homework tasks. Exceptions to this could include work assigned due to absence from school or pre- reading activities assigned prior to new units being introduced in class.

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

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

When homework assignments are consistently not being completed, parental contact is essential (phone calls, notes in agenda, emails, etc). An appropriate plan of action should be developed between the student, parent, counselor and teacher.
Time should be made each day for students to record homework tasks and prepare materials for homework assignments. Consistent routines for recording homework are essential. Students need to be made aware of the schools' expectations and procedures.
The following timeframes are recommended as a guideline for assigning homework:
General Time Allotments Per School Night Grades 9 - 12 90 – 120 minutes *

- Honors, Advanced and Advanced Placement (AP) courses may require an additional time commitment
- Summer work is designed to foster independent practice and prevent summer regression.
- 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 for the work missed. This must be done before the absence from class.

Incomplete Grades
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 2026-2027

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 the 4 marking period grades. **Students who are unable to complete the quarterly assessments during the scheduled time must be approved 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. 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 suspension from school.
2. If the screening is positive, the student shall be suspended from school for a minimum of five days and a complaint filed with the Sayreville Police Department.
3. 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 for 10 days and if that student commits a 3rd 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 (Social probation) as outlined in the school's Student Code of Conduct. 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. Student 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, 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 notifications 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.

VISITORS

No visitors will be allowed into the building without prior authorization from administration. All visitors must show identification, sign in and wear a visitor's pass while in the school building. No student visitors are allowed at Sayreville War Memorial High School during the school day without prior administrative approval.

SECURITY BREACH

Students who are found to prop an exterior door open or open an unauthorized door to let a student/visitor in for any reason will result in a disciplinary action by the school administration, escalating upon additional offenses.

HEALTH OFFICE

The Sayreville War Memorial High School (SWMHS) Health Office is staffed by qualified school nurses whose primary responsibility is to provide emergency first aid and nursing assessment in the event of an accident, injury, or sudden illness occurring during the school day.

School nurses do not diagnose illnesses, prescribe treatment, or dispense medication except as authorized by law and district policy.

Student Illness During the School Day
Students who are ill before the start of the school day should remain home and notify a parent/guardian. Students who become ill while at school must obtain permission from their teacher and report directly to the Health Office. Students may not contact a parent/guardian independently to arrange dismissal due to illness. All communication regarding a student's illness, injury, or potential dismissal from school must be initiated and coordinated through the Health Office.

Upon arrival, students must sign in and be evaluated by the school nurse. Following an assessment, the nurse will determine the appropriate course of action, which may include returning to class, resting in the Health Office, or being dismissed from school.
Students who are required to leave school due to illness may only be released in accordance with district attendance and dismissal procedures. Minor students must be signed out by a parent/guardian or an emergency contact authorized by the parent/guardian. Adult students may only sign themselves out for illness after receiving approval from the school nurse and after parent/guardian contact has been made by the Health Office.

Parent/Guardian Responsibilities
Parents/Guardians can assist the Health Office by:

- Keeping students' home when they exhibit symptoms of illness, including but not limited to fever, persistent cough, sore throat, diarrhea, stomach pain, suspicious rash, earache, excessive nasal discharge, or open and draining sores.
- Maintaining complete and accurate emergency contact information.
- Scheduling regular medical examinations with a healthcare provider.
- Providing medical documentation when a student is unable to participate in Physical Education or other activities for medical reasons.
- Ensuring students receive an adequate breakfast and proper nutrition.
- Informing the school nurse of any significant medical conditions, including but not limited to seizure disorders, epilepsy, diabetes, severe allergies, asthma, or other health concerns.
- Notifying the school nurse of any medications taken regularly by the student.

Emergency Contact Information
All students are required to have current and accurate emergency contact information on file through the district's student information system. Parents/Guardians are responsible for promptly updating any changes to addresses, telephone numbers, emergency contacts, or medical information through the school.

Additional health-related procedures, forms, and updates will be made available through the Health Office and posted on the SWMHS website as needed.

