

**SOUTH BRUNSWICK  
HIGH SCHOOL**

**STUDENT HANDBOOK  
2016-2017**

750 Ridge Road  
Monmouth Junction, New Jersey 08852  
Telephone: (732) 329-4044



**South Brunswick School District  
Mission Statement**

The South Brunswick School District will prepare students to be lifelong learners, critical thinkers, effective communicators and wise decision makers. This will be accomplished through the use of the New Jersey Core Curriculum Content Standards (NJCCCS) and/or the Common Core State Standards (CCSS) at all grade levels. The schools will maintain an environment that promotes intellectual challenge, creativity, social and emotional growth and the healthy physical development of each student.

**South Brunswick High School  
Mission Statement**

The South Brunswick High School community values academic excellence, diversity, and a safe learning environment. The school empowers students to develop skills and character as they explore their talents and interests in order to become informed citizens and leaders in the global community.

**South Brunswick High School  
Belief Statements**

We believe education is a shared responsibility of students, staff, family, and the South Brunswick community in a learning environment where all members of the school community value...

- *critical thinking.*
- *life-long learning.*
- *responsibility.*
- *honesty.*
- *respect.*
- *kindness.*
- *service.*

## TABLE OF CONTENTS

PAGE	TOPIC
3	Academic & Testing Dates
3	District Website
3	School Closing Information
4	Administration and Directory
<b>5-10</b>	<b><i>District Code of Student Conduct</i></b>
5	Students' Rights and Responsibilities
5-6	Logical Consequences
6-10	Expectations for Student Behavior ("at-a-glance")
10	Due Process
10	Behavioral Support
<b>10-16</b>	<b><i>Board of Education Policies K-12</i></b>
10-12	Attendance Policy
12	Acceptable Use Policy
13	BYOD
13	Electronic Communications
13-14	Dress code
14	Harassment, Intimidation & Bullying (HIB)
14	Bus Conduct
14-15	Dating Violence at School
15	Recording Policy
15	Social Media
15	Media and Consent Forms
15	Public Complaints & Inquiries
15	Weapons
15	School Safety Procedures
15	Parent Email Notification
16	Nutrition
16	2nd Floor Help Line
<b>16-22</b>	<b><i>South Brunswick High School Procedures and Information</i></b>
16	Eighteen Year Olds
16-18	Integrity Procedure
18	Honor Society and Integrity Procedure
18	Security Cameras
18	Hall Conduct
19	Student Photo ID's
19	Student Obligations
19	Textbook/Calculator Replacement Costs
19	Book Loans and Fines
19	Personal Items
19	Dissection Opt-out
19	Gambling
19-20	Alcohol & Other Drug Policy & Procedures
20-21	Student Attendance and Levels of Offense
21	Messages/Telephones
21	Front Desk Deliveries/Student Pick-ups
21	Visitors
21	Lockers
21-22	Driving/Parking
<b>22-25</b>	<b><i>Academic Information</i></b>
25-27	Guidance and Student Support
25	Health Services
25	Sports Physical Exams
25	Working Papers
25-26	Transcripts
26	Student Loan Information
26	Guidance Counseling Services
26	Student Assistance Program
26	BRIDGE Center/School Based Youth Services
26	DCPP formerly DYFS
27	Custody and Guardianship
27	<b><i>Athletics</i></b>

28-29	<i>Activities</i>
29-30	Student Government

**ACADEMIC & TESTING DATES**

**IMPORTANT DATES**

Oct . 5	Last Date to enter first semester course
Oct . 5	Last Date to drop first semester course
Oct. 5	Last Date to make a course level change
Oct. 11	Last Date to drop a year-long course
Nov. 14	End of 1 <sup>st</sup> Marking Period
Nov. 16	Grades due
Jan. 27	End of 2 <sup>nd</sup> Marking Period
Jan. 30	Second semester courses begin
Jan 31	Grades due
Feb. 14	Last date to enter semester course
Feb. 14	Last date to drop second semester course
Apr. 4	End of 3 <sup>rd</sup> Marking Period
Apr. 6	Grades due
June 14	End of 4 <sup>th</sup> Marking Period
June 21	Graduation (Tentative)
June 23	Grades Due

**REGISTRATION DATES**

Aug.5	Registration deadline for SEPT. 10 ACT
Sept. 1	Registration deadline for October 1 SAT
Sept. 16	Registration deadline for OCT. 22 ACT
Oct. 7	Registration deadline for Nov. 5 SAT
Aug. 28	Registration deadline for Oct. 14 PSAT
Nov. 3	Registration deadline for Dec. 3 SAT
Nov. 4	Registration deadline for DEC. 10 ACT
Dec. 21	Registration deadline for Jan. 21 SAT
Jan. 6	Registration deadline for FEB. 11 ACT
Feb. 10	Registration deadline for March 11 SAT
Mar. 3	Registration deadline for APR. 8 ACT
Apr. 7	Registration deadline for May 6 SAT
May 9	Registration deadline for June 3 SAT
May 5	Registration deadline for JUNE 10 ACT

\* Grades – dates are subject to change to accommodate school closings or such events.

**TESTING DATES**

Oct. 15	Saturday PSAT- Grades 10 <sup>th</sup> & 11 <sup>th</sup>
Mar.27-May 19	PARCC Assessment Grades 9, 10 and 11
May 1-12	Administration of Advanced Placement (AP) Exam
May 25 & 26	NJBCT (New Jersey Biology Competency Test)

**DISTRICT WEBSITE**

Further information pertaining to the school district and Board of Education meetings can be found on our school district’s website at <http://www.sbschools.org>. Also, please remember to check the high school homepage for upcoming events and news.

**SCHOOL CLOSING INFORMATION**

School closings due to inclement weather may affect the school calendar. For information on school closings or delayed opening, listen to: WCTC - 1450AM or WHWH - 1350AM or by checking the district web site: [www.sbschools.org](http://www.sbschools.org)

In cases of inclement weather, it is the intent of the Superintendent to ensure the safety of all students and employees. The Superintendent of Schools, the Business Administrator and the Director of Buildings and Grounds collaborate with South Brunswick Township Police Department and Department of Public Works when deciding whether to close school or operate under a 90-minute delay.

**SOUTH BRUNSWICK HIGH SCHOOL**  
<http://www.sbschools.org/schools/sbhs/index.php>  
 (732) 329 - 4044  
 School hours: 7:30 A.M. TO 2:25 P.M.

**ADMINISTRATION:**

Peter Varela	Principal	5202
April Gonzalez	Assistant Principal for Academic Leadership	5203
Michael Scheese	Assistant Principal Grade 9	5235
Jaymee Boehmer	Assistant Principal Grade 10	5218
Susana Nikitzuk	Assistant Principal for Student Services and Grade 11	5231
Yoshi Donato	Assistant Principal for James Kimple Center & Grade 12	5240
Elaine McGrath	Athletic Director and Supervisor of K-12 Nurses	3265
<b>TBD</b>	Dean of Grades 9 & 10	5209
Christina Santowasso	Dean of Grades 11 & 12	5204
Maribeth Edmunds	Director of Curriculum and Instruction 6-12	3651

**SUPERVISORS:**

Anna Alfieri	Math and Science	3241
Thomas Decker	World Languages	5201
Amy Finkelstein	Student Assistance and Wellness	5220
John Harding	Physical Education/Health	3208
Theresa Jennings	English and Social Studies	5230
Kathleen Derillo	Special Education	5227
Kristin Laskin	Applied and Fine Arts	3229
Aparna Rajagopal	STEM Supervisor 6-12	3201
Robert Sears	Music (732-329-4633)	3846

**CHAIRPERSON**

Crystal Burnett	Science	3231
Patrice Gorman	Social Studies	3288
Justin McCuen	James Kimple Center	

**OTHERS:**

Donna Moreen	Nurse (10 <sup>th</sup> & 11 <sup>th</sup> )	3264
Karen Gordon	Nurse (9 <sup>th</sup> & 12 <sup>th</sup> )	3843
Lauren Morris	Student Activities Coordinator	3316

**GUIDANCE COUNSELORS:**

Mike Dennehy	5211	Toronica Milligan	5212
Peter Kuzma	5216	Connor Wills	5237
Melissa Griffin	5213	Ed Rebele	5232
Sandra Lucariello	5236	Julie Smith	5238
Carla Mail	5219		
Anastasia Marcella	5214		

**STUDENT ASSISTANCE COUNSELOR:**

Aaron Millman	Student Asst. Counselor	3321
---------------	-------------------------	------

# *High School Code of Student Conduct*

2016-2017

SOUTH BRUNSWICK SCHOOL DISTRICT

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

All schools in the South Brunswick School District share the common mission to foster positive school citizenship. To that end, we embrace the following core values or CARES:

- C Cooperation*
- A Assertion*
- R Responsibility and Respect*
- E Empathy*
- S Self-control*

As students progress through the school system and into the high school, they continue to build upon this basic core while also emphasizing the values of Honesty, Respect, Kindness, Service, and Responsibility.

Our primary goal is to maintain a safe and caring learning community. This is supported by the District's proactive, intentional approaches to Character Education—Elementary *Responsive Classroom*, Middle School *Developmental Designs*, and High School *Strive for Five* (Ethics and Excellence)-- which foster social, emotional and academic growth.

The ultimate purpose of the Code of Student Conduct is the development of self-discipline and self-regulation. In all of the South Brunswick Schools, we strive to be consistent, firm but fair, and aware of the pride and dignity of every student. We expect students to behave responsibly, to respect the rights and properties of others, and to work cooperatively with all members of the school community. We expect students to follow the code of student conduct and the specific behavioral guidelines established in each class. Students are accountable to all school personnel for their behavior while on school property, at any school-sponsored function, at the bus stop, on a school bus, walking to and from school, in the before or after school programs, or off school grounds including field trips, when substantial disruption to the orderly operation of the school results. This includes behavior when using an electronic device for such things as shared documents, text messaging, video-taping, social media posting, email, blogging, website posting and apps.

When a student commits an offense, the school staff helps the student to see the relationship between the offense and the related core value. When logical consequences are applied, age-specific parameters are used. The student's developmental needs and history of unacceptable behavior, as well as the circumstances of the offense are taken into consideration.

## **STUDENT RIGHTS AND RESPONSIBILITIES in the HIGH SCHOOL**

Rights: All students have the right to be treated with dignity and respect.

Responsibilities:

- 1) Students are expected to respect the rights of all students to be in an environment free from physical and verbal abuse.
- 2) Students are expected to respect authority and comply with directions from adults in the building.
- 3) Students are expected to prepare and complete their own work, and show proper documentation.
- 4) Students are expected to act and dress in a manner appropriate for work and study in a school setting.
- 5) Students are expected to care for their property and the property of others.
- 6) Students are expected to conduct themselves with the highest standards of honesty and integrity, and adhere to the laws of the school, community, state and nation.
- 7) Students are expected to attend school every day and be in every class.
- 8) Students are expected to adhere to all of the above in order to participate in extracurricular activities, clubs, and sports.

### LOGICAL CONSEQUENCES in the HIGH SCHOOL

The South Brunswick Code of Student Conduct was designed to assure a safe and orderly environment where all members of the community could work and study with dignity and respect. This discipline code sets forth the consequences for failure to comply with these expectations. The consequences listed are meant to be guidelines for the administrator charged with enacting them.

Any other conduct which is disruptive or which threatens the safe and orderly environment of the school will be subject to immediate administrative action.

