

# **SAYREVILLE MIDDLE SCHOOL**

**2018-2019  
STUDENT HANDBOOK**



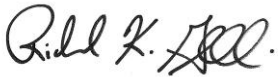
To the Students:

Welcome back to school! I hope you had a safe and enjoyable summer. The beginning of the 2018-2019 school year is an exciting time for everyone! It is time to work hard toward successes in academics as well as your character and pride in our school.

The administration has prepared this handbook in an attempt to pull together a wide variety of information, which we hope will be useful to you throughout the school year. Please spend time thoroughly reading this handbook as it has an abundance of information for you to review. If you have any questions, feel free to ask a staff member or administrator for help.

We hope that you will have a great school year and we look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard K. Gluchowski". The signature is written in a cursive style with a large initial "R" and a long, sweeping underline.

Mr. Richard K. Gluchowski  
Principal

## Mission:

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

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

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

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

# Sayreville Middle School Bell Schedule

## Regular Schedule

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

## Delayed Opening

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

## Early Dismissal

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

# SAYREVILLE SCHOOL DISTRICT

## SCHOOL CALENDAR 2018-2019 \*

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

### September

- 3 Labor Day - School Closed
- (4&5) All Teachers Report - No students
- 6-F First Day - Students Report
- 10 & 19 Rosh Hashanah & Yom Kippur No School
- 20 Early Dismissal - Back to School Night

### October

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

October-18				
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		

### November

- 6 Staff In-Service Day - No Students
- 8-9 School Closed N.J.E.A. Convention & Veterans Day
- 21 Early Dismissal - Thanksgiving Weekend
- 22-23 Thanksgiving Break - School Closed

### December

- 10 Early Dismissal for Students & PLC (2.5hrs) Staff
- 21 Early Dismissal - Winter Recess
- 24-31 School Closed - Winter Recess

### January

- 1 School Closed - New Year's Day
- 24 Early Dismissal for Students & PLC (2.5hrs) Staff
- 21 School Closed - Martin Luther King Day

### February

- 11 Early Dismissal for Students & PLC (2.5hrs) Staff
- 18 School Closed - Presidents' Day

### March

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

### April

- 15-22 School Closed - Spring Break

### May

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

### June

- 21 Early Dismissal for Students
- 24 Early Dismissal/Last Day for Students (tent.)
- (25) Last Day of School for Teachers

February-19				
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	

March-19				
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

April-19				
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			

May-19				
M	T	W	T	F
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June-19				
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

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

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

\*\*Note: (3) days have been built into the calendar in the event that schools are closed for any unanticipated reason. If they are not used they will be deducted after Memorial Day and/or from the last day of school. If there are additional closings for unanticipated reasons, calendar changes will be made in the following order: January 21st will be a half day for students, February 18th will be a full day for students, and full days for students will be taken from the last day of Spring Break on April 22nd, then April 15th and sequential days moving forward.

Number of possible days:  
186 - Students  
188 - Teachers

BOE Approved: 10/17/17

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

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

### GENERAL SCHOOL INFORMATION

**MIDDLE SCHOOL TELEPHONE NUMBER - 732-525-5290**

**Office Extensions: 7000, 7004, 7005, 7007**

**Guidance Extension: 7060**

**District Website.....www.Sayrevillek12.net**

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

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

### PARENT PORTAL

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

To access the OnCourse Connect please visit the Oncourse student information systems

### EARLY DISMISSAL

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

### DELAYED OPENING SCHEDULE

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

### SCHOOL CLOSINGS

When it is necessary to close our school due to inclement weather or other emergencies, announcements will be made on Central New Jersey's leading radio stations and will be posted on the district's website; **sayrevillek12.net**. Please do not call WCTC **1450 AM** or WMGQ **98.3 FM** for information. Please do not call the school for school closing information. A School Messenger electronic communication will be sent to all households. School closing information may also be found on the website; **sayrevillek12.net**. Please make sure your child's school contact information is correct.