PROCEDURE FOR EXCUSE FROM PHYSICAL EDUCATION ACTIVITIES

All students are scheduled for physical education during the school year. The nurse will review all requests not to participate in physical education. An alternative assignment will be provided by the physical education teacher.

In order to be excused from physical education, students must have:
• A detailed physician's note stating the limits of possible student activity and describing the extent of the injury or illness which can only apply to the immediate past absence or to current circumstances.
• The nurse's assessment is that it is necessary to be excused for a single period.

A medical excuse detailing the limits of student activity is valid during the current school year only. Students will receive physical education credit only for the time they are active participants which can include assignments in keeping with the NJSLS for Health and Physical Education. The nurse may issue a "Physical Education Excuse" on the appropriate form, which will then be presented to the physical education teacher by the student or via email from the school nurse to the teacher.

FIRE DRILLS

SWMHS conducts at least one fire drill each month. When a fire alarm sounds, students and staff must immediately follow the evacuation procedures posted in each classroom and proceed to their designated assembly area. Students must remain with their class, stay clear of the building, and wait for further instructions. Entering vehicles, leaving school grounds, or reentering the building before the all-clear signal is strictly prohibited. Students must comply with all directions provided by teachers, administrators, security personnel, and emergency responders.

SAFETY DRILLS

SWMHS conducts at least one safety drill each month to prepare students and staff for a variety of emergency situations. Safety drills may include, but are not limited to, lockdowns, shelter-in-place situations, evacuations, reverse evacuations, and other emergency response procedures. The school may also conduct drills and training exercises in conjunction with local law enforcement, fire departments, emergency management officials, and other public safety agencies.

Students who fail to comply with drill procedures, interfere with the orderly conduct of a drill, or disregard the directions of staff or emergency personnel may be subject to disciplinary action. The cooperation of all students is essential to maintaining a safe and secure school environment.

LEAVING SCHOOL GROUNDS

Students who leave the high school grounds at any time before their scheduled dismissal will be assigned to Saturday Detention. This includes leaving the school grounds once a student has arrived by bus or car. **Students may also be subject to medical screening.** Students who leave school grounds will be subject to receiving cuts of class for the classes they missed. Subsequent violations will also result in the loss of parking privileges (if applicable).

ADMINISTRATIVE DETENTION
(Lunch or After School)
After School time: 2:20 to 3:45 p.m.

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 Administrative 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. Any additional cuts of Administrative Detentions will result in a Saturday Suspension.
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 door #22, adjacent to the cafeteria, and report immediately to the cafeteria.
4. Students who cut Saturday Detention will be reassigned to another Saturday Detention 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 Principal.
6. Students who have not satisfied their Saturday Detention obligation will not receive final report cards / schedules until the obligations have been met.
7. Students who are more than 10 minutes late to the 9:00 am scheduled Saturday detention will not be permitted in the school building.

PLEASE NOTE: Administrative/Saturday detentions will not be rescheduled without proper documentation cleared by an administrator.

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

Out-of-School Suspension (O.S.S.) 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 is 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, vapes, 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 may 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 statue 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 a vaping device, on school grounds or at a 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. 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 Internet-Enabled Device Policy 5516.

E-MAIL ACCOUNTS

The Technology Department provides all students with individual and secure e-mail accounts, for academic related activities. Account information is available to students in the media center with appropriate Student Photo ID.

All SWMHS students are encouraged to review their school email daily.

FACULTY WORKROOMS

Students are not permitted to enter faculty workrooms.

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 New Jersey Student Learning Standards (NJSLS).
- Library Webpage: See School Website for more information.
- 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.

- **Lunch Periods – Students are NOT permitted in the media center during lunch periods.**
- 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. Students are encouraged to change their passwords periodically to avoid misuse of their login.
- 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 1st 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 <u>only when the class is present</u> <u>in the Library/Media Center</u>.
- 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

Previous to Loading Bus:

- **STUDENTS MUST RIDE THE BUS ASSIGNED BY THE SAYREVILLE PUBLIC SCHOOL DISTRICT.**
- Scan on and off the 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. Do not block the bus or hinder it's movement in anyway.
- 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 or vaping.**
- 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 the 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.