The following logical consequences that may be applied are defined as follows:

- o **Administrative-Assigned Detention** - Held in a school-wide specified detention area. Only an administrator may assign a student to this detention. This will be a quiet facility in which the student will be expected to do school work. Parents will be notified of afterschool and Saturday detentions.
- o **Community Service** - A student may be assigned a task within the school or on school grounds that serves the school community.
- o **Suspension** - When a student is suspended, parents will be notified that a suspension has been assigned, the reason and duration. In some instances, a parent conference will be requested prior to student re-entry. Any student receiving a suspension will also be excluded from any extracurricular activities and school sponsored events for the duration of the suspension. The student will be expected to complete assignments made by his/her teacher(s).

**In-School Suspension (I.S.S.)** - Refers to the temporary exclusion from attending regular classes. The student will report to the office on the day(s) he/she is assigned. The student will remain in an assigned location for the entire day.

**Out-of-School Suspension (O.S.S.)** - Refers to the temporary exclusion from attending school. Serious violations of the Discipline Rules and Regulations will result in O.S.S. Depending upon the infraction, the suspension may be from one to ten days. In all cases, the student will not be readmitted without a parent conference with an administrator.

- o **Administrative (Admin) Hearing** –The purpose of an administrative hearing is to share investigative findings with a student about conduct that could result in a school suspension. In matters of less severe consequences, (3 days of suspension or less), an administrative hearing requirement is met by an administrator meeting with the student in question. In instances where the suspension is potentially more than three days, parents have the right to participate and other due process rights are involved.
- o **Expulsion**- Expulsion describes any suspension from school greater than ten (10) days. Special due process provisions are observed. Decisions in such circumstances are rendered by the Board of Education.
- o **Police Notification** - Serious infractions of the Conduct Code may result in police notification as per the Memorandum of Agreements.

There are some situations when the consequence of an in- or out-of-school suspension may be warranted. These include but are not limited to: unethical use of technology and electronic device violations; trespassing, leaving school grounds or class without permission, cutting class, truancy, and tardiness; unacceptable language, behavior or gestures; endangerment or roughness, threats, fighting, assault, and hitting; theft, gambling, falsification of identity, burglary, robbery, extortion, and vandalism; violation of the Harassment, Hazing, Intimidation and Bullying Policy; sexual harassment; insubordination; distribution/possession or use of tobacco/tobacco products or alcohol/substances; threats/ physical assault to staff; weapons; false alarms, bomb threat (fake or real), pollution of school environment, vandalism/ damage to school property and arson.

**Memorandum of Agreement:** In New Jersey, there is a uniform Memorandum of Agreement (MOA) between school districts and law enforcement officials. The MOA, which is approved by the NJ Department of Law and Public Safety and the NJ Department of Education, documents the commitment for schools and law enforcement agencies to work together as equal partners to enforce the law on school grounds. The MOA also details how schools are to report suspected incidents involving alcohol or drugs, weapons, child abuse, hazing, harassment, intimidation and bullying, or problems that compromise school security or safety. School administrators use the MOA to determine their course of action when faced with matters that rise to this level.

EXPECTATIONS FOR STUDENT BEHAVIOR: HIGH SCHOOL

\*\*\* All violations may include parental notification and counselor referral

The following chart serves as a guide for administrators

VIOLATION	CONSEQUENCE
<p><b>Acceptable Use Policy (A.U.P.) Violation-</b> It is expected that students act in a responsible, ethical, efficient, courteous and legal manner when using school district technology (or privately-owned technology through B.Y.O.D.). Refer to Acceptable Use Policy and <b>B.Y.O.D. Policy</b> listed later in this Code for greater detail.</p>	<p>If a student violates the A.U.P.:</p> <ul style="list-style-type: none"> <li>• Review of actions w/admin, parent and student</li> <li>• Loss of privileges (e.g. Police notification, removal of student from course W/F, administrative hearing and consideration for expulsion for serious issues)</li> </ul>
<p><b>Alcohol/Substance Abuse</b>—possession, use, sale or distribution of any substance on school property/transportation/ school sponsored activity</p>	<p>As per policy (Note: A complete copy of the policy and procedures is available on the district website.)</p>
<p><b>Arson-</b> Starting a fire or causing an explosion in/on school grounds placing others in danger or damaging/destroying property</p>	<p>10 days OSS Police notification Referral to County of Middlesex Firewatch Administrative Hearing Consideration for expulsion</p>
<p><b>Attendance:</b></p> <ul style="list-style-type: none"> <li>o Truancy</li> <li>o Cutting Class</li> <li>o Late to Class</li> <li>o Leaving Class without permission</li> </ul>	<p>See levels of offense on page 20-21.</p>
<p><b>Bomb Threat/Offense</b> (fake or real) - Creating or assisting in creating a bomb or a bomb threat to the school (via telephone, email, or other means).</p>	<p>10 days OSS Police notification Administrative Hearing Consideration for expulsion</p>
<p><b>Bring Your Own Device (B.Y.O.D.) Violation-</b> Each teacher will make the decision as to whether the students will use privately – owned technology devices in his/her class or instructional environment. Based on assignment or the nature of a class, the teacher may approve the use of B.Y.O.D. or may prohibit the use, of privately – owned technology. It is teacher choice, and student compliance is expected. Refer to information on the B.Y.O.D. policy listed later in the Code for greater detail. Boomboxes and personal speakers are not permitted and will be confiscated. Consequences will match those in the BYOD procedures.</p>	<p>If a student does not comply with the teacher’s/staff expectations and rules regarding B.Y.O.D. in the classroom, or anywhere in the building or on school grounds, the following will occur.</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – Confiscation, parent notification, signed report sheet student pick-up end of day.</li> <li>• 2<sup>nd</sup> – As above; student pick-up at day’s end</li> <li>• 3<sup>rd</sup> – As above; held for two weeks</li> <li>• 4<sup>th</sup> – As above; suspension</li> <li>• 5<sup>th</sup> – As above; Superintendent referral</li> </ul> <p>If there is reason to believe that B.Y.O.D. has been used inappropriately (e.g. cheating) or is involved in a violation of the Code of Conduct or A.U.P., building administration will collect and examine the device. Further consequences will depend on the findings.</p>
<p><b>Dating Violence at School-</b> Acts of dating violence at school whether verbal, sexual, physical or emotional will not be tolerated.</p>	<p>Consequences: Admonishment, Removal from the classroom or location, Detention, Suspension, police notification Remedial Measures: parent conference, service learning, corrective instruction, counseling, behavior management plan, alternative placement</p>
<p><b>Dress Code Violation-</b> In order to promote a serious learning environment, clothing which is distracting, suggestive or inappropriate is prohibited.</p> <p>Note: Non-wheeled backpacks are permitted to be carried during school hours.</p>	<p>Students will have the opportunity to either change into appropriate clothing, select something to wear from the Viking Closet, or spend the day in the ISS room. Repeated violations – Saturday Detention or suspension</p>

<p><b>Electronic Communication Violation</b>-Students may not communicate with a teacher or support staff member through anything other than the district email system, district telephones, and district-sponsored or approved social media sites and web pages. Refer to information on the Electronic Communication Policy listed later in this Code for additional detail and special circumstances.</p>	<p>Any communication sent by a student to a staff member's personal address, site or device shall be reported to school administration. The administration will take appropriate action to have the student discontinue such improper electronic communications. Improper electronic communications will result in appropriate disciplinary action.</p>
<p><b>Endangerment / Horseplay/Roughness</b>- Failing to comply with established safety procedures that contribute to possible harm of others; i.e. horseplay/roughness such as pushing which may result in injury, or endangerment such as allowing someone unauthorized access to the building.</p>	<p>1 day ISS/OSS</p> <p>Detention, suspension, police notification</p>
<p><b>False Alarm/Pollution of School Environment</b> - Setting off a false alarm, stink bomb or fireworks causing a disruption to the school community</p>	<p>10 days OSS Police notification Administrative Hearing Consideration for expulsion</p>
<p><b>Fighting</b> – Mutual engagement in a physical confrontation that may result in bodily injury.</p> <p><b>Assault</b>- An action that causes (purposely, knowingly or recklessly) bodily injury to another</p>	<p>1<sup>st</sup> – 5 days suspension; parent conference; police notification, Apology of Action, re-entry meeting 2<sup>nd</sup> – 10 days suspension; parent conference, police notification, Apology of Action, re-entry meeting 3<sup>rd</sup> – OSS; expulsion consideration, re-entry meeting, Apology of Action</p>
<p><b>Hostile Environment/Inciting Violence:</b> creating peer conflict through posturing, social media posts, video recording without permission, harassment or intimidation. (See more information in Harassment/Intimidation/Bullying/Hazing)</p>	<p>Detention, ISS/OSS, and a meeting with the principal, or his/her designee</p>
<p><b>Gambling</b> – Any action involving playing or wagering for stakes in the hope of winning more than you waged. This includes cards, dice, gaming and also includes gaming on electronic devices.</p>	<p>Confiscation Saturday School ISS/OSS Police notification</p>
<p><b>Harassment/Intimidation/Bullying/Hazing</b>- HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:</p> <ul style="list-style-type: none"> <li>● Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and</li> <li>● Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that <b>substantially disrupts or interferes with the orderly operation of the school or the rights of other students;</b> and that</li> <li>● A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or</li> </ul>	<p>A HIB incident will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. Consequences shall vary according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors. Consequences may include:</p> <ul style="list-style-type: none"> <li>● Review of District Policies</li> <li>● Parent notification</li> <li>● Counselor referral</li> <li>● Admonishment</li> <li>● Temporary removal from class</li> <li>● Deprivation of privileges</li> <li>● Referral to anti bullying specialist</li> <li>● Detention</li> <li>● ISS or OSS</li> <li>● Ban from program participation</li> <li>● Restriction on being on school grounds</li> <li>● Police notification</li> <li>● Expulsion</li> </ul> <p>A HIB incident may also require remedial actions to be taken to correct the problem behavior or to prevent recurrence. Among the measures that may be taken</p>



