



Crossroads Middle School
 SOUTH BRUNSWICK SCHOOL DISTRICT
STUDENT HANDBOOK

2016-2017

<p>Crossroads North 635 Georges Road Monmouth Junction, NJ 08852 732.329.4191 <i>Mr. Mark Daniels, Principal</i> <i>Mrs. Kimberly Bynoe & Mrs. Allison DuBois, Assistant Principals</i></p>	<p>Crossroads South 195 Major Road Monmouth Junction, NJ 08852 732.329.4633 <i>Mrs. Bonnie H. Capes, Principal</i> <i>Ms. Sondra Hinson & Mr. Mark Kmiec, Assistant Principals</i></p>
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The South Brunswick Vikings

School Colors - Black & Gold

Our District & School Website - www.sbschools.org

Dear Crossroads Students, Parents/Guardians,

On behalf of the Crossroads Middle School faculty and staff, we welcome you to the 2016-2017 school year!

Each year, the school expectations are revised, updated, and approved by the Board of Education. The need for a safe, orderly, and caring school environment is fundamental to the achievement of a quality education. The policies and procedures included in this handbook are designed to create that environment. They establish the expected norms of behavior for our school community and provide a basis for the creation of an atmosphere in which learning can flourish. Please thoroughly read this handbook with your child to ensure your knowledge and understanding of the contents.

We look forward to sharing a partnership of excellence and to working closely with you and your child throughout the school year.

Sincerely,

The Crossroads Administrative Team

THIS SCHOOL PLANNER/AGENDA BELONGS TO:

Name: _____ Grade: _____
 Address: _____
 City/Town: _____ Zip Code: _____
 Phone: _____ Unit: _____

~ A Nationally Recognized Blue Ribbon School ~
 "Attitude Determines Altitude – Fly High!"

* Denotes a K-12 District Policy

Updated July 2016

GENERAL INFORMATION FROM A TO Z

** Denotes District Policies*

ARRIVAL & DEPARTURE

Pick-Up/Drop-Off (For SOUTH)

When dropping off students during arrival and dismissal times, please use the rear parking lot on Kingston Lane. The students can be dropped off or picked up along the curb near the side of the school.

Pick-Up/Drop-Off (For NORTH)

When dropping off and picking up students during arrival and dismissal times, please proceed to the designated area in the **rear of the building**. Students should enter and exit vehicles using the doors on the right side of the vehicle (towards the building).

Notice Regarding Dismissal

If students arrive to school on the bus, they are expected to return home on the bus at the end of the regular school day (3:05pm North/3:10PM South) unless participating in a school-sponsored activity. **Students are not permitted to walk to other locations in the community such as Pierre's or the Public Library.**

Late Bus

There is a 5:15pm late bus that is designated only for students who participate in sports, activities, detention, or a teacher-sponsored activity. Students who remain after school must be under the direct supervision of a teacher, activity sponsor, or a coach. Sporting event spectators are not permitted to use the late bus. We expect that students who stay after school for an activity have already informed their parents/guardians and have received permission to stay.

ATTENDANCE*

Please see the district policy below

AFTER SCHOOL PROGRAMS

Community Education provides an After School Program called Club 678 for Crossroads students. This program will run daily from the time of dismissal until 6:00pm. **THIS PROGRAM IS HOUSED AT CROSSROADS NORTH for both North and South students.** All school rules observed during the day will also apply to all after school activities, including Club 678. To register for the service, please contact Community Education at http://www.sbschools.org/community_ed/index.php

BIRTHDAY RECOGNITION

Students are not permitted to have parties to celebrate a birthday, or any other special personal event in the life of a student, as they should be a family matter. Parents are not allowed to send flowers, balloons, or gifts to school. They will not be accepted.

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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 the school principal by the driver and disciplinary action will be taken as deemed necessary. Please refer to the *Student Transportation Brochure* included with your child's bus pass mailing for further description of the Rules & Responsibilities. In addition, the Code of Student Conduct below applies to bus behavior as well as behavior at the bus stop. This also applies to the behavior of walkers to and from school.