SCHOOL TRIPS

All students participating in a school-sponsored field trip must submit written permission from a parent or guardian before boarding any transportation. Students who are disciplinary problems may have their supplemental field trip privilege revoked. All school rules and policies are in effect at all school-sponsored activities, unless otherwise noted in the pre-trip student contract. Parents and students are responsible for transportation to and from all events, unless otherwise provided by SWMHS or SBOE. Supervision will be provided 30 minutes beyond the conclusion of the event or activity. Any students remaining beyond the 30-minute period may be reported to the Sayreville Police Department.

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 $5.00.
5. ID's may be obtained at the Vice Principal Office. 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 which must be paid at the end of the school year. 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:

1st offense	Administrative Warning
2nd offense	Administrative Conference
3rd offense	1 Administrative Detention
4th offense	2 Administrative Detentions
5th Offense	1 Saturday Detention
6th Offense	1 In School Suspension

Students who continue to fail to wear or display a Photo Identification Card **beyond the 6th incident** in a school year will be considered to be failing to follow administrative direction and will be subject to the corresponding student code of conduct consequences.

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, including AI.

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.

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

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

A. Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz

B. Using any kind of "cheat notes" during an exam, test, or quiz
C. Copying any work assigned to be done independently or letting others copy one's work (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing)
D. Having unauthorized access to or using stolen exams, Tests, or quizzes. Providing or selling exam, test, or quiz information to other pupils.

E. Using an electronic device (calculator, cell phone/AI Apps or websites, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz

F. Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher

G. Lying about attendance or ability to complete assignments and/or assessments

H. Lying about other people being responsible for low grades or missing scores/assignments

I. Claiming credit for work in a group project when work was done by others or AI services
J. Attempting to misrepresent the authorship of pupil work, i.e., having someone else write a paper including AI services or apps
K. 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

L. Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research

M. Using the views, opinions, or insights of others without proper acknowledgement
N. Fabricating or altering laboratory data

O. Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only.

Use of Artificial Intelligence (AI) and AI Checkers

The Sayreville War Memorial High School recognizes that artificial intelligence (AI) tools are increasingly present in academic and professional environments. While some digital tools may be appropriate for learning when explicitly permitted, students are expected to complete assignments in accordance with teacher guidelines and academic integrity standards.

The district utilizes AI detection tools, such as Turnitin, to assist in reviewing student work. The use of AI in assignments where it is not expressly permitted may constitute a violation of the Academic Integrity Policy.

Teacher's Professional Judgment

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

Alternatives to Cheating and Plagiarism

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

Consequences for Violations

The District considers violations of the Academic Integrity Policy to be serious offenses and has therefore instituted the following consequences. The consequences apply on a school-wide and district-wide 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 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 support staff to make or maintain grade entries; ensure the confidentiality, security, and 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.

A. Administrator Responsibilities The administrator will:

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

SWMHS GUIDANCE and COUNSELING DEPARTMENT
GRADUATION REQUIREMENTS/COURSES 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 120 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. (NJGPA)

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 <u>all four years</u> of high school.

GRADING PROCEDURES

Letter grades are assigned based on the class averages listed below. Numerical Letter Quality 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. 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 website and their OnCourse Connect account.

INCOMPLETE GRADES

Students who have received an incomplete for a marking period or semester grade will be given ten (10) school days to complete the necessary work. If the work is not completed within ten (10) school days, the incomplete grade will automatically become an F. Teachers may submit grade change forms at a later date in cases where there were extenuating circumstances.

TRANSFER AND WITHDRAWAL FROM SCHOOL

Students who are transferring to another school or any student who is at least sixteen (16) years old and intends to withdraw from school may obtain a withdrawal form from the counseling office.
Students must:
• Submit a withdrawal card signed by their parent/guardian.
• Submit release card to Counseling office signed by all appropriate teachers and Grade Level Assistant Principal verifying the return of all school property (including Chromebook).
When the above procedure is completed, the school will forward all records including the student's discipline file, to any other school, prospective employer or the Armed Services.