<p>emotional harm to person or damage to property; or</p> <ul style="list-style-type: none"> <li>• Has the effect of insulting or demeaning any student or group of students, or</li> <li>• Creates a <b>hostile educational environment</b> for the student by interfering with a student's education or by <b>severely or pervasively</b> causing physical or emotional harm to the student.</li> </ul>	<p>are personal restitution, a behavioral plan, counseling, school or community service, or corrective instruction.</p>
<p><b>ID Policy Violation-</b> Students are required to wear their school photo IDs at all times on a lanyard, around their neck. IDs may not be defaced in any way, must be current, and worn around neck and facing forward. (Note: Replacement IDs cost \$5.00 and may be obtained during Blocks 1 and 3 in C201.)</p>	<p>1<sup>st</sup> – Warning. Student given a new ID. 2<sup>nd</sup> – After school Detention 3<sup>rd</sup> – Saturday Detention 4<sup>th</sup> – ISS and loss of privileges 5<sup>th</sup> – Administrative hearing</p>
<p><b>Insubordination/Defiant Behavior-</b> refusal to cooperate/comply with staff member. This includes refusal to show photo ID and a hall pass when requested.</p>	<p>Community service and/or ISS/OSS/Saturday Detention</p>
<p><b>Integrity Violation-</b> All types of academic dishonesty including but not limited to copying, cheating, plagiarism, fabrication, stealing, misrepresentation, buying, selling, or distributing information</p>	<p>Four levels of violation/consequence as stated in the Student Handbook.</p>
<p><b>Leaving School Grounds-</b> leaving school grounds without permission.</p>	<p>1<sup>st</sup> – Saturday detention/community service 2<sup>nd</sup> – 1 day ISS 3<sup>rd</sup> – 2 days ISS 4<sup>th</sup> – OSS and re-entry meeting</p>
<p><b>Misrepresentation (Forgery or Falsification of Identity)-</b> This includes wearing another's ID, forging or misusing passes, notes, letters, creating or using forged parking decals, or calling out for absences.</p> <p><i>*At SBHS this is an Integrity Violation - see chart</i></p>	<p>Parent contact for all Detention Suspension (Administrator's discretion depending on circumstances) Loss of privilege (i.e.-running for office, parking, prom)</p>
<p><b>Physical Assault on Staff-</b>Physical contact against school personnel that causes, or has the potential to cause, bodily injury</p>	<p>10 days OSS Police notification Administrative Hearing Consideration for expulsion Referred for psychiatric evaluation</p>
<p><b>Possession of Tobacco-</b> being in possession of tobacco products or electronic smokeless products</p> <p><b>Smoking/Use of Tobacco-</b> Smoking, use of tobacco products or electronic smokeless products, lighters and matches in any school building or on any grounds is prohibited.</p>	<p>Confiscation and detention</p> <p>1<sup>st</sup> – 1 day ISS, SAC referral, complaint filed with Municipal Court 2<sup>nd</sup> – 2 days OSS; same as above</p>
<p><b>Public Displays of Affection (PDA)-</b> PDA are not permitted in the school.</p>	<p>Administrative detention for each offense</p>
<p><b>Recording Policy Violation-</b> The taking/sharing/posting of pictures/video/audio by students during school hours and at school-sponsored events is prohibited unless required for an academic task and under the direction of a staff member.</p>	<p>Picture/Video Taking 1<sup>st</sup> – Confiscation (possible police notification) and ISS 2<sup>nd</sup> – Confiscation (possible police notification)and After School Detention 3<sup>rd</sup> – Confiscation (possible police notification)and Saturday Detention</p>
<p><b>Sexual Harassment-</b> all unwanted, uninvited and non-reciprocal sexual attention, as well as the creation</p>	<p>Up to 5 days OSS Police notification</p>

of an intimidating, hostile, or offensive school or work environment. Sexual Harassment can include, but is not limited to, sexually suggestive looks or gestures, sexual jokes, pictures, teasing or pressure for dates or sex.	Referral for counseling
<b>Tardiness-</b> Late arrival to school.	Students are permitted four unexcused “lates” to school (after 7:40 AM) in one school year without receiving consequences. Then the following levels of consequence will be applied: <ul style="list-style-type: none"> <li>● 5<sup>th</sup> late- Lunch Detention</li> <li>● 6<sup>th</sup> late- Block ISS</li> <li>● 7<sup>th</sup> late- After School Detention</li> <li>● 8<sup>th</sup> late- Saturday Detention</li> <li>● 9<sup>th</sup> late or more- ISS</li> </ul>
<b>Theft</b> —Removal, concealment, or possession of property, other than one’s own. Depending on the nature or degree of theft.  <b>Burglary-</b> Entering or remaining in a school district facility or property to commit an offense.  <b>Robbery-</b> Using violence or threat of violence to obtain money or materials from another (regardless of value).  <b>Extortion-</b> Obtaining money or any material thing from another by means of a stated or implied threat of future violence	Minimum 5 days suspension Restitution Police notification Administrative Hearing
<b>Threat to Staff-</b> Actions that cause staff to have concern for the safety of themselves, their property or families.	1 <sup>st</sup> – 5 days suspension; Administrative Hearing; Police notification 2 <sup>nd</sup> – 10 days OSS; same as above 3 <sup>rd</sup> – OSS; consideration for expulsion
<b>Threats to Students-</b> Actions, which cause others to have concern for the safety of themselves, their property or families.	OSS Police notification
<b>Trespassing-</b> On school property without permission. Unauthorized presence in area without adult supervision.	ISS/OSS
<b>Unacceptable Behavior</b> – Conduct that disrupts class or school, or that interferes with a school’s investigation into possible misbehavior	Discretion of administrator after consultation with teachers and review of student records; Suspension or Saturday detention
<b>Unacceptable Language/Gestures</b> (obscene, profane, or otherwise offensive)	1 <sup>st</sup> – Saturday detention 2 <sup>nd</sup> – 2 days ISS/OSS 3 <sup>rd</sup> – 3 days ISS/OSS <b>Note- if directed to staff, OSS.</b>
<b>Vandalism/Damage to School Property-</b> Destruction or defacing of property creates an excessive mess, is of socially unacceptable nature, or destruction of property, which results from some act of misbehavior.	1 <sup>st</sup> – Review of student actions w/admin, parent and student, suspension. Cost of damages. Community Service. Loss of privileges. Police notification. 2 <sup>nd</sup> – Police notification. Cost of damages. Loss of privilege. Suspension. Community Service
<b>Weapons-</b> Firearms, explosive devices including firecrackers, tear gas canisters, smoke bombs, mace, knives, razors, cutting instruments, cutting tools, throwing stars, nun-chuck sticks used in a way as to intimidate or physically hurt another person. As per district policy 5131.7.	10 days OSS Police notification Re-entry meeting Administrative Hearing Consideration for expulsion

### DUE PROCESS

Parents and students have procedural due process rights under the Fourteenth Amendment with respect to discipline that involves the possibility of serious sanction and consequences such as suspension or expulsion. Specific procedures are posted on our District Web Site at [www.sbschools.org](http://www.sbschools.org) and are available upon request at the main office of the school that your child attends.

### BEHAVIORAL SUPPORTS

A current list of community and school-based health and social service provider agencies and other resources are available to support a student and a student's family. In addition to outside providers (help lines, referral services, counseling services and crisis services), there is a host of District supports including Student Support Teams in each school (multidisciplinary teams that provide a coordinated system for the identification, planning and delivery of interventions to assist students who are experiencing learning, behavior or health difficulties), Child Study Teams, counselors, and school nurses. Additionally, the BRIDGE Center, a partnership with the District and Rutgers University Behavioral Health Care, a division of Rutgers, The State University of New Jersey provides a range of free, confidential recreational and mental health services at South Brunswick High School and Crossroads Middle Schools to all middle and high school students.

Please refer to the District Web Site at [www.sbschools.org](http://www.sbschools.org) for this information or call the main office at the school your child attends for assistance.

### BOARD OF EDUCATION K-12 POLICIES

Detailed information regarding the following Board policies is available in the main office of all schools, at the Board of Education Office, and on the District web page at [www.sbschools.org](http://www.sbschools.org). What follows is a synopsis.

### ATTENDANCE

Punctuality and attendance are important habits for students to develop and maintain. In accordance with the laws of the *State*, the South Brunswick School District requires students to attend school regularly to ensure continuity of instruction and classroom participation.

*NJ State Law* requires that we document all days when a student is absent from school. As such, the school will monitor your child's attendance and timely arrival throughout the year. Parents of middle and high school students are also encouraged to monitor their child's attendance through Family Connect. **NOTE: Students who have missed 18 or more days of school, excused or unexcused, will be labeled as "chronically absent" by the State of New Jersey.**

**Excused Absence:** In keeping with the *NJ State Education Code*, we expect that, except in the case of illness (particularly contagious illness, vomiting, or fever), State-recognized religious observances, emergencies such as family illness or death, special educational opportunities (e.g. a required college visit) or as per an individualized education, health or accommodation plan, your child should be in school and arrive on time. To be considered "excused" for these reasons, there **must** be parental/guardian notice to the school with the reason for absence/lateness.

Note: Even if absences have been "excused," letters will be sent home regarding any areas of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A total of 18 absences per year are considered to be excessive whether excused or unexcused. This will result in the labeling of your child as **chronically absent** as defined by the state.

**Unexcused Absence:** On a day when an absence/lateness is for reasons other than those noted above as "excused," the day of absence/lateness is recorded as "unexcused" and will go into your child's permanent record marked as such. Please note that family vacations and other non-educational activities are not included in the list of "excused" absences above. They are considered "unexcused" absences, and should be planned so they do not interfere with school attendance. Parents/guardians must assume full responsibility for all missed academic assignments. Teachers will not provide work in advance of such absences but may provide work upon a student's return.

In addition, in accordance with *NJ Statutes Annotated (NJSA) 18:A* and *NJ Administrative Code (NJAC) 6A*, the following guidelines will be followed when absences are "unexcused."

- For up to 4 cumulative unexcused absences, the school will conduct an investigation including contact with the student's parents to determine cause of absences, will develop an action plan as necessary, and will contact law enforcement and other authorities or agencies as appropriate;

- For between 5 and 9 cumulative unexcused absences, the school will conduct a follow-up investigation including contact with the parents, will evaluate and revise the action plan above to include referrals, consultations or assessments, and will cooperate with law enforcement and other authorities and agencies;
- For cumulative unexcused absences of 10 or more, the student is considered truant. For students between the compulsory school ages, the school district will make mandatory referral to the court program as required by the *NJ Administrative Office of the Courts*. The school will consult with the parents, cooperate with law enforcement and other authorities and agencies, and will proceed in accordance with *NJSA 18A, Compelling Attendance at School*, and other applicable State and Federal statutes, as required.

A reasonable attempt to notify the parent of an “unexcused” absence will be made. The school will proceed in accordance with the law’s provision if a potential missing or abused child situation is detected.

**Unexplained Absence:** Parents/guardians must provide the school with a reason for a child’s absence. If the child is not in school and the school office has not received parental/guardian notification as to reason, this absence will be considered “unexplained” and will be marked as “unexcused” in the child’s permanent record and the guidelines above will be applied. In the event of “un-notified” absence, the school will make a reasonable attempt to contact the child’s parents to determine the reason for the absence prior to the start of the following day.

**High School Student Consequences:** Because attendance and punctuality to both school and class give each student the maximum opportunity to learn, there are specific consequences for a student who is truant (that is, absent without excuse), cuts class, is late to class or leaves class or the school without permission. Please refer to the Logical Consequences list in the Code of Student Conduct for further detail.

**Absences during Testing Periods:** If a student has an absence during the District or State standardized testing periods as advertised on the District calendar, he/she will only be able to make-up the test during the scheduled retake period that follows the testing period. This includes end-of-year final exams and math tests at all levels including those that determine placement and acceleration.

**Absence and After School/Evening Events:** Please note that except under previously-approved and special circumstances, a student who is absent from school during the day may NOT participate in any after school or evening events. (Note: A student who is absent due to illness may NOT participate.)

**Reporting Absence:** It is a parent’s/guardian’s responsibility to call the school when a student is going to be absent. The District’s voicemail system is operative 24 hours a day. Parents are requested to call the school by 8:00 AM (or by 10:00 AM if it is an afternoon absence only). When calling the school to report an absence, please listen to the prompts for the attendance line and give the student’s full name, reason for absence and the date(s) of absence.

**Reporting Lateness:** If a student must report to school late (after 7:40 AM), he or she must sign-in at the grade level office. To be excused from being late due to medical reasons, the student must submit a note on medical letterhead and explaining the reason for the late (e.g. office visit, blood work, hospital). The note must be presented when the students signs-in to school.

**Reporting an Early Sign-out:** Early sign-out from school is discouraged; however, we realize there are times when this will occur. Please call the grade-level office or send a note in advance to alert us of the need to sign your student out early from school. Once confirmed, students will be given an early release pass that will allow them to exit our building.

**Readmission after Absence:** A physician’s statement explaining a non-communicable absence of *more than five days* is required. The school nurse must receive a written physician explanation if the student has been absent with a communicable disease for *any length* of time. This will serve as evidence of the student being free of the communicable disease.

