

# *High School Code of Student Conduct*

2015-2016

## 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 extra-curricular 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 after school 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*

| VIOLATION   | CONSEQUENCE   |
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| <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 may involve a range of consequences depending on the infraction.</li> </ul> <p>Consequences may include: Police notification, removal of student from course W/F, administrative hearing and consideration for expulsion for serious issues</p> |

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| <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<br/>(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<br/>Police notification<br/>Referral to County of Middlesex Firewatch<br/>Administrative Hearing<br/>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<br/>Police notification<br/>Administrative Hearing<br/>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 a teacher choice, and student compliance is expected.</p> <p>Students are expected to comply with expectations for privately owned technology devices in the halls and on school grounds. Calls may not be received or initiated during the school day. Devices must be kept on silent mode.</p> <p>Refer to information on the B.Y.O.D. policy listed later in this Code for greater detail.</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 on school grounds, the following will occur.</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – Confiscation, parent notification, student pick-up end of day.</li> <li>• 2<sup>nd</sup> – Confiscation and parent pick up</li> <li>• 3<sup>rd</sup> – Confiscation, parent pick up, and 1-day ISS</li> <li>• 4<sup>th</sup> – Confiscation, parent pick up and 1-day OSS</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, or is involved in a violation of the Code of Conduct or A.U.P., building administration will collect and examine the device. It is expected that students provide full access to the device. Further consequences will depend on the findings.</p> <p>Students who refuse to hand over their devices, intact, will be disciplined as follows:</p> <ul style="list-style-type: none"> <li>• 1<sup>st</sup> – 1-day ISS and suspension of B.Y.O.D privileges 30 days</li> <li>• 2<sup>nd</sup> – 2-days ISS and suspension of B.Y.O.D privileges 60 days</li> <li>• 3<sup>rd</sup> – 2-days OSS and suspension of B.Y.O.D privileges remainder of school year</li> </ul> |
| <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<br/>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. Parents will be notified, and disciplinary referral may be submitted.</p> <p>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>   |

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| <p><b>Endangerment / Roughness-</b> Failing to comply with established safety procedures that contribute to possible harm of others; i.e. 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><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<br/>Police notification<br/>Administrative Hearing<br/>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<br/>2<sup>nd</sup> – 10 days suspension; parent conference, police notification, Apology of Action, re-entry meeting<br/>3<sup>rd</sup> – OSS; expulsion consideration, re-entry meeting, Apology of Action</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<br/>Saturday School<br/>ISS/OSS<br/>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 emotional harm to person or damage to property; or</li> <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>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 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 C301.)</p>   | <p>1<sup>st</sup> – Warning. Student given a new ID.<br/>2<sup>nd</sup> – After school Detention<br/>3<sup>rd</sup> – Saturday Detention<br/>4<sup>th</sup> – ISS and loss of privileges<br/>5<sup>th</sup> – Administrative hearing</p>  |
| <p><b>Insubordination/Defiant Behavior-</b> refusal to cooperate/comply with staff member. This includes</p>  | <p>Community service and/or ISS/OSS/Saturday Detention</p>  |

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| refusal to show hall pass when requested.   |  |
| <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   | Four levels of violation/consequence as stated in the Student Handbook.  |
| <b>Leaving School Grounds-</b> leaving school grounds without permission.   | 1 <sup>st</sup> – Saturday detention/community service<br>2 <sup>nd</sup> – 1 day ISS<br>3 <sup>rd</sup> – 2 days ISS<br>4 <sup>th</sup> – OSS and re-entry meeting  |
| <b>Misrepresentation (Forgery or Falsification of Identity)-</b> This includes wearing another’s ID, forging passes, notes, letters, calling out for absences, or using expired passes.   | Parent contact<br>Detention<br>Suspension<br>Loss of privilege   |
| <b>Physical Assault on Staff-</b> Physical contact against school personnel that causes, or has the potential to cause, bodily injury   | 10 days OSS<br>Police notification<br>Administrative Hearing<br>Consideration for expulsion<br>Referred for psychiatric evaluation   |
| <b>Possession of Tobacco-</b> being in possession of tobacco products or electronic smokeless products  | Confiscation and detention   |
| <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.  | 1 <sup>st</sup> – 1 day ISS, SAC referral, complaint filed with Municipal Court<br>2 <sup>nd</sup> – 2 days OSS; same as above   |
| <b>Public Displays of Affection (PDA)-</b> PDA are not permitted in the school.   | Administrative detention for each offense  |
| <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.  | Picture/Video Taking<br>1 <sup>st</sup> – Confiscation and ISS<br>2 <sup>nd</sup> – Confiscation and After School Detention<br>3 <sup>rd</sup> – Confiscation and Saturday Detention   |
| <b>Sexual Harassment-</b> all unwanted, uninvited and non-reciprocal sexual attention, as well as the creation 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. | 2 days OSS<br>Police notification<br>Referral for counseling   |
| <b>Tardiness-</b> Late arrival to school.   | Students are permitted three 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>● 4<sup>th</sup> late- Lunch Detention</li> <li>● 5<sup>th</sup> late- Block ISS</li> <li>● 6<sup>th</sup> late- After School Detention</li> <li>● 7<sup>th</sup> late- Saturday Detention</li> <li>● 8<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. Greater than \$10 results in a Violence and Vandalism Report.  | Minimum 2 days suspension<br>Restitution<br>Police notification<br>Administrative Hearing  |
| <b>Burglary-</b> Entering or remaining in a school district facility or property to commit an offense.  | Same as above  |
| <b>Robbery-</b> Using violence or threat of violence to obtain  | Same as above  |

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| money or materials from another (regardless of value).<br><b>Extortion-</b> Obtaining money or any material thing from another by means of a stated or implied threat of future violence   | Minimum 2 days suspension<br>Police notification<br>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<br>2 <sup>nd</sup> – 10 days OSS; same as above<br>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<br>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;<br>Suspension or Saturday detention   |
| <b>Unacceptable Language/Gestures</b> (obscene, profane, or otherwise offensive)   | 1 <sup>st</sup> – Saturday detention<br>2 <sup>nd</sup> – 2 days ISS/OSS<br>3 <sup>rd</sup> – 3 days ISS/OSS<br><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.<br>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<br>Police notification<br>Re-entry meeting<br>Administrative Hearing<br>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 (NJS) 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 *NJS 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.)

Beginning in 2015-16, and only after the middle and high schools make the announcement that B.Y.O.D. is in effect, the district will begin to 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

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 lets 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, symbolism, 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:

1st Offense –warning + rectify situation

2nd Offense – detention + rectify situation + parent call

3rd Offense – suspension + rectify situation + parent call

#### 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.

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 safe guards are the following: Bus evacuation drills (twice a year); fire drills (once a month); lock down 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 Turing 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!

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