



# OUR SCHOOLS

Sayreville Public Schools  
Information Guide 2016-2017

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# Welcome Back

On behalf of the Sayreville Board of Education, welcome to a new school year. The most important contribution to a child's education is parental involvement. Therefore, I urge you to join your child's school Parent Teacher Organization (PTO), attend regular Board of Education and Parent Involvement Council (PIC) meetings, participate in the school district's budget process, volunteer to be a class parent, and vote in future school district elections. This handbook is designed to be an easy reference of day-to-day school operations and to answer many frequently asked questions. More detailed information can be found on the district's web site at <http://www.sayrevillek12.net>. As always, the Superintendent of Schools and his staff stand ready to assist you in any matters pertaining to the education of your child. Also, Board of Education members can be reached by email linked to the district's web site. Have a great year!

Michael J. Macagnone  
President, Sayreville Board of Education

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## *Superintendent's Message*

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It is both an honor and privilege to serve you and your child(ren) as Superintendent of the Sayreville Public Schools. As we prepare to embark on another exciting and productive school year, I urge you to comprehensively and carefully read "Our Schools Guide," as it contains a great deal of information that is essential for both you and your child(ren). As always, thank you for your attention, collaboration, and support. On behalf of the Board of Education, administration, faculty, and staff, we wish you and your child a successful and most enjoyable school year.

Dr. Richard Labbe  
Superintendent of Schools

# School Calendar 2016-2017

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

**September**

- (1-2) All Teachers Report - No students
- 5 Labor Day - School Closed
- 6 First Day - Students Report
- 23 Early Dismissal - Back to School Night

**October**

- 3 Rosh Hashanah - No School
- 10 Early Dismissal for Students & PLC (2.5hrs) Staff
- 12 Yom Kippur - No School

**November**

- 8 Staff In-Service Day - No Students
- 9-11 School Closed N.J.E.A. Convention & Veterans Day
- 23 Early Dismissal - Thanksgiving Weekend
- 24 & 25 Thanksgiving Break - School Closed

**December**

- 12 Early Dismissal for Students & PLC (2.5hrs) Staff
- 23 Early Dismissal - Winter Recess
- 26 -30 School Closed - Winter Break

**January**

- 2 School Closed - New Year's Day
- 16 School Closed - Martin Luther King Day
- 23 Early Dismissal for Students & PLC (2.5hrs) Staff

**February**

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

**March**

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

**April**

- 10-17 School Closed - Spring Break

**May**

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

**June**

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

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

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

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

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

June-17				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	L-22	(23)
26	27	28	29	30

October-16				
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				

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

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

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

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

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

**\*\*Note:** (3) days have been built into the calendar in the event that schools are closed for any unanticipated reason. If they are not used they will be deducted 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 16th will be a half day for students, February 20th will be a full day for students, and full days for students will be taken from the last day of Spring Break beginning with April 17th moving backward.

Number of possible days:

**185 - Students**

**186 - Teachers**

BOE Approved: 8/23/16

# School Hours

Effective for the 2016-2017 school year

		<u>Regular</u>	<u>Early Dismissal</u>
<u>Elementary</u>	<b>Kindergarten – Grade 3</b> Arleth, Eisenhower, Truman and Wilson Schools	9:05 A.M. – 3:20 P.M.	9:05 A.M. – 1:35 P.M.
<u>Upper Elementary</u>	<b>Grades 4-5</b> Project Before – Full Day Project Before – A.M. Project Before – P.M. Little Stars – A.M.	9:05 A.M. – 3:20 P.M. 9:20 A.M. – 2:55 P.M. 9:20 A.M. – 11:50 A.M. 1:05 P.M. – 3:35 P.M. 9:30 A.M. – 12:00 P.M.	9:05 A.M. – 1:35 P.M. 9:20 A.M. – 1:10 P.M. 9:20 A.M. – 10:50 A.M. 12:20 P.M. – 1:50 P.M.
<u>Middle School</u>	<b>Grades 6-8</b>	8:15 A.M. – 2:45 P.M.	8:15 A.M. – 1:00 P.M.
<u>High School</u>	<b>Grades 9-12</b>	7:30 A.M. – 2:12 P.M.	7:30 A.M. – 12:30 P.M.