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

### ARRIVAL

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

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

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

## DISMISSAL

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

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

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

## ATTENDANCE INFORMATION

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

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

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

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

## ACCIDENTS

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

## BACKPACKS

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

## BICYCLES

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

## CAFETERIA/ RECESS

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

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

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

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

## CELL PHONES

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

## CLASSROOM DISCIPLINE

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

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

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

## CONFERENCE – PARENT/TEACHER

Formal conferences are scheduled after the first semester of each school year. When necessary, you may schedule an appointment with a specific teacher and/or with your child's guidance counselor.

## CORRIDOR PASSES

It is essential that there be no students in the halls unless they have a corridor pass. Students must have written passes including: a) student name; b) date; c) time; d) destination. Passes should be written in pen, not pencil. Altering or tampering with a hall pass will result in a consequence determined by the administrator. Students will use their **Agenda Pads** as a bathroom pass.

## DETENTION – ADMINISTRATIVE GUIDELINES

**Tuesday, Wednesday, Thursday - after school.**

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

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



## **DRESS CODE:**

1. Students may not wear apparel that promotes or endorses illegal substances (e.g. alcohol, tobacco products, etc.). In addition, students may not wear clothing with messages deemed offensive, profane, or inappropriate as judged by the administration.
2. Students may not wear dresses that are: strapless, see-through, one shouldered or off-the-shoulder. Additionally, bustier tops with cut-outs or shirts that allow the midriff to be exposed are not permitted. With arms raised, all shirts must cover the midriff. Proper attire should include undergarments; however, undergarments may not be visible or worn as outerwear.
3. Tank tops, halter tops, or sleeveless tops with straps may be worn but the top must fall reasonably close to the neckline, as judged by the administration, and fall directly below the underarm to insure the torso and undergarments are not exposed inappropriately.
4. No sunglasses may be worn during the school day unless medically prescribed and approved by an administrator.
5. Students may not wear short skirts or short shorts. **Shorts and skirts should be no shorter than mid-thigh. Form-fitting leggings must be worn with a long shirt or dress.** Excessively ripped jeans are considered inappropriate.
6. Students are not permitted to carry or wear hats or outerwear, such as winter coats, heavy jackets or varsity jackets, during the school day. Windbreakers or lightweight jackets that are part of a uniform or a warm-up suit are permitted.
7. Ski masks are not permitted to be worn in school. Any similar types of hats or hoods that hide the face are not permitted and will be confiscated. Students may not wear gloves of any kind.
8. No sweatbands, headbands, bandannas, do-rags, kerchiefs, large jewelry chains or wallet chains may be worn on any part of the body, on backpacks, or visibly displayed in any other fashion while in school unless approved by the administration for religious or medical reasons.
9. Students are not permitted to wear clothing that is clearly pajamas, slippers or sleepwear.
10. Students may not wear articles of clothing that are inappropriately altered, soiled, ill-fitting, or considered by the administration to be inappropriate and/or unsafe for school activities.
11. Any jewelry that is sharp or studded is not permitted in school.
12. Footwear may include shoes, sneakers or sandals that are secure to the foot. Flip-flops or “slides” are not permitted.
13. The administration may permit changes in the policy to address special occasions or emergent conditions.

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

## **EMERGENCY MANAGEMENT DRILLS**

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

## **EXTRA-CURRICULAR ACTIVITIES**

There are a variety of extra-curricular and sports activities for students. Please check [www.sayrevillemiddle.net](http://www.sayrevillemiddle.net) for information and updates. The physical forms may be found online at: <http://www.sayrevillehigh.net/athletics.htm>

## **GUIDANCE OFFICE**

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

## **HARRASSMENT, INTIMIDATION, BULLYING**

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

## **HEADGEAR AND ELECTRONIC DEVICES**

All students are expected to remove any headgear and electronic devices immediately upon entering the building. Headgear includes, but is not limited to, hats, hoods, bandanas, ski masks, sunglasses, do-rags, headbands, and earmuffs. Electronic devices include, but are not limited to, IPADS, MP3 players, cell phones, radios, transmitters, iPods, and video recorders etc. All headgear and electronic devices **MUST BE** stored in a student locker before the beginning of the school day (8:15AM). Failure to comply may result in disciplinary action.