**Retention or Credit Loss:** Prolonged or repeated absences or lateness, excused or unexcused, from school or class may result in retention or the loss of credit toward graduation.

**Religious Holidays:** A list of the State of New Jersey Approved Religious Holidays is included in the South Brunswick School District Calendar. It can also be found at the NJ Department of Education website, <http://www.state.nj.us/education/>.

### RETENTION POLICY

The Board of Education Policy regarding Promotion and Retention states, "School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 150 days during the school year."

### ACCEPTABLE USE POLICY (A.U.P.)

The South Brunswick School District believes that all students should have access to technology tools, resources, and services when they act in a responsible, efficient, courteous and legal manner. Internet access and other online services, available to students and teachers, offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

We educate students about appropriate online behavior including awareness and response to cyber-bullying and interacting with others on social websites. In addition, we take steps to block access to inappropriate content, monitor safety and security when students use electronic communications, prevent unauthorized access including "hacking," and prevent unauthorized disclosure, use and dissemination of students' personal information.

Acceptable uses of technology are devoted to activities that support and enhance teaching and learning. Use of "technology tools" refers to all digital tools and equipment that are used in South Brunswick classrooms and schools— whether district-owned or privately-owned. Therefore, the A.U.P. also covers students in grades 6-12 who participate in Bring Your Own Device (B.Y.O.D.) at the invitation of their teachers and under the conditions outlined in the B.Y.O.D. Guidelines.

To use any technology in our instructional environment and while on school grounds, students must have an "Acceptable Use Policy: Technology Agreement" on file. All students and their parents/guardians must sign and/or electronically acknowledge this document. The Agreement, which is written in age-appropriate language, covers the following intervals: Kindergarten (which covers K-2), Third Grade (which covers 3-5), Sixth Grade (which covers middle school), and Ninth Grade (which covers high school). Copies of these divisional "A.U.P. Technology Agreements" may be found on the District website, [www.sbschools.org](http://www.sbschools.org), under "Policies."

### BRING YOUR OWN DEVICE (B.Y.O.D.)

The district will allow student use of personal devices on our network and school grounds for students in grades 6-12 who adhere to the Student Code of Conduct, the Acceptable Use Policy, and all applicable Board policies and the guidelines for B.Y.O.D. The use of personal devices by students is optional; students who do not participate in B.Y.O.D. will not be penalized, and alternative modes of participation will be available. Each teacher has the discretion to allow and regulate the use of personal devices in the classroom/instructional; students must comply with a teacher's decision regarding B.Y.O.D. Devices must be put into silent mode, while on school grounds. Responsibility for the safety, security, loss, damage, operation, and charging of personal devices rests with the student. The school administration has the authorization to collect and examine any device if the device is suspected of a violation of the Student Code of Conduct. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.

### ELECTRONIC COMMUNICATIONS POLICIES

Policies #3283/#4283: "Electronic Communications Between Teachers / Support Staff Members and Students."

These two policies (teacher and support staff) protect students from receiving or exchanging any improper or inappropriate electronic communications with any members of the staff. Students may not communicate with a staff member through anything other than the district email system, district telephones, and district-sponsored or district-approved (e.g. Edmodo) social media sites and web pages. Likewise, a staff member may not use or provide a personal email address to communicate with students, may not use a personal phone to communicate with students, is prohibited from text messaging communications with students, and prohibited from communicating with any student through a personal social networking website or other personal Internet-based website. A staff member may not offer or accept "friend" requests. Note: Under special circumstances (e.g. field trips, sports team events, club activities), a staff member may receive permission from the principal to use a personal device or personal media site for the purpose of communicating emergency/information notification in a timely manner.

### DRESS CODE

The wearing of clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In all such cases, students wearing inappropriate items will be asked to remove or replace them. When it is determined that students are in violations of these guidelines, they will be sent to the nurse's office and provided with temporary clothing for the remainder of the day.

No student is permitted to wear a hat or any other head covering in school, unless required to do so by religious custom or medical condition.

Based on our Five Core Values of *Honesty, Respect, Responsibility, Kindness, and Service*, we believe that it is essential to our school's climate that we set a standard of expectation and decorum for students attending South Brunswick High School. The purpose of our dress code is not to restrict individuality but to provide the environment that best allows academic individuality be recognized where it belongs- in the classroom.

Each year, we ask for input from various stakeholders who review our dress code. We strive to prepare students for life and careers. Our dress code was created to promote a positive and serious learning environment. It was also created to teach students how to make decisions about appropriate dress for the occasion - including school and the workplace.

We also recognize that our dress code should be supported in collaboration by SBHS, our students and parents/guardians. We strongly recommend that the enforcement of our dress code starts at home and that students and parents are aware of our expectations. We would like all students to adhere to the following expectations, as well as know that all members of our faculty and staff have the authority to hold students accountable for violations. Please note that we cannot fully predict/include all circumstances. For that reason, the administration reserves the right to determine whether a student's attire is appropriate for the educational environment.

1. Headwear: Unless worn for religious or medical purposes, hats, hoods, scarves, and bandanas are not to be worn during school hours. Headwear must be kept in lockers or inside backpacks. Sunglasses are not to be worn indoors.

2. Clothing (and jewelry/accessories): that displays obscene, profane, vulgar or lewd words, pictures, symbols, designs or double-meaning slogans, violence, drug, tobacco, sex-related connotations, or is offensive to any individual's nationality, ethnicity, religion, sexual orientation, disability, or gender group will be prohibited. In addition...

- Shorts must be mid-thigh in length or longer
- Dresses/skirts must be mid-thigh in length or longer
- Pants must be worn at the waist and not below it
- Tee shirts/blouses/dresses/other items must cover the top of the shoulder with a minimum of a 1-inch strap of material, and a student's back/torso must be covered starting with the shoulder blades
- See-through clothing of any kind is not permitted unless a proper lining or garment underneath is worn. This includes, but is not limited to, sheer or mesh fabric
- All garments must cover the midriff and side of the chest/torso
- Undergarments must be covered at all times and may not be visible
- Outdoor coats/jackets must be stored inside lockers – Sweatshirts/sweat jackets are allowed

3. Footwear: must be worn at all times and be safe and appropriate for each activity. The safest footwear includes sneakers, closed-toed shoes and/or sandals with straps around the ankle.

#### Dress Code Enforcement

When a student violates the dress code, he or she will be directed to change his or her clothing. Each violation will be documented. If a student refuses to change, his/her actions will be viewed as insubordination and will result in further disciplinary action (see student handbook). Parents may be contacted to supply appropriate attire if acceptable attire is not available.

Students who violate the dress code but are compliant with the requested dress code adjustment are subject to the following disciplinary actions:

*\*See chart of consequences above*

#### HARASSMENT, INTIMIDATION, AND BULLYING (H.I.B.) POLICY

It is the intent of the NJ Legislature in its January 2011 enactment of the new Harassment, Intimidation, and Bullying (HIB) Law to strengthen the standards and procedures for preventing, reporting, investigating, and responding to incidence of HIB of students that occur in school and off school premises.

The District prohibits all acts of harassment, intimidation or bullying. HIB is defined as any gesture, written, verbal or physical act or any electronic communication (that is, transmitted by an electronic device) whether it be a single incident or a series of incidents that:

- Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristic; and
- Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that **substantially disrupts or interferes with the orderly operation of the school or the rights of other students**; and that
- A reasonable person should know, under the circumstances, that the act will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to person or damage to property; or
- Has the effect of insulting or demeaning any student or group of students, or
- Creates a **hostile educational environment** for the student by interfering with a student's education or by **severely or pervasively** causing physical or emotional harm to the student.

A HIB complaint will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District HIB Policy. This policy can be accessed in full on the District web page at [www.sbschools.org](http://www.sbschools.org) along with contact information for the District's Anti Bullying Coordinator and each school's Anti Bullying Specialist.

#### BUS CONDUCT

NJ Statute provides that the bus driver shall be in full charge of the school bus at all times. Infractions deeming the student to be unmanageable can be reported to an administrator, or the police, by the driver and disciplinary action taken as necessary. Please refer to the Student Transportation Brochure included with your child's bus pass mailing for further description of the Rules & Responsibilities. Students are only permitted to ride on their assigned bus. In addition, the Code of Student Conduct also applies to bus behavior as well as behavior at the bus stop. It also applies to the behavior of walkers to and from school.

#### DATING VIOLENCE AT SCHOOL

Dating violence is defined as a pattern of physical, sexual, verbal or emotionally abusive behavior delivered through any means whereby one person attempts to coerce, control or abuse another considered a dating partner.

The term "at school" means in a classroom or anywhere on school property, on a school bus or school-related vehicle, at an official bus stop, or at any school sponsored activity event whether or not it is on school grounds.

The District will not tolerate acts of dating violence. A student's safety shall be the first priority in an act or incident of dating violence. School administrators will implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school code of student conduct. Police may be notified.

A report of such violence will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District Dating Violence at School Policy.

#### RECORDING POLICY

The taking/sharing/posting of pictures/video/audio during school hours is prohibited unless required for an academic task and under the direction of a staff member. Students may not use devices to record, transmit, or post photographic images, video, or audio of a person or persons on campus during school activities or school hours, unless otherwise allowed by a staff member.

#### SOCIAL MEDIA

Beginning this year, the district and its schools will maintain both Web pages and Facebook pages. Expanding Internet presence and utilizing a social media site will allow building and central administration to share information at any moment, while the community will be able to utilize a commonly used platform.

#### MEDIA AND WEB NON-CONSENT FORMS

Annually, South Brunswick School District sends parents/guardians information about federal and state laws as it pertains to the "personally identifiable information" of students and their rights when it comes to the school district using a child's name/likeness in the media, district sponsored publications or on its website. These forms can be found online at [http://www.sbschools.org/our\\_schools/policies/consent\\_forms.php](http://www.sbschools.org/our_schools/policies/consent_forms.php) . If a parent/guardian does not want his/her child's name and/or photograph to appear in the local newspapers, district's sponsored publications or on the district's website, they must sign and return the related form to the school's grade level office. Permission may be rescinded at any point during the school year by sending a note to the building principal. This will take effect upon receipt of the school. For further details, contact the main office.

### PUBLIC COMPLAINTS AND INQUIRIES

Policy provides a forum for members of the community to resolve any misunderstandings between the public and the school district regarding school personnel, district operations or instructional materials. Resolution is initially attempted through discussion between the involved parties and generally takes place at the classroom or school level.

### WEAPONS AND DANGEROUS INSTRUMENTS

Board of Education Policy regarding Weapons and Dangerous Instruments and State Law states that “any item known to be a weapon or any item used in such a way as to intimidate or physically hurt another person is prohibited from being on school property..” In addition, the Board Policy prohibits all imitation weapons and “the Board reserves the right to initiate and impose disciplinary action for conduct involving weapons.” Given the changing political climate in schools across our country, it is essential that our students learn early that threatening language is not acceptable. Expressions like the following will not be tolerated: “I’m going to shoot you. I’m going to bring a gun to school and shoot you. I’d like to kill you.” Verbal comments, written notes, and gestures along these lines will be taken seriously and dealt with accordingly. The school may have to consider police involvement in such instances.

### SCHOOL SAFETY PROCEDURES

School Safety: All district schools conduct drills and have plans in place to keep students, staff and community members visiting the school safe and secure. Among such safeguards are the following: Bus evacuation drills (twice a year); fire drills (once a month); lockdown and other state mandated drills (once a month).