## DELAYED OPENING

This schedule will be in effect only if it is announced on radio stations WCTC (1450 AM), WMGQ (98.3 FM) or New Jersey 101.5 FM. It will also be posted on the district's website at [www.sayrevillek12.net](http://www.sayrevillek12.net).

<u>SCHOOL</u>	<u>SCHOOL STARTING TIME</u>	<u>PICKUP TIME FOR BUS STUDENTS</u>
** Parochial	9:30 A.M.	90 mins. later than regular
High School	9:00 A.M.	90 mins. later than regular
Middle School	9:45 A.M.	90 mins. later than regular
Arleth, Eisenhower, Truman & Wilson	10:35 A.M.	90 mins. later than regular
Upper Elementary	10:35 A.M.	90 mins. later than regular
Project Before Full Day	10:45 A.M.	90 mins. later than regular
* Project Before A.M.	.	Cancelled
* Project Before P.M.	.	Cancelled
* Little Stars – A.M.	.	Cancelled

\* **For Project Before and Little Stars:** On delayed openings, each full day program will begin 90 minutes later but will end at their regularly scheduled time. **Half day programs will be cancelled.**

\*\* This includes St. Stanislaus and Our Lady of Victories Schools. All other private, parochial and vocational out-of-district schools will start on an automatic 90 minute delay in transportation to their respective schools. If there is a delayed opening, any scheduled early dismissal and/or event is cancelled.

## Contact Information

### Administrative Personnel

Dr. Richard Labbe	Superintendent of Schools and Director of Special Services	732-525-5203
Dr. Marilyn Shediack	Assistant Superintendent of Schools	732-525-5226
Ms. Erin Hill	School Business Administrator/BOE Secretary	732-525-5204
Mr. Eric Glock-Molloy	Director of Special Projects/Technology	732-525-5530
Mr. James Kolmansperger	Director of Facilities and Operations	732-525-5225
Mrs. Michelle Jenkins	Director of Food Services	732-525-5207
Mrs. Audrey Burns	Supervisor of Project Before and Tuition Pre-School	732-316-4087
Mrs. Christine Vastano	Transportation Coordinator	732-316-4045
The Transportation Department may be reached at either of the following two telephone numbers:		732 316-4044 732 316-4045

### Principals

Mr. James Brown	Sayreville War Memorial High School	732-525-5254
Ms. Donna Jakubik	Sayreville Middle School	732-525-5290
Ms. Stacey Maher	Samsel Upper Elementary School	732-316-4050
Mr. Robert Preston	Arleth School	732-525-5245
Mr. Edward Aguiles	Eisenhower School	732-525-5230
Mr. Timothy Byrne	Truman School	732-525-5215
Mrs. Carmen Davis	Wilson School	732-525-5240

## Attendance

The New Jersey school laws require every parent, guardian, or other person having control of a child between the ages of 6 and 16 to send such child to school. Once a parent elects to send his/her child to school, the child must attend continuously until he/she becomes 16 years of age.

## Absence (Call-In)

To ensure the safety of your child, parents of elementary school children especially, are requested to call the school when a daughter/son will be absent from school. Call between 7:30 a.m. and 9:30 a.m. to advise the school of said absence, the reason and the probable length of absence. Elementary schools have answering machines which may be used between 6:00 a.m. to 9:30 a.m. After taking attendance, we will call those parents who have not reported their child absent.