Headgear and electronic devices may **NOT** be worn around a student’s neck or stored in a student’s pocket during the school day. Failure to comply may result in the student’s electronic equipment being confiscated. This equipment will be held until the last day of school in June unless picked up by a parent. The school will not be held responsible for items, which have been confiscated, lost, or stolen. Head coverings required for religious or medical reasons are exempt from this policy.

## HEALTH OFFICE –SCHOOL NURSE

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

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

## HOMEWORK

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

## HOMEWORK POLICY

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

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

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

## LATE BUSES

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

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

## LIBRARY – (Middle School)

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

## LOCKERS

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

6<sup>th</sup> grade students are permitted at lockers:

- Before HR \* Before 4<sup>th</sup> period \* Before Lunch \* After lunch \* End of the day

7<sup>th</sup> grade students are permitted at lockers:

- Before HR \* Before 4<sup>th</sup> period \* Before Lunch \* After lunch \* End of the day

8<sup>th</sup> grade students are permitted at lockers:

- Before HR \* Before 3<sup>rd</sup> period \* Before Lunch \* After lunch \* Before 8<sup>th</sup> period \* End of the day

## **LOCKER INSPECTIONS**

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

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

## **Student Search and Seizure**

According to the Gault decision, the safety of the student outweighs the rights of the student. Children in school may be searched based on individualized reasonable suspicion. Reasonable suspicion is generally defined as: when a combination of articulate facts and the person's own experience feels that the degree of intrusion is warranted in terms of all the surrounding circumstances. Security cameras are in use in all public areas and outside grounds of the building.

## **LOST AND FOUND**

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

## **OFF LIMITS**

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

## **PARENT – TEACHERS**

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

## **PASSING IN CORRIDORS**

Courteous behavior should be practiced in the hallways and on the stairwells. To ensure safety, students are requested to walk to the right, to refrain from shouting and pushing, and to keep in mind that other classes are in session. Students will be assigned a teacher detention upon the 4th late to class. Subsequent lateness to class will be documented on a Disciplinary Referral and forwarded to the Administration. Students are required to carry an official written pass when traveling the hallways while classes are in session.

## **PERSONAL PROPERTY**

Children frequently lose or misplace things; therefore, we request that; electronic devices, cameras, skateboards, scooters, large sums of money or other valuable possessions not be brought to school. Magic markers, Sharpies, paint markers, and laser pointers are also not permitted. The selling or exchange of any personal property is not permitted. All of the above are subject to confiscation and disciplinary consequences. Students are not allowed to take pictures or videos without prior Administrative approval.

## **PHONE CALLS**

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

## **PHOTOGRAPHY/VIDEO**

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

## **PHYSICAL EDUCATION**

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

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

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

## **PIERCINGS/ JEWELRY**

Due to safety concerns students are only permitted to have cartilage-based piercings, such as pierced ears. All non-cartilage-based piercings are prohibited, including but not limited to pierced lips and eyebrows.

## **PROMOTION/RETENTION**

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

## **STUDENT ACADEMIC REPORTS**

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

Failure to return the report will be followed up by the homeroom teacher and/or the guidance counselor. Weekly progress reports are available upon request through the guidance office. Parents/Guardians are required to sign the progress report and return it the following day.

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

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

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

## **STUDENT INFORMATION**

All parents are required to update their child's information in OnCourse, prior to the beginning of the school year. Any changes of address or contact numbers must be immediately reported to the guidance office. Accurate student/family information is essential to help us provide your child with a safe and responsive school environment.