School Security: All district schools have camera and buzzer entry systems which restrict visitors’ access to the buildings. To ensure the safety of our students, staff and community, the district also has an identification (ID) card system for all district staff. Visitors are issued temporary ID badges upon sign in at the reception desk. Requiring visitors to present identification cards will help us to distinguish persons in our school and enhance safety.

### EMERGENCY & GRADE LEVEL PARENT E-MAIL NOTIFICATION

South Brunswick School District offers a variety of e-mail notification services including Board meeting agendas/highlights and individual grade level e-mailings to parents to keep them informed of information pertaining to their child’s particular grade. An Emergency E-mail Notification keeps subscribers informed of emergency closings or delayed openings or other instances where parents may be required to take action (school evacuation due to power outage, etc.). Signing up is simple. Visit [www.sbschools.org](http://www.sbschools.org) for instructions.

### NUTRITION

South Brunswick School district contracts its school dining services through Chartwells Dining Service which provides school lunch options in compliance with the State-mandated Nutrition Policy.

Due to the growing number of students who have been diagnosed with peanut allergies, which can be fatal to some, Chartwells School Dining Services no longer serves items that are peanut-based or use foods prepared with peanut-based products in any of our cafeterias. While this change does not impact “packed” lunches or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

### 2NDFLOOR Helpline (888-222-2228)

Parents: In operation since 2008, the 2NDFLOOR Youth Helpline is operated by 180 Turning Lives Around, Inc. out of Monmouth County. The NJ Department of Education has encouraged districts to inform their young people about the helpline as it serves students seeking guidance with a crisis or simply needing an immediate place to talk.

Students: The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR’s phone counselors are caring, supportive and friendly. 2NDFLOOR also has a website at [www.2ndfloor.org](http://www.2ndfloor.org). You can anonymously write a message on the online message board and receive a response from 2NDFLOOR. What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you!

*Additional mental health resources and a directory are available by contacting your student’s counselor, or by viewing the mental wellness and crisis resource tabs on the district’s website.*



## SOUTH BRUNSWICK HIGH SCHOOL PROCEDURES AND INFORMATION

### EIGHTEEN-YEAR OLDS

The South Brunswick School District may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All South Brunswick High School students, whether they have achieved the age of 18 years old or not, are expected to adhere to the same set of policies and guidelines.

### INTEGRITY PROCEDURE

The academic integrity guidelines of South Brunswick High School encourage high ethical standards for teaching and learning with respect to knowledge, honesty, and fairness. At SBHS, students are expected to maintain high standards of academic integrity and scholarly practice. This community does not tolerate academic misconduct of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty. Students are expected to understand and follow the policy for all academic tasks both in and out of the classroom. The academic integrity guidelines of this community stress doing one's own work while avoiding all types of academic dishonesty including, but not limited to copying, cheating, plagiarism, fabrication, stealing, misrepresentation, facilitation, buying, selling or distributing information and unethical technology use.

The following levels are differentiated based on grade and are designed to provide appropriate instruction for underclassmen in areas of violation. The tiered levels are guidelines that administrators will use to determine consequences. The administrator may vary consequences on a case by case basis. All violations are cumulative over four years and are kept in the student's discipline record.

<b>Violation</b>	<b>Consequence</b>
<p><b>GRADES 9 AND 10</b></p> <p><b>Level I</b></p> <ul style="list-style-type: none"> <li>✓ Copying or sharing homework w/o permission</li> <li>✓ Citing an outside source using improper MLA/APA format</li> <li>✓ Allowing one's work to be copied</li> <li>✓ Asking another for unauthorized assistance</li> <li>✓ Direct copying, cutting, pasting, or lifting whole sections of text w/o proper citation</li> </ul> <p><b>Level II</b></p> <ul style="list-style-type: none"> <li>✓ Cheating during any assessment using any method</li> <li>✓ Altering an assignment and re-submitting it for a better grade</li> <li>✓ Deception in order to achieve more time on a given project</li> <li>✓ Providing or receiving information about all or part of an assessment including answers</li> </ul> <p><b>Level III</b></p> <ul style="list-style-type: none"> <li>✓ Sharing, receiving, assisting in, or utilizing stolen assessments</li> <li>✓ Hindering, in any manner, the investigation of an academic offense claim</li> <li>✓ Taking another student's work and handing it in as one's own</li> <li>✓ Falsifying information or damaging another's work on an assessment so that an unfair advantage is gained</li> <li>✓ Copying, buying, or posting a report, paper, or project and submitting it as one's own.</li> </ul>	<ul style="list-style-type: none"> <li>• Make corrections, when applicable, to obtain the lowest passing grade, take a 0 for work, or receive a 0 if this is a repeated behavior</li> <li>• Conference(s) to address and correct misconceptions about correct practices to avoid plagiarism and maintain integrity</li> </ul> <ul style="list-style-type: none"> <li>• Confiscation of all materials-if testing is in progress, 0 for that part of the test taken. If assessment/project is already completed-conference with teacher and alternative assignment for lowest passing grade (exception is final exam)</li> <li>• Six-month probation if leadership course member or current honor society member</li> <li>• Saturday Detention</li> </ul> <ul style="list-style-type: none"> <li>• Zero for task</li> <li>• Disqualification/removal from any honor society, student leadership class/course, government or class office</li> <li>• Conference with the Principal</li> <li>• Detention /ISS</li> <li>• Notification of parent and counselor</li> <li>• Noted on discipline record</li> <li>• Loss of grade-level privileges for 60 days</li> </ul>

**Level IV**

- ✓ Falsifying records manually or through the unauthorized use of a computer/computer program.
- ✓ Accessing, through any means, test materials without proper authorization

- If AP Course - no opportunity to take the AP exam
- Disqualification/removal from any honor society, student leadership class/course, student government elections, or student government position
- Inability to receive school or local scholarships or class awards
- Denial of honors or AP course weighting
- Possible police notification if vandalism has occurred in these actions
- OSS
- Notification of parent and counselor
- Noted on discipline record
- Conference with Principal
- Loss of grade-level privileges for 90 days
- Loss of credit in affected course(s)

**GRADES 11 AND 12****Level I**

- ✓ Copying or sharing homework
- ✓ Allowing one's work to be copied
- ✓ Citing an outside source using improper or incorrect MLA/APA format
- ✓ Misrepresentation including but not limited to: Forging hall passes, parking decals, or School ID, fraudulent notes and call-outs for absences
- ✓ Direct copying, cutting or pasting, or lifting whole sections of text without proper citation

- No second-chance opportunity
- Notification of parent and counselor
- Notation on discipline record
- Detention/Suspension
- Six-month probation if a current Honor Society member
- Loss of privileges (e.g. running for student government and parking)

**Level II**

- ✓ Cheating during any assessment using any method
- ✓ Altering an assignment and re-submitting it for a better grade
- ✓ Deceptive practices to achieve more time on a given project/assignment or test

- Zero for task with no opportunity to re-do assignment
- Saturday Detention
- Notification of parent and counselor
- Conference with the Assistant Principal
- Notation on discipline record
- Six-month probation if a current Honor Society member
- Loss of grade-level privileges for 30 days

**Level III**

- ✓ Sharing, receiving, assisting in, or utilizing stolen assessments
- ✓ Hindering, in any manner, the investigation of an academic offense claim
- ✓ Taking another student's work and handing it in as one's own

- Zero for task
- Disqualification/removal from any Honor Society or student leadership class/course or office
- Conference with the Principal
- ISS
- Notification of parent and counselor
- Noted on discipline record

<ul style="list-style-type: none"> <li>✓ Falsifying information or damaging another's work on an assessment so that an unfair advantage is gained</li> <li>✓ Copying, buying, or posting a report, paper, or project and submitting it as one's own.</li> </ul> <p><b>Level IV</b></p> <ul style="list-style-type: none"> <li>✓ Falsifying records manually or through the unauthorized use of a computer/computer program.</li> <li>✓ Accessing, through any means, test materials without proper authorization</li> <li>✓ Vandalism to the school or its contents resulting in physical damage/financial damage</li> </ul>	<ul style="list-style-type: none"> <li>● Loss of grade-level privileges for 60 days</li> <li>● No opportunity to take the AP exam</li> <li>● Disqualification/removal from any honor society/student leadership class or course/student government position and inability to be awarded school or local scholarships or class awards.</li> <li>● Denial of honors or AP course weighting</li> <li>● Possible police notification if vandalism has occurred in these actions</li> <li>● OSS</li> <li>● Notification of parent and counselor</li> <li>● Noted on discipline record</li> <li>● Conference with Principal</li> <li>● Loss of grade-level privileges for 90 days</li> <li>● Loss of credit in affected course(s)</li> <li>● Restitution</li> </ul>
--	---

CURRENT & POTENTIAL HONOR SOCIETY STUDENT INFORMATION-INTEGRITY VIOLATIONS

Students with a single Level I or II violation may apply for honor societies, but the integrity violation will be reviewed as part of the selection process. If you are current member of an honor society and you receive a Level I or II violation, you will be placed on probation for a six month period and reinstated if there are no further disciplinary issues. Students with Level III or IV integrity violations will not be considered for any honor society. Any current member who receives a level III or IV violation will be removed from all honor societies.

SECURITY CAMERAS

**Notice:** This facility is monitored by security cameras.

HALL CONDUCT

Students in the hall or in other areas during class time must have an official, handwritten pass that is shown to staff members upon request. Students who refuse to show a pass will be considered insubordinate.

**HEADPHONES:** Students are allowed to wear headphones/earplugs in the cafeteria. However, for security reasons, students are only allowed to have one ear "plugged in" while in the halls. One ear must be free so that students may hear announcements/directions.

STUDENT IDs

Students are required to wear their school photo IDs, visibly on a lanyard, at all times. Student ID must be from the current school year. ID photo, name, or barcode may not be defaced. Photo ID cards are necessary to purchase lunch or snack items from the school cafeterias, to borrow books from the library and gain access to the library after school. If you do not possess your photo ID and lanyard, disciplinary consequences may be imposed including suspension. There is a fee to replace lost cards and lanyards. Replacement ID's may be obtained in C201 during blocks 1 and 3, or before 7:30 AM. There is a \$5.00 replacement charge for the third ID and any subsequent ID's and a \$.50 charge for replacement lanyards. Consequences ranging from lunch detention – Saturday detention are also assessed for students who have more than two ID's issued to them in one school year. Letters are mailed home to apprise parents of the charges their students have incurred replacing ID's.

STUDENT OBLIGATIONS

Students will pay for any damage they have done to the building or property of others. School personnel will file a report regarding any incident of vandalism. Depending on the severity of the vandalism police may be notified, students will be suspended from school and/or scheduled for an administrative hearing.

Students are expected to maintain the condition of books, materials, and equipment that they are issued. If items are lost or damaged, students will be responsible for repair or replacement costs. If there are outstanding debts for the above or for fund-raising activities, students will not be issued working papers, transcripts, or a diploma. Books and materials left in lockers will be considered **UNRETURNED**, and students will be fully responsible for their replacement value. Lockers must remain locked and combinations should not be shared with others.

Students are also responsible for paying and clearing debts, which may include Chartwells, library fines, photo IDs, and book fines.

#### TEXTBOOK AND CALCULATOR REPLACEMENT COSTS

Students are responsible for returning textbooks and/or calculators in the same condition at the end of the course. Should a textbook or calculator be lost or damaged, the student would be responsible for the replacement costs. Replacement costs vary by course and are based on the purchase price of that textbook or calculator. Textbook costs can be as high as \$150.00 and calculators as high as \$130.00. Students are made aware of the costs at the beginning of the school year through our book card system. In addition, if a textbook is returned to the teacher and re-binding is necessary, students must pay a \$15.00 fine to cover the rebinding cost.