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 in grade ten 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. The 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 FEA 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 leaning 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 BILTERACY

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 other eligible languages. Students must pass a Department of Education approved assessment, which is conducted annually for a nominal fee in 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", Freshman "Tip-Off", 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, the Spring Business Meeting at Great Adventure and the Leadership Training Conference at TCNJ. 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 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 (60) 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).
c) Section 2: The functions of these committees shall be as follows:
d) 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.
e) Representation – consists of all members (excluding officers and advisors). This committee shall work to interpret fully and correctly the feelings of the student body in regard to 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 C average in all classes, and are subject to a maximum of 10 cumulative referrals. Those seeking candidacy for an **executive position** must maintain an average of a C+ 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 fall, the number of positions open being determined by the membership at that time.
Section 5: Elections shall be held by secret ballot and be intra-class only. 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, three executive members, and the student representative to the Board of Education.

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

a) Both the President and Vice President must be seniors when they serve in office, and juniors when they declare themselves as candidates- Possible graduates are not eligible for office. They must be passing all major subjects with a C+ or better, have a good conduct record, and be of good character (see Class Council). A**ll 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 be seniors or juniors when they serve in office, and juniors or sophomores respectively when they register – Possible graduates are not eligible for office. They must be passing all major subjects with a C+ or better, have a good conduct record, and be of good character.

c) Two executive members must be respectively 1 sophomore and 1 junior who will be freshmen and sophomore when they register. They must be passing all major subjects with a C+ 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.

b) All candidates 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.

d) 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. Only registered student voters will be allowed this privilege.

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:
e) Preside at all meetings of the Council and of Executive Committee.
f) Chair the executive committee in its works.
g) Handle all p.a. announcements, assemblies, and commentaries.

h) Appoint all sub-committee chairs
i) Keep abreast of and maintain contact with all Council associations. Section 3: The Vice-President shall:
j) Preside at all meetings of the Council and of the Executive Committee in the absence of, or upon request of the President.
k) Assist the president in morning exercises. Section 4: The Secretary shall:
l) Prepare and distribute the minutes of every meeting of both Council and its Executive Committee.
m) File a copy of the above-mentioned minutes for the official record.
n) Handle all correspondence of the Council.
o) Maintain copies and records of all official transactions.
p) 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.
d)

Section 6: Executive members shall:
a) Serve as a liaison to the underclassmen.
b) Assist the officers and all Student Council projects.

Section 7: The role of the student representative is as follows:

1. The Board shall confirm the appointment of a student by the Superintendent upon a recommendation of the building principal via the Student Council and student body as a whole.
2. Serve as a liaison from the student body to the Board of Education and vice versa.
3. 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.)
4. The Student Representative shall have the right to speak on all issues that come before the Board, however, will not have a vote in matters that come before the Board.
5. The Student Representative shall receive all information the Board receives prior Board of Education meetings, with the exception of confidential material.
6. The Student Representative will sit with the Board at all of its meetings.

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, usually the second and fourth 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 fulfill 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 2008.

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.

National English Honor Society

The National English Honor Society (NEHS) celebrates the contribution of high school students worldwide, cultivating their passion for the English language arts. Their mission is to cultivate a vibrant community where high school students and educators can immerse themselves in promoting literacy and serving society, while honoring exceptional and diverse achievements in the English language arts.

To be eligible for membership, students must meet and maintain the following requirements:

- The student must be a junior or senior currently enrolled in an Honors or AP level English class at SWMHS for at least 1 full semester.
- The student must have a minimum overall GPA of 3.0 and a minimum English GPA of 3.5.
- The student must not have any academic integrity violations on their record, including, but not limited to plagiarism, cheating, use of AI, serious technology violations, etc.

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 NATIONAL HONOR SOCIETY

The Science National Honor Society is an organization that seeks to recognize students that demonstrate exceptional academic achievement in the natural sciences as well as are active in the pursuit of scientific inquiry. To be eligible for membership, students must meet and maintain the following requirements:

The student must have completed or be in the process of completing two Honors or AP-level science courses.

The student must maintain a B+ average (unweighted) across Honors-level science courses and an A- (unweighted) average across all College Preparatory-level science courses.