## **STUDENT RELEASE FROM SCHOOL**

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

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

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

## **STUDENT PRIVACY**

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

## **TEXTBOOKS**

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

## **TRANSPORTATION**

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

## **VISITORS**

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

## **WALKERS**

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

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

## **WITHDRAWAL OF STUDENTS**

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

## **WEAPONS POLICY**

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

### **Definition:**

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

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

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

### **PENALTIES**

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

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

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

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

## **REWARD ACTIVITIES**

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

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

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

### **Special End-Of-The Year Activities:**

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

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

1. Twenty (20) total administrative/lunch detentions and/or three (3) or more incidents resulting in a consequence of in-school and/or out-of-school suspension, for the year.
2. Three or more bus suspensions.
3. More than one (1) out-of-school suspension of five (5) days and/or one (1) out- of- school suspension of six (6) or more days.
4. More than three (3) days of any type of suspension during the second semester of the school year.
5. More than one documented H-I-B incident during the year.
6. More than 20 days of absence from school. Exception: Absences due to a chronic medical condition or successive absences documented by a doctor's note. Documentation from a physician must be provided to school officials.
7. Violation of the code of conduct that results in a student's removal from the Sayreville Middle School community.

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

### **Moving-Up Ceremony:**

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

## **Social Probation:**

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

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

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

## **Hallway Restriction:**

Students who are involved in any physical act of violence, as well as students who have reached the 15<sup>th</sup> late level or determined by the school administration as a means of intervention may be subject to a restricted hallway period of 20 days.

Students who are on restricted hallway are not allowed to leave any room without administrative approval. Also, students on restricted hallway are required to be on time for all classes. Any violation of the terms of restricted hallway may result in an out of school suspension and one additional period of restricted hallway which will be determined by the administration. All students who are on restricted hallway must be accompanied by a security monitor should they require hallway access.

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

# Disciplinary Consequences

## A. ATTENDANCE

### Truancy/Leaving School without Authorization

- 1<sup>st</sup> incident: 5 days administrative detention
- 2<sup>nd</sup> incident: 1 day OSS (if available)
- 3<sup>rd</sup> incident: 2 days OSS Police Report

### Late to School

- 1<sup>st</sup> Incident: (5 days) Letter to Parent and 3 days Administrative Detention
- 2<sup>nd</sup> Incident: (10 days) Letter to Parent 5 days Administrative Detention
- 3<sup>rd</sup> Incident: (15 days) Letter to Parent Mandatory Meeting with I&RS Referral and 8 days Administrative detention
- 4<sup>th</sup> Incident: (20 Days) Letter to Parent Mandatory Meeting I&RS Referral, Referral to Authorities and 8 days Administrative detention

### Late to Class

- 1<sup>st</sup> Incident: 4 late = 1 day Teacher detention
- 2<sup>nd</sup> Incident: 5 days = 1 day Administrative Detention
- 3<sup>rd</sup> Incident: 6+ late = 3-5 days Administrative Detention

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

- 1<sup>st</sup> Incident: 2 days Administrative Detention
- 2<sup>nd</sup> Incident: 5 days Administrative Detention
- 3<sup>rd</sup> Incident: 1 day OSS (if available)
- 4<sup>th</sup> Incident: 1 day OSS

## B. INSUBORDINATION

### Failure to Report to Teacher Detention

- 1<sup>st</sup> Incident: 2 days Administrative Detention
- 2<sup>nd</sup> Incident: 4 days of Administrative Detention
- 3<sup>rd</sup> Incident: 1 day of OSS or ISS (if available)
- 4<sup>th</sup> Incident: 1 Day of OSS

### Failure to Report to Administrative Detention

- 1<sup>st</sup> Incident: 3 days of Administrative Detention
- 2<sup>nd</sup> Incident: 4 days of Administrative Detention
- 3<sup>rd</sup> incident: 1 day ISS (if available)
- 4<sup>th</sup>-5<sup>th</sup> Incident: 1 day OSS

### Defiance of Authority/Willful Disobedience/Insolence to Staff Member

- 1<sup>st</sup> Incident: 2 -3 days Administrative Detention
- 2<sup>nd</sup> Incident: 1 Day OSS or ISS (if available)
- 3<sup>rd</sup> Incident: 2 days OSS