### **When reporting your child absent please call the following numbers:**

<b>Arleth School</b>	<b>(732) 525-5242</b>	<b>Samsel Upper Elementary</b>	<b>(732) 316-4058</b>
<b>Eisenhower School</b>	<b>(732) 525-5231</b>	<b>Middle School</b>	<b>(732) 525-5291</b>
<b>Truman School</b>	<b>(732) 525-5213</b>	<b>High School</b>	<b>(732) 525-5250</b>
<b>Wilson School</b>	<b>(732) 525-5237</b>	<b>Project Before</b>	<b>(732) 316-4083</b>

## Absence

A child absent from school must present a written excuse, stating the reason for his/her absence and signed by the parent according to New Jersey school laws. All absences are unexcused except those for the observance of religious holidays recognized by the State Board of Education, or court appearance. Parents of children enrolled in Grades 9 through 12 should be aware of the attendance and credit policies in the High School. Parents should be aware that poor attendance shall be a factor in the determination of a child's promotion or retention. Attendance for fewer than 160 days during the school year may result in a child's retention.

### **Emergency School Closings**

When it is necessary to close schools for the day and/or implement an emergency early dismissal schedule because of weather, road conditions or other emergencies, radio stations WCTC 1450 AM, WMGQ 98.3 FM or New Jersey 101.5 FM will be contacted to make this announcement. It will also be posted on the district's website at [www.sayrevillek12.net](http://www.sayrevillek12.net) and announced via School Messenger contact.

## Student Group Accident Insurance

The Board of Education provides Student Group Accident Insurance for each pupil at no cost to the parent. There are certain limitations in the plan. Be sure to read the provisions of the policy offered. An explanation of the plan is sent home early in the school year with complete instructions.

Accidents should be reported immediately to the principal or the school nurse. A written report will be prepared which, if the child is insured, will be forwarded to the insurance company and the doctors. The Board of Education assumes no responsibility for settlement of claims.

## Website for Sayreville Public Schools

Information about district-wide and individual school activities can be found on our website, [www.sayrevillek12.net](http://www.sayrevillek12.net). To provide better communication between parents and educators, email addresses of the appropriate school personnel are located here for your reference, as well as links to each individual school's web page.



## Board of Education

Mr. Michael J. Macagnone, President  
Mrs. Phyllis Batko, Vice President

Mr. Daniel Balka  
Mr. Thomas Biesiada  
Mrs. Lucille Bloom

Mr. Kevin E. Ciak  
Mrs. Beth DePinto  
Mr. Anthony Esposito

Mr. John Walsh

The Busch Law Group.....Attorney  
Samuel Klein and Company.....Auditor  
Mr. Wayne Kronowski.....Treasurer of School Funds  
Pediatric & Adolescent Associates of Central New Jersey .....Medical Inspectors  
The Doctor's Office, PC.....Substance Abuse Screenings

## Notice

Pursuant to Section 13 of the Open Public Meetings Act, Chapter 231, P.L. 1975, the following is a list of regular public meetings to be held at 6:30 PM Executive Session and 7:30 PM Public Session. These meetings shall be held at the cafeteria at the Sayreville War Memorial High School located at 820 Washington Road, Parlin. Meeting dates are also posted on the district website at [www.sayrevillek12.net](http://www.sayrevillek12.net).

Tuesday, September 6, 2016  
Tuesday, October 18, 2016  
Tuesday, November 15, 2016  
Tuesday, December 20, 2016

Tuesday, September 20, 2016  
Tuesday, November 1, 2016  
Tuesday, December 6, 2016  
Tuesday, January 3, 2017 (Reorg)

Future Board of Education meetings will be determined at a later date and may be found on the district website.

Mailing address: Sayreville Board of Education  
P.O. Box 997  
Sayreville, New Jersey 08871  
Erin Hill, School Business  
Administrator/Board of Education Secretary

## Voting Information

Voters choose members of the Board of Education on Election Day which will be held on Tuesday, November 8, 2016. Any registered voter residing in the Borough of Sayreville may vote in this election.

New voters may register at the Borough Hall on Main Street or by mail. To be eligible to vote, residents must be at least 18 years old, citizens of the United States, must have been living in the state and the county for 30 days and must have registered at least 30 days before the election.