#### BOOK LOANS AND FINES

The South Brunswick High School Library Media Center is open daily before and after school with hours as posted. Loans of materials are as follows: Books - two weeks; Magazines - one week. All materials are renewable as long as no one has placed a request for that specific item. Overnight loans must be returned before the beginning of the first class. Fines for late materials: Books and magazines: 5 cents per day when school is in session. Overnight loans: 25 cents per period per day will be charged. (Maximum \$1.00 per day)

#### PERSONAL ITEMS AND ELECTRONIC EQUIPMENT

Students are expected to bring to school only those supplies, books and other materials needed for learning. Personal items including but not limited to electronic devices such as cell phones and iPods are allowed to be used in school during school hours providing that students adhere to the Student Code of Conduct, the Acceptable Use Policy, and all applicable Board policies and the guidelines for B.Y.O.D. (Please refer to page 13.) **Responsibility for the safety, security, loss, damage, operation, and charging of personal devices rests with the student.**

#### DISSECTION OPT-OUT

Public school pupils in grades K-12 have the right to refuse to dissect, vivisection, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Schools are required to notify students and parents of the anticipated dissection curriculum and their right to "opt-out" of participating in such activities. In turn, parents have two weeks from the receipt of this notice to notify the school of their child's desire to be exempt from participation and be provided with an alternate educational project.

#### GAMBLING

All forms of gambling are prohibited. Items will be confiscated and police notified for instances of gambling. Items may be kept indefinitely.

#### ALCOHOL and OTHER DRUG POLICY and PROCEDURES SUMMARY

The Board of Education recognizes that a pupil's dependency on, or use, and abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the family and the entire school community. The board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

As part of a comprehensive student assistance program, a trained counselor provides intervention, prevention and referral services.

***The possession, use, sale, and/or distribution of any substance on school property, while on school transportation, or at any school sponsored activity is prohibited.*** Substance means alcoholic beverages, controlled dangerous substances, anabolic steroids, tobacco, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system. Also included is any prescription and over-the-counter drug/medication, except those authorized in writing by a physician.

When a student is reported for suspicion of being under the influence of a substance the student's parent/guardian will be called and

arrangements will be made for an immediate medical examination. If there is a positive determination of under the influence, according to District Policy 5530, appropriate sanctions will be imposed and the student will be referred to the student assistance counselor for assessment and support services.

If there are reasonable grounds to believe that a student possesses, has purchased, transferred, or offered to sell any substances or drug paraphernalia, an administrator may invoke the search and seizure rule. The police will be notified and a complaint will be filed. If verification is received that the student committed the alleged offense(s) district sanctions will be imposed.

A complete copy of the district’s policy and regulations may be obtained on the school’s website or in school offices.

**STUDENT ATTENDANCE OFFENSES AND CONSEQUENCES**

The following are minimum consequences for student attendance offenses. In particular circumstances, an administrator may assign more extensive consequences.

In cases when consequences are assigned for attendance violations, parents will be notified, and the student’s counselor/case manager will be informed as well. HAP privileges may be restricted for students as part of their consequences for the attendance violations noted below and on the following pages.

<b>Type of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Cutting class (absent for more than 10 minutes)	Teacher contacts parent and files paperwork  Lunch Detention	Grade level office contacts parent  Saturday Detention	Grade level office contacts parent  ISS	Grade level office contacts parent  ISS/OSS
<b>Type of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Truancy from school (absence without prior parent knowledge)	ISS	Saturday detention or Community Service	Parent conference with counselor and AP  2 days ISS	Mandatory reentry meeting with Principal, AP, parent, and student  OSS
<b>Type of Offense</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>
Failure to attend Saturday Detention/ISS	Grade level office contacts parent  1 day ISS or OSS	Grade level office contacts parent  2 days OSS	Mandatory reentry meeting with Principal, AP, parent and student	Mandatory reentry meeting with Principal, AP, parent and student
<b>Type of Offense</b>	<b>5<sup>th</sup> Offense</b>	<b>6<sup>th</sup> Offense</b>	<b>7<sup>th</sup> Offense</b>	<b>8<sup>th</sup> and 9<sup>th</sup> Offense</b>
Late to School (after 7:40 AM) Students are permitted 4 “lates” in one school year without consequences.	Lunch Detention	Block ISS	After School Detention	8th Saturday Detention  9th ISS
<b>Type of Offense</b>	<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Offenses</b>	<b>4<sup>th</sup> &amp; 5<sup>th</sup> Offenses</b>	<b>6<sup>th</sup> Offense</b>	<b>7<sup>th</sup> Offense</b>
Tardy to class (10 minutes or less)	2nd Teacher contacts parent on 2 <sup>nd</sup> tardy  3rd Lunch Detention Grade Level office contacts parents	Teacher contacts parents	Saturday detention  Grade Level office contacts parents	Community Service, ISS HAP, Saturday Detention for each tardy, suspension of privileges

### MESSAGES/TELEPHONES

Students and parents should note that non-emergency messages cannot be delivered to students during the school day. Emergency messages should be directed to the grade level office.

### FRONT DESK DELIVERIES/STUDENT PICK-UPS

**No food deliveries** for students will be accepted at the front desk. Students are not permitted to order food from outside sources during school hours. If a student calls home for a forgotten item, it is the student's responsibility to go to the front desk and pick it up during passing time or lunch. **Classrooms will not be interrupted.**

### VISITORS

Adult visitors to the building must provide photo identification and sign in at the Receptionist Desk. Persons in the building without an approved **Visitor Pass** will be considered to be trespassing. Visitors must park in a legal parking spot.

### LOCKERS

Each student is assigned an individual hall locker for storage of books and outerwear. Students are advised not to share locker combinations with anyone and should not keep any valuables in lockers. The school is not responsible for lost or stolen articles. Lockers are the property of the Board of Education. Lockers can and will be opened for inspection. You may not keep any substance or object which is prohibited by law and/or the rules and regulations of the South Brunswick Township Education in this locker. You are further notified that any evidence of illegal activity discovered in this locker may be used in a juvenile or criminal matter. Problems with lockers should be reported to the grade level office. All lockers, including gym lockers, must be kept locked. Lockers are to be emptied at the end of the school year or as required by the school.

### DRIVING/PARKING PRIVILEGES

Driving to school and parking on campus is a privilege afforded only to senior students who have been approved. Application for a parking permit must be submitted online as per instructions found on the school website. Permits will be allocated based on selection by lottery. Two lottery drawings will be held each year, one in early September for the first semester of senior year and one in February for second semester. A review of each senior's attendance, academic standing and discipline record will be done prior to issuing a permit for the year. A senior wishing to park may not have an "F" in any subject area for the 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> marking periods of their junior year. In addition, no suspensions, in or out of school, may have occurred during junior year and all outstanding fines must be paid. Priority for parking permits will be given to work-study students upon request from the business department. Keep in mind, the number of permits is limited.

All of our students are encouraged to drive carefully and to avoid excessive speed or reckless driving when going to and from school. Students are specifically encouraged to avoid reckless driving on school grounds and on streets of the adjoining residential neighborhoods. Parking in an unauthorized area, using a vehicle to leave school grounds without permission, reckless and unsafe driving on campus, as well as poor discipline are all reasons to revoke a student parking permit. Failure to display your decal or unauthorized parking on campus will result in loss of parking privileges and/or disciplinary consequences.

Additionally, cars parked on neighboring streets may be subject to police action. Parking permits can be revoked for a variety of reasons during the senior year. Examples of these reasons are: a grade of F in any subject area, an in school or out of school suspension, integrity violation, a serious violation of school rules, habitual lateness. Please note that reasons to revoke a parking permit are not limited to those examples listed. Revoking a parking tag may be temporary or permanent depending on the offense committed. There is a \$12.00 non-refundable fee for parking on campus each semester. \*Only students with approved hang tags can park on campus.

*\*Any student found parking on campus without authorization may forfeit school privileges. In addition, any junior found parking on campus without authorization will lose parking privileges for the upcoming senior year.*

### ACADEMIC INFORMATION

#### REQUIREMENTS FOR GRADUATION – STATE AND DISTRICT

#### New Jersey High School Assessment-PARCC: Partnership for Assessment of College and Career Readiness

The classes of 2017 and 2018 will be required to pass one part of the PARCC Assessment Tests for both ELA and Math. Under current plans, the new PARCC assessments are expected to be used as the high school graduation exam starting in 2019.

### WHAT IS PARCC?

The Partnership for Assessment of Readiness for College and Careers is a coalition of states working together to develop a set of assessments that measure whether students are on track to be successful in college and their careers. These computer-based K-12 assessments in Mathematics and English Language Arts/Literacy provide teachers, schools, students, and parents better information whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs.

PARCC assessments have replaced the High School Proficiency Assessment (HSPA) that was required for all high school juniors in past years. It is important to note that PARCC assessments will be given throughout a student's high school career, as the required English and Math courses are taken and completed (e.g. English I, II, III and Algebra I, Geometry, Algebra II). Under the current plans, the new PARCC assessments will serve as the high school graduation testing requirement starting in 2019. The New Jersey Department of Education has listed the following substitute competency tests as alternatives to the PARCC assessments for the classes of 2017 and 2018.

(This information was taken from the New Jersey State Department of Education website as of May 24, 2016.)

<b>English-Language Arts</b>	<b>Mathematics</b>
PARCC ELA 9 $\geq$ 750 (Level 4) <i>or</i> PARCC ELA 10 $\geq$ 750 (Level 4) <i>or</i> PARCC ELA 11 $\geq$ 725 (Level 3) <i>or</i>	PARCC Algebra I $\geq$ 750 (Level 4) <i>or</i> PARCC Geometry $\geq$ 750 (Level 4) <i>or</i> PARCC Algebra II $\geq$ 725 (Level 3) <i>or</i>
Prior to 3/1/16 SAT Reading $\geq$ 400 <i>or</i>	Prior to 3/1/16 SAT Math $\geq$ 400 <i>or</i>
SAT Evidence-Based Reading and Writing Section $\geq$ 450 <i>or</i>	SAT Math Section $\geq$ 440 <i>or</i>
SAT Reading Test $\geq$ 22 <i>or</i>	SAT Math Test $\geq$ 22 <i>or</i>
ACT Reading or ACT PLAN Reading $\geq$ 16 <i>or</i>	ACT Reading or ACT PLAN Math $\geq$ 16 <i>or</i>
Accuplacer Write Placer $\geq$ 6 <i>or</i>	Accuplacer Elementary Algebra $\geq$ 76 <i>or</i>
Accuplacer Write Placer ESL $\geq$ 4 <i>or</i>	
PSAT10 Reading or PSAT/NMSQT Reading* $\geq$ 40 <i>or</i> PSAT10 Reading or PSAT/NMSQT Reading** $\geq$ 22 <i>or</i>	PSAT10 Math or PSAT/NMSQT Math* $\geq$ 40 <i>or</i> PSAT10 Math or PSAT/NMSQT Math** $\geq$ 22 <i>or</i>
ACT Aspire Reading $\geq$ 422 <i>or</i>	ACT Aspire Math $\geq$ 422 <i>or</i>
ASVAB-AFQT Composite $\geq$ 31 <i>or</i>	ASVAB-AFQT Composite $\geq$ 31 <i>or</i>
Meet the Criteria of the NJDOE Portfolio Appeal	Meet the Criteria of the NJDOE Portfolio Appeal

*Note: \*PSAT taken prior to October 2015; \*\*PSAT taken after October 2015*

### New Jersey Biology Competency Test

All students taking the first-level Biology course are required to take this test at the end of the year. First-level Biology courses include: General Biology, Biology I and Honors Biology I.