The student must maintain a minimum 3.5 weighted GPA across all courses
The student must be of good character as evidenced by an appropriate disciplinary record as determined by the selection committee. Any disciplinary referral for academic dishonesty will disqualify a student from consideration or membership.

Students must be enrolled in a science course to be eligible for membership (including in their senior year). Exceptions will be made for students that demonstrate an active pursuit of scientific inquiry at the discretion of the selection committee.

Students will have the opportunity to apply during the second semester of their junior year as well as the first semester of their senior year.

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 as follows:
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 in 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 achieved a 90 or better final average in their course of the previous year. Final grades from I and II do not affect September election.
The goals of **La Esperanza** are, in addition to recognize 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, presentation of 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, and 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, 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 "LaRoseraie" 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. Criteria for eligibility also include character, leadership, seriousness of purpose, cooperation, honesty, service, and commitment to others.

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

FHS members must organize and plan the agenda and activities such as:

· Celebration of French holidays
· French cuisine
· Mardi Gras (Fat Tuesday)
· Field trips to embassies, consulates, museums, plays, etc.
· Participation in programs and contests sponsored by colleges in the area of the high school
· Joining meetings 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

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.

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 on the Business Education teachers. Chapter members are encouraged to participate in all of 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.

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 extra-curricular 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 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.

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 a number of venues to participate in the theatre arts.

Students work on three major 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, as with the One Act Plays.

The Theater Society also sponsors a field trip each semester to provide interested students with a chance to see a Broadway play.

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 B- (80) 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.

NJSIAA governs All Athletic Eligibility Regulations
***This information and all that follows pertaining to eligibility has been taken from the manual of the New Jersey Interscholastic Association.**
For a complete description please visit: www.NJSIAA.org
Any questions regarding a student's Athletic Eligibility please contact:
Sayreville Public Schools Director of Athletics
NJSIAA Overview:
ELIGIBILITY OF ATHLETES*
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.
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 (19) 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.
Semester of Eligibility:
No student shall be eligible for high school athletics after the expiration of eight consecutive semesters (4 years) following his/her entrance into the 9th grade. A student becomes ineligible for high school athletics when the class in which he/she was originally enrolled has graduated. Wheater that student participates in athletics or not.
Credits
To be eligible for athletic competition during the ***first semester (September 1 to January 31)*** *a pupil must have passed 25% of the credits (30) required by the State of New Jersey for graduation (120), during the immediately preceding academic year. Summer credits to gain eligibility must be completed by September 1st.*
To be eligible for athletic competition during the ***second semester (Feb. 1 to June 30),*** *a pupil must have passed the equivalent of 121/2% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). 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. There is no provision for make-up work for credits for the second semester.*

Vo-Tech/Public Academy Full Time Student:
If a Vocational/Technical High School/Public Academy (Magnet School) does not offer the particular sport in which one of its full-time students desires to participate, that student may participate in that sport at his/her sending school upon agreement of both Principals, regardless of the number of sports programs offered at the Vocational/Technical High School/Public Academy.

Home- Schooled Students:
Students being home-schooled (by parents or other parties) may be eligible if the local Board of Education has approved their participation and the requirements of the Homeschool Guidelines have been satisfied. Properly enrolled students on Home Instruction provided by the Board of Education are eligible if the student satisfies Section 4E. (Refer to NJSIAA Guidelines, Policies an Procedures).

Transfers
NJSIAA's mission is to administer education-based interscholastic athletics, which support academic achievement, good citizenship, and fair and equitable opportunities. Transfers for athletic reasons undermine the stability of sports programs, elevate athletics over academics, lead to disparities in competitiveness, and erode the level playing field that the NJSIAA seeks to foster. Multiple transfers within a high school career disrupt a student's education. Transfers after a sports season has started not only disrupts the team, but also the competitive balance among schools.
This rule is designed to discourage transfers for athletic reasons, multiple transfers, and transfers after a sports season has begun, by imposing short but predictable periods of ineligibility for those transfers while providing one penalty-free transfer under certain conditions.