### Failure to Follow Administrative Direction/Continued and Willful disobedience

- 1<sup>st</sup> Incident: 1- 2 days OSS
- 2<sup>nd</sup> Incident: 2 -3 days OSS
- 3<sup>rd</sup> incident: 3-5 days OSS

### Disruptive/Inappropriate Behavior

- 1<sup>st</sup> Incident: 2 days Administrative Detention
- 2<sup>nd</sup> Incident: 3 days Administrative Detention
- 3<sup>rd</sup> Incident: 3-5 days Administrative Detention
- 4<sup>th</sup> Incident: 1 day OSS

## C. Vandalism and Theft

### Minor Vandalism/Graffiti

- 1<sup>st</sup> Incident: 1-5 days Administrative Detention and Restitution
- 2<sup>nd</sup> incident: 1-3 days OSS and restitution
- 3<sup>rd</sup> Incident: 4-5 days OSS and restitution

### Malicious Mischief

- 1<sup>st</sup> Incident: 1-3 days OSS
- 2<sup>nd</sup> Incident: 3-5 days OSS
- 3<sup>rd</sup> Incident: 5-8 days OSS and a police report

### Theft

- 1<sup>st</sup> Incident: 1 day OSS with restitution and police report
- 2<sup>nd</sup> Incident: 1-2 days OSS with restitution and a police report
- 3<sup>rd</sup> Incident: 3-5 days OSS with restitution and a police report

### Use of Incendiary Devices creating a safety hazard

- 1<sup>st</sup> Incident: 5-10 days OSS referral to I&RS team and police report
- 2<sup>nd</sup> Incident: OSS pending Board hearing to determine placement

## D. INAPPROPRIATE BEHAVIOR

### Profanity/Obscene Gestures/Vulgarity /Inappropriate Comment

- 1<sup>st</sup> Incident: 3-5 days Administrative Detention

- 2<sup>nd</sup> Incident: 1 day OSS or ISS (if available)

- 3<sup>rd</sup> Incident: 1-3 days OSS

### Profanity/Obscene Gestures/Vulgarity Directed at a Staff Member

- 1<sup>st</sup> Incident: 1-2 days OSS
- 2<sup>nd</sup> Incident: 2-3 days OSS
- 3<sup>rd</sup> Incident: 4-5 days OSS

### Disorderly Conduct

- 1<sup>st</sup> Incident: 3-5 days Administrative Detention
- 2<sup>nd</sup> Incident: 1-2 day ISS
- 3<sup>rd</sup> Incident: 1-3 Day OSS

### Bus Conduct Violation

- 1<sup>st</sup> Incident: 2 days Administrative Detention Parent notification Notification possible seat change, detention and/or 1 day bus suspension
- 2<sup>nd</sup> Incident: 3 days of Administrative Detention 1-2 day bus suspension
- 3<sup>rd</sup> Incident: 3-5 days Administrative Detention 3 day bus suspension

### False Public Alarm

- 1<sup>st</sup> Incident: 3-5 days OSS Referral to Guidance and I&RS
- 2<sup>nd</sup> Incident: 5-10 days OSS referral to Guidance and I&R Police report
- 3<sup>rd</sup> Incident: OSS pending Board hearing to determine placement

### Scuffle//Physical Misconduct

- 1<sup>st</sup> Incident: 1-3 days OSS
- 2<sup>nd</sup> Incident: 3 days OSS
- 3<sup>rd</sup> Incident: 3-5 days OSS I&RS team referral and police report

### Fight

- 1<sup>st</sup> Incident: 3 days OSS
- 2<sup>nd</sup> Incident: 3-5 days OSS
- 3<sup>rd</sup> Incident: 5 days OSS I&RS referral and police report

### Assault

- 1<sup>st</sup> Incident: 5 days OSS and a police report
- 2<sup>nd</sup> Incident: 5-10 days OSS I&RS referral and a police report
- 3<sup>rd</sup> Incident: 8-10 OSS I&RS referral and police report