## Report Cards

Report cards will be issued and conferences held during the 2016-2017 school year as follows:

### Grades K – 2

Marking Period	Starts	Ends	Progress Reports Issued	Report Cards Issued
# 1	09/06/16	12/09/16	10/19/16	12/19/16
# 2	12/12/16	03/15/17	02/01/17	03/24/17
# 3	03/16/17	06/22/17	05/04/17	06/22/17

### Grades 3 – 12

Marking Period	Starts	Ends	Progress Reports Issued	Report Cards Issued
# 1	09/06/16	11/16/16	10/06/16	11/30/16
# 2	11/17/16	01/31/17	12/22/16	02/08/17
# 3	02/01/17	04/07/17	03/06/17	04/25/17
# 4	04/18/17	06/22/17	05/18/17	06/22/17 Grades 3 - 5 06/27/17 MS & HS

## Parent Conferences

Monday, January 30	**Afternoon *Evening	Samsel Upper Elementary School Middle School	1:35 – 3:35pm 7:00 – 9:00pm
Tuesday, January 31	**Afternoon *Evening	Middle School Samsel Upper Elementary School	1:16 – 3:05pm 7:00 – 9:00pm
Wednesday, February 1	**Afternoon *Evening	K – 3 Elementary Schools High School & Project Before	1:35 – 3:35pm 7:00 – 9:00pm
Thursday, February 2	**Afternoon **Afternoon *Evening	High School Project Before K – 3 Elementary Schools	12:39 – 2:30pm 1:35 – 3:35pm 7:00 – 9:00pm

\*\* Early Dismissal Students ONLY      \* Early Dismissal Students and Teachers  
*In the event of a delayed opening, the early dismissal and/or conferences are cancelled.*

## Back- to-School Night

Monday, September 19	K-3 Elementary Schools
Wednesday, September 21	Middle School
Thursday, September 22	Samsel Upper Elementary School
Monday, September 26	High School & Project Before

**Note: An Early Dismissal Schedule will be held on Friday, September 23, 2016 (See Calendar)**

Parents need not wait until the above scheduled dates to arrange for a teacher conference. Rather they are encouraged to make an appointment to confer with their child's teacher, principal or guidance counselor at any time during the school year.

## District Policies and Procedures

### Change of Address and Phone Number

Parents are requested to notify the school of any change in address or phone number. Current addresses and phone numbers are most helpful to the school administration and are of particular importance to the pupil and parent in times of emergency. Emergency forms must be completed for each pupil enrolled in school and updated by the parent/guardian as necessary.

### Child Find

In New Jersey, each public school district must provide a free appropriate public education (FAPE), to eligible students ages three through twenty-one. Individuals and/or families with knowledge of a child within this age range with a suspected known disability, should call the Sayreville Special Services Department at (732) 316-4087.

### Early Release

If a parent wishes to have a child released from school early, the parent is required to send a written note requesting that the child be excused. The parent or guardian must call for the child at the school office, present an acceptable form of identification and sign out the child. Children will be released into the custody of their parent or guardian only from the Principal's Office. This is done to ensure the safety of the youngsters. No pupil may leave school before the regular hour of closing, except for some extraordinary reason. Parents of children enrolled in grades 9 through 12 should be aware of the attendance and credit policies in the High School.

### Guidance

The nine counselors at the Middle School and High School and six at the Upper Elementary and Elementary schools work on an individual and group basis with students to help resolve personal and academic problems. Counselors also work with the school administrator on testing and scheduling. At the High School level, college counseling and placement is also provided by the guidance staff. Job placement counseling services are offered at the High School. Student Assistance Counselors are employed to work with students with substance abuse problems. Parents who wish information on substance abuse should call the school.

### Home Instruction

Home instruction will be provided to any pupil confined to his/her home or hospital, upon the recommendation of the attending physician, if the confinement is expected to extend to a period of 10 consecutive school days. When the physician's form, which may be secured from the school nurse, is completed, the Special Services office will proceed in obtaining a certified teacher to work with the pupil.