A student's first transfer:
Students are entitled to one penalty-free transfer during the first six semesters after their initial high school enrollment, provided that the transfer occurs on or before the Start of Practice Date of the sports season in which the transfer occurs.

A student's second or subsequent transfer:
Students who transfer a second or subsequent time will be subject to a 30-day period of ineligibility (or ½ the Maximum Number of Contests, whichever is less) for all NJSIAA sanctioned sports in which the student participated during the 12 months preceding the transfer.

Senior transfers:
Senior transfers, as defined above, are subject to a 22-day period of ineligibility (or 1/3 the Maximum Number of Contests, whichever is less) in each sport in which they participated during or after their third season of eligibility, during the 12 months preceding the transfer.

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 programs. 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 the 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 Junior & Senior Prom, Class Trips, and AFJROTC Military Ball

To participate in the **Junior/Senior Prom, Class Trips, or AFJROTC Military Ball**, students must meet the following eligibility requirements:

Student Eligibility

- Students must have **no more than 15 demerits**.
- Students must be **in good standing**.
- **All discipline obligations must be fully satisfied** prior to purchasing a prom bid or attending the event.
- Students must be **present in school on the day of the event**.

Transportation Requirement

- **All students and guests are required to use district-provided transportation (buses)** to and from the prom or trip.

Guest Policies

- All guests are **subject to approval by the high school administration**.
- Guests **must not have reached their 21st birthday**.
- Guests must submit a **valid photo ID** along with their **completed guest permission form**.
- Guests' schools will be contacted to verify that they are **students in good standing**.

Additional Information

- **All prom bids are non-refundable**.
- Guests with a history of misconduct or criminal behavior – either in or out of SWMHS – are subject to administrative review and may not be permitted to attend the prom or SWMHS activities.
- The administration reserves the right to **deny access to any school-sponsored event** to individuals who are not SWMHS students in good standing.

PRIVILEGES/RIGHTS

Students may lose the opportunity to participate in privileged activities (ex., dances, prom, parking, etc.) as a result of misconduct in school or while participating in school-related activities (See Demerit Eligibility Procedures). As the school year draws to a close, the options to administer discipline become increasingly limited. As a result, students who engage in misconduct may be denied participation in the Graduation Ceremony, Senior activities, Senior Trip, and/or prom. Attendance at these events is a privilege, not a right. All students attending events must be present at school on the day of the event to participate.

SCHOOL-SPONSORED EVENTS – GUEST ATTENDANCE

Students who are not enrolled at Sayreville War Memorial High School (SWMHS) are not permitted to attend any school-sponsored events, including but not limited to dances, social events, and class activities, unless prior approval has been granted by the principal or designee in accordance with District Policy 5850 – Social Events and Class Trips.

Requests for non-SWMHS guests must be submitted in advance and are subject to administrative review. Approval is not guaranteed and may be denied. Examples of reasons for denial may include, but are not limited to, safety, capacity, or disciplinary considerations.

All approved guests are required to comply with SWMHS rules, regulations, and expectations for student conduct for the duration of the event. Guests who violate school policies or demonstrate inappropriate behavior may be removed from the event and may be prohibited from attending future SWMHS activities.

Failure of a SWMHS student to adhere to this policy, including bringing an unapproved guest, will result in disciplinary action, as determined by school administration.

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.

GRADUATION ATTIRE – CAP & GOWN REQUIREMENT

Seniors participating in the Sayreville War Memorial High School (SWMHS) graduation ceremony are required to wear the official SWMHS-issued cap and gown. The cap and gown

must be purchased through the school's designated vendor during the student's graduation year and approved for use at the ceremony.

Students are not permitted to wear cap and gown attire obtained from outside sources or from prior years. Any request to wear a non-SWMHS-distributed cap and gown must be submitted in advance and is subject to review and approval by the SWMHS administration. Approval is not guaranteed and will only be granted under extenuating circumstances.
Failure to comply with this requirement may result in exclusion from the graduation ceremony. All students are expected to adhere to this policy to maintain consistency, decorum, and the integrity of the ceremony.

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.