CREDIT REQUIREMENTS

South Brunswick High School students must earn 125 credits, of which 105 must come from the following required courses:

COURSE REQUIREMENT

English I, II, III, IV	4 years / 20 credits
Social Studies	3 years / 15 credits (Government & Economics/ U.S. History/Global Studies)
PE/Health	1 year (3.75 credits / 1.25 credits) for each year of high school; typically PE 9/Adolescent Issues PE 10/Driver Education PE 11/Adult Issues PE 12/Senior Health.
Math	3 years / 15 credits
Science	3 years / 15 credits (a Physical Science, a Biological Science, and any other Lab Science)
World Language	2 years / 10 credits (of the same language)
Fine Arts	1 year / 5 credits
21st Century Skills	1 year / 5 credits
Personal Financial Management	1 Semester/ 2.5 credits

EARLY GRADUATION

Completion of the minimum credit requirements for graduation in less than four years is possible if planned early in the student’s high school career. A student should declare this intention prior to the end of sophomore year. The student's counselor will meet with the student and the parents and help in weighing the advantages and disadvantages of the decision. The final decision for a student’s early graduation rests with the principal after a close review of graduation credits.

**Students must meet all graduation requirements, including the completion of 125 credits, in order to participate in the school’s graduation ceremony.**

GRADE INFORMATION/FAMILY CONNECT

Report cards are mailed home at the end of each marking period. Students and parents are encouraged to contact teachers when they have questions or concerns about the information in these notices. Student grades and Interim comments may be viewed through the parent portal of Family Connect (Power School). Family Connect is the online grade book program for South Brunswick middle and high school parents/guardians/students. This program provides families with “real time” information on students’ progress by giving parents and students online access to current assignments, grade and attendance through PowerSchool. Family Connect enables students and their parents/guardians to view information anywhere there is internet access and at any time of the day. Assignments and grades will be posted at various times during the marking period with most grades being updated every two weeks depending on the nature of the assignment.



Parents and students will need a login ID and password. For more information, please call the Family Connect Helpline at 732-398-5098 or [Family.Connect@sbschools.org](mailto:Family.Connect@sbschools.org). All community members have access to internet connected computers at the South Brunswick Township Library.

### GRADING SYSTEM

Letter grades are used on the report cards and students' cumulative records. The grading scale and grade point values of each letter grade are listed below:

### ACADEMIC YEAR

A	93-100	(4.00)	
A-	90-92	(3.67)	
B+	87-89	(3.33)	
B	83-86	(3.00)	WP Withdrawn Passing (0.00)
B-	80-82	(2.67)	WF Withdrawn Failing (0.00)
C+	77-79	(2.33)	AW Administrative Withdrawal (0.00)
C	73-76	(2.00)	
C-	70-72	(1.67)	M* Medical Exc. (Phys. Ed.)
D	65-69	(1.00)	X* Audit / No Credit
F	0 - 64	(0.00)	*Not included in GPA

**As of Sept. 2007**, Honors course grades earn an additional .5 grade point above the standard scale and A.P./college-level course grades earn an additional full grade point above the standard scale. This weighting is applied to grades of C- or above in Honors/AP/college-level courses.

### GRADE POINT AVERAGE

A cumulative Grade Point Average for each student is calculated in the summer of each year based on the final grades of all coursework completed through August. In the senior year, a mid-year calculation is done.

The GPA is calculated by dividing the total number grade points earned by the total number of credits attempted. Grades in A.P. and Honors courses taken at South Brunswick High School are weighted. An unofficial transcript with the cumulative GPA and a full explanation is sent home to rising seniors each summer. More detail is available in the S.P.S. Office as well as on the district website.

### SCHEDULE CHANGES

The Guidance Office will consider requests for schedule changes for the following reasons only:

- prerequisites
- completion of a summer school course (**taking a summer school course does not guarantee placement in an upper level class as many classes are closed due to high enrollment**)
- desire to drop a course for a Help and Access Period (HAP)

Decisions to request or make level changes should be made with full awareness of the deadlines on page 3 and consequences for failure to meet those deadlines. Entering a new course is not possible after the deadlines listed on page 3 of this handbook.

If students drop a course AFTER the deadline, the course will appear on their transcripts with a grade of WP or WF, whichever is appropriate. Either grade has the impact of an F on the grade point average. If a student changes course levels; e.g. Algebra to Elements of Algebra or Honors to Academic at any time, the grades from the original class are transferred to the new class and are included in computing the final average. If the level change occurs AFTER the deadline, the original course will appear on the transcript with a grade of WP or WF, both of which have the impact of an F on the student's GPA, and the grades from the original class are transferred to the new class.

### REGISTRATION FEE PROCESS

In spring 2012, our district announced a new online registration and payment service that is available to every family to pay for various fee-based programs. Each family is strongly encouraged to set up an account by registering online at [http://www.sbschools.org/schools/sbhs/school\\_information/ptp\\_registration.php](http://www.sbschools.org/schools/sbhs/school_information/ptp_registration.php). Some of the programs include Club fees, athletic fees, AP courses and AP exams, PSAT, etc. More information is available online.

### HONOR GRADUATES

The criterion for consideration to be selected as Valedictorian, Salutatorian and Honor Graduates is determined based on the cumulative Grade Point Average (GPA) at the end of the 7<sup>th</sup> semester of high school (January of senior year). In order for a student to

be considered as our Valedictorian or Salutatorian he or she must have earned grades at an accredited high school and must be a South Brunswick High School student for a minimum of four semesters. The criterion for honor graduates is set at a GPA of 3.8 or higher.

#### HONOR ROLL

South Brunswick High School recognizes students who continue to meet our school's highest expectations. Each marking period students are recognized for the following accomplishments:

**High Honor Roll** – GPA of 4.0 or higher

**Honor Roll** – GPA between 3.8 and 3.99

**Honor Roll – Principal's Distinction** – By nomination only, any student showing a significant academic improvement or a unique contribution to the school community.

The honor roll will be displayed in the school lobby and recognition letters will be mailed home.

#### GUIDANCE AND STUDENT SUPPORT

Parents, who are concerned about the academic progress and/or development of their child, are asked to bring it to the attention of a school administrator, teacher, nurse, or counselor.

#### HEALTH SERVICES

SBHS has four registered nurses. Some of the available services include emergency illness and injury care; medication administration; chronic health condition management & support (e.g. diabetes, asthma, seizures, hearing deficits, eating disorders, etc.); working papers and sports physical exam clearance, health screenings, health counseling and instruction, drug and alcohol policy implementation, building safety promotion and health care resource consultation.

All medications to be taken by students during the school day **must** be kept secure in the Health Office. These medications must be in the original labeled container for School Nurse administration. A school medication permission form must be signed by parent and physician and returned to the health office. Medication for life threatening conditions (e.g. inhalers, epipens and insulin) can be carried and used by students, provided the Self-Administration permission form is on file for the current year. Call the health office for the required forms.

Acetaminophen (Tylenol) and Ibuprofen (Advil) will be given to students only if parental permission is on the emergency form for the **current** school year.

#### SPORTS PHYSICAL EXAMS

District policy requires all students who wish to participate in extracurricular athletics (including marching band, color guard, dance team & cheerleading) to have documentation of a recent physical exam on file. Students who do not have a medical care provider should contact the Health Office. Sports forms **must** be handed in with each new sports season your child participates. Detailed information regarding the sports clearance process can be found on the school website at <http://www.sbschools.org/schools/sbhs/athletics/physicals.php>. There are 7 forms for possible submission to be completed by student, parent and/or doctor. All forms must be submitted within 90 days prior to the first day of tryouts and it is extremely important to adhere to the deadline dates. Please note additional forms are required for student with Diabetes, Seizures, Asthma and Life Threatening Allergies. Please call your Health Office or Athletics if you have any questions.

#### WORKING PAPERS

Working papers are required for all persons under 18 years of age who are gainfully employed. They are issued for a specific job, not as general permission to work.

Application forms are available at the Main Reception Desk from 7:30AM- 4:00PM. A birth certificate bearing a raised seal, a promise of employment form signed by an employer, and a health certificate filled out by a doctor or nurse are required for processing.

#### TRANSCRIPTS

Official transcripts can be requested and sent electronically via *Naviance* to most colleges. Colleges that do not accept them electronically require the submission of a "transcript request form" to the counselor. Transcript requests must be submitted at least ten working days in advance of the application deadline. Subsequent requests must be made at least five working days prior to deadline.

An unofficial transcript will be provided to a parent or student within five working days of the request. Transcripts given to students or parents marked Unofficial will not satisfy the requirement of most colleges and scholarship agencies.

A transcript contains a student's demographic data, all courses taken in grades 9-12 for high school credit, final grades in these courses, school-related extracurricular activities in which the student has been a fully active member, and the most recent end-of-term cumulative grade point average. All current year courses including HAP, Senior Privilege AM/Senior Privilege PM, and grades from all completed marking periods are also included. **College admission test scores are NOT included on the transcript.**

#### STUDENT LOAN INFORMATION

For many years the New Jersey Higher Education Student Assistance Authority (HESAA) has prepared a Student Loan Guide to be distributed to New Jersey high school students. In January 2013 legislation was passed by the New Jersey Legislature and signed into law by Governor Christie requiring HESAA to prepare a similar brochure and directing high schools to annually disseminate it to each student in the 11th and 12th grades.

In accordance with N.J.S.A. 18A:71A-35, please see the Student Loan Guide e-booklet link below and a new tool, The Student Loan Game Plan.

E-booklet link to the Student Loan Guide: <http://www.hesaa.org/Flipbooks/StudentLoanGuide/index.html>

Interactive Student Loan Game Plan:

<http://www.studentloan.org/Responsible-Borrowing/NJ/Student-Loan-Game-Plan.aspx>

In addition, the following is the link of this state law for your review.

[State Law regarding Student Loans](#)

#### GUIDANCE COUNSELING SERVICES

The goal of the counseling staff is to assist students in developing their potential and attaining success both academically and personally. The counselors offer support and guidance to their students from the time they enter high school through graduation by providing them with maximum information for their decision-making and by facilitating their progress over the four years. In addition to individual sessions, the counselors work with students in groups to present developmental programs so that all students are prepared to implement their individual post-high school plans upon graduation. Counselors are also a resource to staff members and to parents, and often work with school personnel, outside agencies and a variety of programs to provide additional opportunities and supports for students. To see their counselor, students may come before or after school, during lunch, or with a pass out of class. Counselors will send passes periodically to see students, or students may request a pass whenever they need to see the counselor.

#### STUDENT ASSISTANCE PROGRAM

The Student Assistance Program offers a wide array of support services for students and their parents/guardians. A trained counselor is available to provide **confidential** help such as assessment, short term individual and group counseling and information for students experiencing issues interfering in their lives. Issues addressed can include, but are not limited to: peer relationships, anger, teen stress, body image, substance abuse, depression, suicidal thoughts and other various concerns. Students, parents/guardians and staff can make referrals to the program.

#### BRIDGE CENTER/SCHOOL-BASED YOUTH SERVICES

**The BRIDGE Center** is a dynamic partnership between the public school system and University Behavioral Healthcare, a division of Rutgers, the State University of New Jersey. The primary objective of the program is to help assure that pre-teens and teenagers will obtain needed assistance in an accessible location.