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

- 1<sup>st</sup> Incident: 1-2 days OSS
- 2<sup>nd</sup> Incident: 2-3 days OSS I&RS Referral
- 3<sup>rd</sup> Incident: 4-5 days OSS I&RS Referral police report

### Bias Incident

- 1<sup>st</sup> Incident: 1-2 days OSS
- 2<sup>nd</sup> Incident: 2-3 days OSS I&RS Referral
- 3<sup>rd</sup> Incident: 4-5 days OSS I&RS Referral

### Bias Intimidation (confirmed by police required)

- 1<sup>st</sup> Incident: 2-3 days OSS and a police report
- 2<sup>nd</sup> Incident: 4-5 days OSS I&RS referral and a police report
- 3<sup>rd</sup> Incident: 6-8 days OSS I&RS referral and police report

### Sexual Harassment

- 1<sup>st</sup> Incident: 1-2 day OSS
- 2<sup>nd</sup> Incident: 2-3 days OSS I&RS referral
- 3<sup>rd</sup> Incident: 4-5 day OSS I&RS Referral

### Sexual Contact

- 1<sup>st</sup> Incident: 5 days OSS referral to Guidance and I&RS police report
- 2<sup>nd</sup> Incident: 5-10 OSS referral to Guidance and I&RS police report
- 3<sup>rd</sup> Incident: OSS pending Board hearing police report

### Sexual Assault

- 1<sup>st</sup> Incident: OSS pending Board hearing. Police report
- 2<sup>nd</sup> Incident: OSS pending Board hearing. Police report
- 3<sup>rd</sup> Incident: OSS pending Board hearing. Police report

## **E. SUBSTANCE**

### **Use of Substance/Under the Influence of Drugs/Alcohol**

1<sup>st</sup> Incident: 5 days OSS completion of an evaluation by the SAC appropriate rehabilitation protocol

2<sup>nd</sup> Incident: OSS pending Board of Education hearing to determine placement

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

### **Possession of a Controlled Substance or Alcohol – All Grades**

1<sup>st</sup> Incident: 5-10 OSS pending Board of Education hearing to determine placement and a police complaint filed.

2<sup>nd</sup> Incident: OSS pending Board of Education hearing to determine placement and a police complaint filed

### **Possession with Intent to Distribute –All Grades**

1<sup>st</sup> Incident: OSS pending Board of Education hearing to determine placement and a police complaint filed

### **Smoking/Possession of Igniter, electronic cigarettes, smokeless**

1<sup>st</sup> Incident: 1 day OSS

2<sup>nd</sup> Incident: 1-2 days OSS

3<sup>rd</sup> Incident: 2-3 days OSS

## **F. VIOLATION OF TECHNOLOGY ACCEPTABLE USE AGREEMENT**

1<sup>ST</sup> Incident: 1 week suspension of technology privileges and 3 days Administrative Detention

2<sup>nd</sup> Incident: 2 weeks suspension of technology privileges and 3 days Administrative Detention

3<sup>rd</sup> Incident: 3 weeks suspension of technology privileges and 1 day OSS

### **Severe Violation of Technology Acceptable Use Agreement**

1<sup>st</sup> Incident: 2 days OSS and a 2 week suspension of technology privileges

2<sup>nd</sup> Incident: 3 days of OSS and a 3 week suspension of technology privileges

3<sup>rd</sup> Incident: 5 days of OSS and a 4 week suspension of technology privileges

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

## **G. POSSESSION OF AND/OR UNAUTHORIZED USE OF CELL PHONE GRADES K**

### **Unauthorized Possession or Use of Cell phone/Electronic Device**

1<sup>ST</sup> Incident: 2-3 day Administrative Detention, phone confiscated and only returned to parent

2<sup>nd</sup> Incident: 3-5 days Administrative Detention, phone confiscated and only returned to parent

3<sup>rd</sup> Incident: 10 days Administrative Detention, phone confiscated and only returned to parent

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

## **K. HARASSMENT, INTIMIDATION AND BULLYING**

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