### Sending Money to School

You will find it necessary to send money to your child's teacher for various reasons, including lunch, milk, etc. Please send the exact amount in an envelope properly marked with the child's name, teacher, room number, and school.

## Special Services Department

Special Services incorporates a variety of services which are available to the children in Sayreville Schools. Evaluation, instruction and counseling are provided for pupils whose particular needs require attention beyond that provided in the regular school program. The Special Services staff includes five Child Study Teams, each consisting of a psychologist, learning disabilities teacher-consultant and social worker, speech therapists, special education teachers and outside consultants. These consultants such as psychiatrists, neurologists and physicians are employed as needed.

Pupils are evaluated by a Child Study Team only if parental permission has been obtained. Due process procedures are followed.

In our school district, there are resource, learning and/or language disabled, and in-class support programs to serve the following classifications: Pre-school, Specific Learning and/or Multiply Disabled, Auditorily, Cognitive, Communication, Orthopedically, Other Health, Visually Impaired, Autism, Emotionally Disturbed, and Traumatic Brain Injured. Those pupils requiring specialized programs beyond those provided in this district are placed in out-of-district public and private placements.

## Telephone Regulations

School telephones are to be used only for official school business. Parents should not call the school and ask to speak to their children or expect staff to deliver personal messages to them, except in emergency situations. All instructions should be given to children before they leave home for school.

## Transfers

When a family plans to move to another school district, a transfer must be made out for each child. The following information must be given to the school secretary at least a week in advance of leaving: new home address, name and address of school which your child will be attending, and the last day the child will attend school in Sayreville.

All books and materials must be returned to your child's teacher in satisfactory condition, and other forms must be filled out before the transfer card can be issued.

## Visitors to School

All visitors are required to report at the Principal's Office prior to visiting any teacher or classroom and must present photo identification. Visitors' tags and registration are required. Conferences with teachers should be requested by note, email or through the school office.

## Working Papers

Working papers are required by law for pupils under the age of 18 who seek employment. The necessary forms for high school or middle school students are available at their respective schools. Working papers are processed during regular school hours. The school is responsible only for the processing of working papers. The New Jersey Department of Labor approves or disapproves them. The following forms are required:

1. **Promise of Employment:** This form is completed by the pupil's prospective employers.
2. **Physician's Statement:** Each pupil making an initial application must have a physical examination. (This may be completed by the School Medical Inspector.)
3. **Proof of Age:** Birth certificates must be supplied for this purpose when application for working papers is made. Birth certificates will be returned after the application is completed.
4. **School Record:** This form is completed by the pupil and signed by the school principal.

## No Child Left Behind

The Sayreville Public Schools have traditionally had a strong basic skills curricula. Under the No Child Left Behind statute we provide an Academic Support Instruction (ASI) Program in grades K-12 with the assistance of federal and state funding. Each year the district develops an application for Title I funds which covers both public and non-public schools. Program eligibility is based on state/standardized test scores, teacher recommendation, grades, etc. Questions about the ASI Program should be directed to the building principal. Also, the district is a member of the Middlesex Regional Educational Services Commission which provides services for Sayreville students in non-public schools in the following areas: Child Study Team classification and services, Speech, and Home Instruction. Each year, the Board of Education holds a public meeting to discuss its ASI Program, test results and Thorough and Efficient activities (Chapter 212). This year's meeting is scheduled for October 10, 2016. The district has an ASI Title I Parent Involvement Council which annually approves the Parent Involvement Policy which is sent home to all parents with children in the program. Under federal law, all parents of students in a Title I school district, such as the Sayreville School District, are entitled to request information regarding the professional qualifications of their child's classroom teachers. Should you be interested in receiving this information, please direct your request to the principal of your child's school.