We provide a range of free and confidential recreational and mental health services at South Brunswick High School and Crossroads Middle School. Services include individual, group, and family counseling, psychiatric care, case management, and youth development programming. It should be noted that connection to counseling services is contingent upon need and staff availability. Referrals to the center can be made by students, parents or school staff. Parent permission is required for participation.

Parents, staff or students can reach the BRIDGE Center by dialing the main school telephone number.

#### DCPP formerly DYFS

The Division of Child Protection and Permanency (DCPP) is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety and well-being of children and their families. DCPP is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment. DCPP operates a 24-hour, 7-days a week child abuse hotline to receive all reports of suspected child abuse and neglect. The hotline is linked with a statewide network of Special Response Units charged with the responsibility of responding to reports received after normal business hours and on holidays. Any concerns regarding child abuse or neglect should be reported by calling

1-877-NJ-ABUSE. Find more information on the child abuse hotline and contact information for DCPD local and area office by going to the State Department of Education's web site - [www.state.nj.us/DCF/about/divisions/dcpp/](http://www.state.nj.us/DCF/about/divisions/dcpp/)

### CUSTODY and GUARDIANSHIP

Unless a parent's right to information about his/her child's performance in school has been terminated by the court, both parents have access to such information. If a parent's right has been terminated by the court, the other parent must provide the school with such legal documentation. The school will need a copy of that part of your current legal agreement that specifies the custody and visiting rights of parents. This information will be kept confidential. The school needs this information in order to meet its legal obligations.

### ATHLETICS

South Brunswick High School provides our community with a well-rounded program of interscholastic sports. Anyone interested in participating should visit our website for a listing of sports, important dates and requirements.

### PAY TO PARTICIPATE

Information about Pay to Participate is available online at [http://www.sbschools.org/schools/sbhs/school\\_information/ptp\\_registration.php](http://www.sbschools.org/schools/sbhs/school_information/ptp_registration.php). Email [sbhs.ptp@sbparents.org](mailto:sbhs.ptp@sbparents.org) with or call extension 3295 with questions.

### ELIGIBILITY

In order to be eligible for athletic participation, students must

- have written permission from a parent or guardian.
- be examined and found fit by a physician. Sports physicals must be submitted on state forms.
- download forms at <http://www.sbschools.org/schools/sbhs/athletics/physicals.php>
- have earned 30 credits for grades 10-12 from the previous year to participate in fall and winter sports.
- have passed at least 15 credits for grades 9 -12 at the end of the fall semester to participate in spring sports.
- maintain an overall minimum GPA of 2.0 (C average).
- conduct themselves in a manner that reflects the South Brunswick High School Core Values in the classroom and in the athletic arena (Honesty, Responsibility, Service, Kindness and Respect.)

Below is a listing of SBHS sports by season:

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
Cheerleading	Basketball-boys/girls	Baseball
Cross-country- boys/girls	Bowling-boys/girls	Golf-boys/girls
Field Hockey	Cheerleading	Lacrosse boys/girls
Football	Dance Team	Softball
<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
Gymnastics	Ice Hockey	Tennis-boys
Soccer-boys/girls	Swimming-boys/girls	Track-boys/girls
Tennis-girls	Winter track-boys/girls	Volleyball-boys
Volleyball-girls	Wrestling	

Most sports programs field freshman, junior varsity, and varsity teams. Participation on teams requires dedication to the sport, practice time, and commitment.

Student athletes must meet South Brunswick High School and NJSIAA eligibility requirements (as outlined in the student handbook and NJSIAA handbook) and must abide by ALL school policies, also included in the student handbook. **Students who wish to participate in a scheduled practice or game must be in school by 10:42 AM that day, or present for two complete blocks:** the athletic director must approve any exception.

- A late bus at 5:15 PM is available to students who are on teams.
- Students who may be interested in participating in a sport on the collegiate level should talk with both their coach and guidance counselor to complete the required registration forms for the NCAA and make sure they do not participate in any programs which would prohibit their college eligibility.
- Students must secure their belongings inside lockers using a lock and should refrain from bringing items of value to the locker rooms. We are not responsible for lost or stolen items.

For more information contact Ms. Elaine McGrath, Athletic Director at [Elaine.McGrath@sbschools.org](mailto:Elaine.McGrath@sbschools.org)

### ACTIVITIES

Clubs and activities are an integral part of the SBHS school culture and reinforce our core values of honesty, respect, kindness, service and responsibility. All students are encouraged to get involved, meet new people and select activities that fit their schedule and spark their interests.

There is a \$25 fee to participate in clubs and organizations. Payments are not transferable, refundable or retroactive. Students and parents who do not meet established PTP deadlines will not have the club/activity listed on the transcript. Payments will not be accepted for previous years. All students must go through the Pay to Participate process even if they have met the family maximum or are exempt from paying because they qualify for the free or reduced lunch program

While some groups are selective, many clubs are open to all students. Clubs and activities:

- enhance student's educational experience
- encourage a sense of ownership and belonging
- are conducted in a safe, healthy and **respectful** environment
- empower students to explore their talents, interests and values
- encourage critical thinking, decision-making, and problem-solving
- promote **kindness** and consideration for others
- enhance a sense of **responsibility** and self-discipline
- endorse **honesty** and loyalty
- provide opportunities for **service** and leadership
- develop students who are life-long learners

### PARTICIPATION IN SELECTED ACTIVITIES

Some levels of participation (Powder Puff players, Mr. SBHS contestants, Asian Show participants, Student Council and Class officer candidates and others) require administrative approval. This approval is granted to students who:

- are in good academic standing - (maintaining at least a C average and has no integrity violations of Level II or above.) Officer candidates may not have any integrity violations.
- have a clean discipline record, as determined by the Grade Level Assistant Principal.
- comply with the district attendance policies - (follows guidelines for absences, tardiness and cutting.)

### AFTER SCHOOL GUIDELINES

#### **Students**

All school rules apply to after school meetings and activities. At 2:40 all students must be participating in a faculty supervised activity. For security reasons, students found wandering the building after school, or violating school rules will be subject to suspension and loss of school privileges.

#### **Guests**

Guests are permitted only at selected events. Students bringing a guest may be required to provide a photo ID as well as other written information. Guests are the responsibility of the host student and are required to follow all SBHS rules.

### OFFICERS, VOTING, and ELECTIONS

All students running for a club office or voting in an officer election must qualify for official membership at the time of the election. Additional qualifications may be established by the individual clubs. Election procedures will be handled solely by the Club Advisors who will count all ballots and announce the results.

### TRANSPORTATION

The 4:15 pm Late Buses provide transportation for students attending club meetings, events, tutoring, or detention on Tuesdays, Wednesdays, and Thursdays only. The 5:15 pm Late Buses provide transportation for athletes. On some occasions, the **late buses are filled** to capacity. Therefore, students should have a plan for alternate transportation should the need arise.

### MEETING DATES, TIMES and LOCATIONS

During September, details of club meetings are announced on VTN, online, and through the Student Activities Office, room 109. As soon as meeting information is available it will be posted on the High School page of district website under clubs. **Students remaining**

**in the building after the end of the school day must be involved in an official supervised school activity.**

**QUALIFYING FOR OFFICIAL TRANSCRIPTS and MEMBERSHIP**

Students must attend at least 50% of a club's meetings and events, register through pay-to-participate, submit a copy of their pay-to-participate receipt to the group's advisor and meet any additional requirements of the specific group to qualify for official membership. Club memberships will be placed on a student's transcript at the end of the academic year based on the information supplied by the advisor. Students should check PowerSchool to verify the activities listed are accurate at the beginning of each year. Requests for transcript corrections will be accepted only during the month of September. Corrections will be accepted for the preceding academic year only.

**For more information regarding activities contact:**

**Lauren Morris, Activities Coordinator, Room 109**

**Phone – 732-329-4044 Ext. 3316 E-mail – [lauren.morris@sbschools.org](mailto:lauren.morris@sbschools.org)**

**STUDENT GOVERNMENT**

**STUDENT COUNCIL**

The Student Council coordinates our Student Government for the benefit of all SBHS students, grades 9-12. The Student Council Officers oversee the Student Senate and a year-long program of social functions and community involvement projects for students. Students learn the duties and responsibilities of good citizenship, using the school environment as the primary training ground. The student body elects Student Council Officers in the spring. The officers meet Block 3A in Student Activities, Room 109.

**STUDENT COUNCIL OFFICERS**

**Advisor – Ms. Boyer**

**Student Council**

President—Nina Trach

Vice President—Deepshika Muruganathan

Board of Ed Representative—Sara Rubiano

Treasurer—Gillian Chambres

Public Relations—Jenna Cohen

Recording Secretary—Michaela Sanders

Historian—Izzy Leite

Corresponding Secretary—Matthew Ryan

Underclassmen Representative—Jada Mayo

Executive Members—Madison Ianneillo, Marcus James, Zayna Jawed, Kallen Mitchell, and Philip Vozzo

**STUDENT SENATE**

The Student Senate is an integral part of the Student Government. Student Council provides a democratic forum in which students can address school-related issues that affect their lives. It also maintains a continuous communication channel from students to both faculty and administration, as well as among the students within the school. The Student Council Officers plan and facilitate the senate and committee meetings. Student Senators are representatives elected to the Senate at the beginning of each school year from their Block 1A class. Senate meetings are held monthly during the school day. Senators serve on various committees and help organize the school-wide activities sponsored by the Student Council.

**CLASS OFFICERS**

Each year students elect officers who plan fundraising, dances, proms, trips, and school spirit activities or their class. Class Officers are expected to attend senate meetings, report on class business and participate in all events hosted by the Student Council. Faculty Class Advisors work with the class for all four years.

**CLASS OF 2017**

**Advisors—Ms. Logan and Ms. Ordog**

President—Dan Kim

Vice President—Ally Iordache

Treasurer—Joe Abdo

Historian—Beccy Zheng

Secretary—Safwan Islam

Social Coordinator—Adnan Oudeh

Executive Members—Angad Arora, Joshua Liao, Zaynab Khan, Sena Kumapley, Shannon Molnar, Ryan Moran, Michael Napoli,

Vishan Ramanathan, AD Sharma, Amolika Srivastava, Ryan Stadler, Anirudh Vemulupalli

CLASS OF 2018

**Advisors**—Ms. Agrawal and Ms. Olsen

President—Joanna Kim

Vice President—James Li

Treasurer—Esther Zhang

Historian—Maanasi Dudi

Secretary—Ethan Yang

Social Coordinator—Kritika Sharma

Executive Members—Sanya Ailani, Srikar Ayyalasomayajulla, Emilee Botnick, Avani Goyal, Martina Malak, Chinnu Matthews, Ashna Mediratta, Yati Patel, Louisa Post-Zwicker, Alekhya Thota, and Nitisha Utkeeri

CLASS OF 2019

**Advisors**—Mr. Rossi and Ms. Trippe

President—Imran Arif

Vice President—Kelvin Rose

Treasurer—Shreya Murthy

Historian—Josh Brown

Secretary—Shweta Murali

Social Coordinator—Bryan Chen

Executive Members—Afash Haleem, Rishika Deshde, Muskan Jawed, Sanika Karanjkar, Ramsha Khan, Pancham Kishan, Shweta Murali, Shreya Murthy, Adam Ng, Ayushi Sarkar, Kevin Shah, Sanjana Senthil, Ritikha Vengadesh, and Piya Verma

CLASS OF 2020

Advisors—Ms. Maley-Pezzina and Ms. Lehre

All officers for the freshman year will be Executive Members.

These students will be selected in the fall following an interview process.

AG/ns 8.16.16