## 2016-2017 Test Schedule

<b><u>TEST</u></b>	<b><u>GRADE</u></b>	<b><u>DATE</u></b>
Testing of Students New to District	K-12	September 2016
Scholastic Aptitude Test I and II	11-12	Oct. 1, Nov. 5, Dec. 3, 2016 Jan 21, March 11, May 6, June 3, 2017
ACT	11-12	Sept. 10, Oct. 22, Dec. 10 2016 Feb. 11, April 8, June 10, 2017
PARCC Assessment	3-12	March 27, 2017 – May 19, 2017
Preliminary Scholastic Aptitude Test/ National Merit Scholarship Qualifying Test	10-11	October 19, 2016
ACCESS Test for English Language Learners	K-12	February 20, 2017 – April 14, 2017
NJASK Science Assessment	4 & 8	May 31, 2017 Make-Up Date: June 7, 2017
APA Science	4 & 8	Sept. 1-Nov. 11, 2016 & Dec. 5, - Feb. 10, 2017
New Jersey Biology Competency Test	10-12	May 31 & June 1, 2017 Make-Up: Jun 7-8, 2017
Advanced Placement Tests	11-12	May 1-12, 2017

## High School Class of 2017 Graduation Requirements

<b>Subject</b>	<b>Years Required</b>	<b>Credits Per Year</b>	<b>Total Credits Earned</b>
English	4 Years	5	20
Mathematics, including Algebra and Geometry and a third year of math that builds upon these two courses	3 years	5	15
Sciences: lab sciences including Biology and a choice among Chemistry, Physics or Environmental Science and a third inquiry-based lab or technical science	3 years	5	15
U.S. History	2 years	5	10
World History	1 year	5	5
World Language	1 year	5	5
Performing Arts	1 year	5	5
Practical Arts	1 year	5	5
Phys. Ed. And Health	4 years	5	20
Economics/Financial Literacy	½ year	2.5	2.5
Additional Elective Courses	3 ½ years	5	27.5
<b>Total Credits Completed</b>			<b>130</b>

The SWMHS Guidance Department is dedicated to working with your student to assure that all requirements are met.

## Student Expectations

The Sayreville Board of Education believes that positive student commitment and behavior are essential to effective learning. With the support and assistance of school personnel and parents, all students have the capacity to demonstrate actions which contribute to the effectiveness of schools and the worth of learning experiences. Commensurate with their maturational levels and individual abilities, all students can behave in ways that enhance the social relationships of the school and facilitate learning. Students are expected to demonstrate the following behavior, reflective of the district's core ethical values, while in school, on a school bus and at school activities in and out of district:

1. **Caring** for all members of a diverse school community which includes but is not limited to students, administrators/supervisors, teachers, advisors/coaches, support staff, volunteers and PTO representatives. They must also demonstrate tolerance and acceptance of classmates who are the same and different in ability, aptitude, cultural ethnicity, and socio-economic background.
2. **Trustworthiness** in assuming responsibility for their educational successes and failures. When working alone or in groups, they must be trusted to be responsible for their work and the results of their efforts.
3. **Respect** for all members of the school community, its facilities and property.
4. **Responsibility** in adhering to school rules and regulations which are designed to provide a safe and appropriate environment for learning.
5. **Fairness** in their treatment of staff, classmates, competitors, and the public.
6. **Citizenship** by fulfilling their educational goals to become a productive member of the borough, state, nation, and world. This can be accomplished by attending school daily and mastering the NJ Core Curriculum Content Standards and proficiencies for their courses.

## Kindergarten Entrance Requirements

Students entering Kindergarten **MUST** be five years old on or before September 30. **ALL NEW** students entering first grade **MUST** be six years old on or before *September 30*. Children will not be registered for the Sayreville Public Schools unless all the following items are presented at time of registration:

1. Child's official birth certificate.
2. Physician's certificate indicating that the child has received the following immunizations as required by the New Jersey State Department of Health:
  - a) Diphtheria, Pertussis and Tetanus (D.P.T.) – a minimum of four (4) doses, one dose having been given on or after the fourth birthday or a total of five doses.
  - b) Polio – a minimum of three (3) doses of Polio vaccine, one dose having been given on or after the fourth birthday or a total of four doses.
  - c) Measles – two (2) doses given at least one month apart, both doses being given after the first birthday or laboratory evidence of immunity in place of 2nd dose.
  - d) Rubella – one (1) dose on or after the first birthday.
  - e) Mumps – one (1) dose on or after the first birthday.
  - f) Hepatitis B – three (3) doses Hep B vaccine or laboratory evidence of immunity.
  - g) Chickenpox - one (1) dose on or after the first birthday or proof of disease immunity.
3. Physician's certificate indicating the child has received a Mantoux test for Tuberculosis within six months of the start of school year unless he/she is not required under current state regulations
4. Certificate indicating that the child has had a complete physical examination by his personal physician including a vision and hearing screening, within a year of September entrance (e.g., the twelve months preceding start of school).
5. Proof of residency as documented by a certificate of occupancy, deed, mortgage agreement, borough tax bill, lease, etc. as per N.J.A.C. 6A:28-2.5.

## Code of Student Conduct

Parents will receive a copy of the Code of Student Conduct to read and discuss with their child, as well as sign annually. Policies 6146.2 “Promotion, Remediation and Retention”, 5131.1 “Harassment, Intimidation and Bullying” and 5131.61 “Substance Abuse” will also be provided on the district website and available in print if you don’t have internet access.

## School Bus Safety/Parent Responsibility

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

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

**NOTE - Students are not allowed to change their bus.** When your child is not going to take the bus home, please notify the school. Parents should remind their children that they should not cross roads in order to get the bus until such time as the bus arrives, the red blinking lights are flashing, and the traffic is stopped, so that the driver can watch the students safely cross the street.

The Transportation Department may be reached at either of the following two telephone numbers:

(732) 316-4044 or (732) 316-4045

## Comprehensive Equity Plan 2016-2019

The district's Comprehensive Equity Plan was approved by the NJ Department of Education on July 28, 2016. It ensures that the district will achieve and maintain compliance with all applicable laws, codes, regulations, and guidelines governing equity in education including, but not limited to N.J.S.A.18A:36-20; N.J.S.A.10:5; N.J.A.C. 6A:7; Guidelines for the Desegregation of Public Schools in New Jersey (1989); Title VI and VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; The Americans with Disabilities Act of 1990 and the Individuals with Disabilities Education Act (I.D.E.A.) of 2004. Copies of the plan are available to the public at the office of the Affirmative Action Officer and Title IX Coordinator located at 150 Lincoln Street, South Amboy. All equity issues should be directed to that office by calling (732) 525-5200.

## Community Right-to-Know

Notice of any construction or other activities involving the use of any hazardous substance will be posted on a bulletin board in the school. Hazardous substances may be stored at various times throughout the year and fact sheets for any of these hazardous substances being stored or used are available in the school.

## Parent Involvement Council

The Board believes that participation by parents is integral to the effective functioning of the educational programs offered to the district's pupils. To that end, the Parent Involvement Council has been formed by Board policy to afford a forum to share best practices and related opportunities for district growth.

This information will also be posted on the district website. The Council will meet at 6:30 p.m. with the Assistant Superintendent of Schools at the Sayreville War Memorial High School in the Media Center on the following dates:

October, 10, 2016  
December 12, 2016

February 13, 2017  
April 3, 2017



## School Health Services

The pupils attending the Sayreville Public School System are provided with health services in accordance with state requirements.

A student entering the school district for the first time must submit a health record from the previous school attended. The immunization record shall include dates of each individual immunization:

1. D.P.T. – Children less than seven (7) years of age need four (4) doses (1 dose after age 4) or any five (5) doses. Children seven (7) years or older a minimum of 3 doses.
2. Polio – Children less than seven (7) years of age need three (3) doses (1 dose after age 4) or any four (4) doses. Children seven (7) years or older a minimum of three (3) doses.
3. Measles Vaccine – Children will be required to have 2 doses given after the first birthday separated by at least one month or laboratory evidence of immunity in place of the 2nd dose.
4. Rubella Vaccine – Administered after first birthday.
5. Mumps Vaccine – Administered after first birthday.
6. Hepatitis B – Three doses of HepB vaccine or laboratory evidence of immunity is required of all students.
7. Chickenpox - one (1) dose on or after the first birthday or proof of disease immunity.
8. DTaP - (Ages 1-6 years) 4 doses, with 1 dose given on or after the 4th birthday, OR any 5 doses. (Ages 7-9 years) 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses. Laboratory evidence of immunity is also acceptable.
9. Tdap- Grade 6 (or comparable age level for Special Education students): 1 dose for pupils entering Grade 6 on or after 9-1-08 and born on or after 1-1-97. A child does not need a Tdap dose until 5 years after the last DTP/DTaP or Td dose.
10. Pneumococcal - (Age 12-59 months) Minimum of 1 dose of Pneumococcal vaccine is needed after the first birthday for all pre-school students.
11. Meningococcal - 1 dose for students entering Grade 6 (or comparable age level for Special Education students) born on or after 1-1-97.
12. Influenza - 1 dose annually given between September 1 and December 31 for all pre-school students (Ages 6-59 months).
13. A physical examination certificate dated within one (1) year prior to admission.

A child may be excused from these requirements only if a parent objects, in a written statement, on the grounds that it interferes with his/her religious beliefs. A statement from the family physician stating that the child cannot be immunized for medical reasons also relieves the child of this requirement.

Parents are requested to alert the school nurse of any pertinent facts relating to a pupil's well-being, especially medications, appliances or previous operations.

An emergency form, filled in and signed by a parent at the time of pupil admission, will be used if it becomes necessary to contact a parent. If a parent is not at home, a neighbor designated on the emergency form, will be called to care for the child. A local telephone number is necessary for such emergency contacts.

## The School Health Program includes the following:

- A. Physical Examination/Medical Evaluation (By School Physician\*) according to state regulations for:
  - 1. Members of athletic teams prior to the first practice session, if they qualify.
  - 2. Pupils with special health problems.
  - 3. Any pupil who is a habitual absentee.
  - 4. Any pupil having difficulty with class work.
- B. Tuberculosis Detection Program:
  - 1. Mantoux Tuberculin Testing as determined by state regulations.
- C. Eye Screening: Available to pupils in the pre-school program and selected grades, as well as pupils who have been referred.
- D. Audiometric Screening: Pre-school, K-4 and Grades 6, 8 and 10, as well as pupils who have been referred.
- E. Height and Weight: Grades Kindergarten through 12.
- F. Scoliosis Screening: As scheduled.

The above information is noted on the pupil's health record. Parents are notified of irregularities found in any of the above screening programs.

Parents are advised of the importance of obtaining subsequent medical examinations of the student at least one time during each developmental stage at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve). Proof of these physicals should be given to the school nurse.

There are recommended procedures classified as standing orders to care for the ill or injured at school. These procedures are followed, until the parent or other designated person might be contacted.

Administration of medication to pupils shall be done only in exceptional circumstances wherein the child's health might be jeopardized without it. Before the nurse can administer any medication, she must have written directions from the family physician and written permission from a parent to give the medication. The family physician must also identify type, dosage, and purpose of the medication.

There is an exclusion period for each communicable disease. Please consult your family physician or the school nurse.

An explanatory note from home is required following all absences. Pupils returning to school following an absence of 3 or more days for illness must submit a doctor's note to the nurse.

If because of illness or physical condition, it becomes necessary for a pupil to remain at home, parents are urged to contact the school to plan for appropriate ways to continue the child's education (See Home Instruction.)

Each pupil throughout the school system shall participate in the physical education program unless a written excuse is obtained from the family physician as to the reason for non-participation and its duration.

Health and safety classes are conducted throughout the school year. Subject matter is applicable to the age and the grade of the pupil.

A "Kindergarten Registration" is conducted each year, to determine the number of children expected to enter Kindergarten in the Fall. Announcement of the procedure and entrance requirements are made in advance.

\*A note from the family physician will be accepted in lieu of this.