CARE OF PROPERTY & MATERIALS

A neat, well-kept school reflects good school citizenship. Keeping our school this way is everyone's responsibility and each student is expected to do his/her own part. Unsafe conditions or damage should be reported to a school official immediately.

The cost of all repairs for damage to and/or replacement of any school property which was lost or damaged by a student is the sole responsibility of the family of the student involved. This includes damaged or lost textbooks, library materials, technology, co-curricular equipment, etc. Records and report cards may be withheld for students with outstanding accounts. **Intentional vandalism** to the school building or property may result in the filing of police charges.

COMMUNICATION *

Should you have a question regarding your child's educational experience, please consider the following options to best answer your question or concern. All communication should begin with the classroom teacher except in the event of an emergency.

Communication Sequence

Classroom Teacher
School Counselor (Depending on Concern)
Assistant Principal
Principal

The District understands and values the importance of effective communication between school and home. The District uses electronic means as its primary communication vehicle to keep our families and the community informed about information related to our schools. However, if the need arises, a letter from the building principal or the Superintendent may be sent home through the postal mail or in students' backpacks on any day throughout the school year. Parents or guardians are encouraged to check their child's backpack, mail and e-mail daily.

AUTODIALER

The District may implement its automated telephone communication system, AutoDialer, at any time. This communication enables administration to reach thousands of phone numbers in a matter of minutes. This system will be used to communicate emergency information, including but not limited to inclement weather closings, early dismissals and/or other information deemed important by the District. In such instances, parents or guardians will need to have emergency

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accommodations in place. Parents or guardians are informed of this service and are given directions for sign-up so that they may be apprised of emergency information immediately. Parents and guardians have the responsibility for ensuring that this information is updated if telephone numbers change.

EMERGENCY E-MAIL ALERTS

The District offers several e-mail notification/alert services to subscribers. In the event of an emergency (example – inclement weather closing/emergency dismissal or cancellation of after-school/evening activities), the District may utilize the Emergency E-mail notification service to communicate such information. This supplements the AutoDialer system. To sign up to receive e-mail alerts, visit www.sbschools.org and click on the e-mail notification button; follow the necessary steps.

FAMILY CONNECT

Family Connect is the online grade book program for South Brunswick middle and high school parents/guardians and students. This program provides families with “real time” information on students’ progress by giving parents and students online access to current assignments, grades, 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. In order to use Family Connect, parents and students will need a Login ID and Password. Information on this will be sent to parents/guardians and students in the mail.

For more information about *Family Connect*, refer to the Parent Guide at:

http://www.sbschools.org/boe/general_information/parent_information/family_connect.php

Grade Range

A+ = 98-100

A = 90-97

B+ = 87-89

B = 80-86

C+ = 77-79

C = 70-76

D = 64-69

F = 00-63

ONLINE FRIDAY FOLDERS K-8 / HIGH SCHOOL EMAIL UPDATES

Our K-8 schools send a weekly electronic communication to parents and guardians and the High School sends periodic updates to its parents. These communications could include information/announcements from the principal and school as well as outside organizational flyers such as recreation or scouts. This electronic communication will be the primary communication outlet to our families. Materials that are sensitive in nature (e.g. class trip permission slips) are sent home via hard copy. There may be instances - such as health-related updates - that require more than one communication to be sent out each week.

Parents and guardians should sign up for these and other E-mail services offered by the School District so that they may be apprised of emergency information immediately. Register by clicking on the E-mail Notification Sign Up icon located on the Home Page of the District's Web site, www.sbschools.org. Parents or guardians with children in multiple grade levels (high school notifications) or school buildings have the ability to sign up to receive more than one communication.

As students advance to the next grade level or move to another building, parents are asked to update their subscription (e.g. from grade 5 to 6 or 9 to 10, etc.) as the District does not determine/dictate what should be received. This is a privacy/choice issue and one that can be changed only by the parent or guardian.

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WEB SITE

The District's Web site, www.sbschools.org, is another one of the primary sources of informational outlets for our parents and guardians. The site provides up-to-date news, including but not limited to need-to-know information, policies and upcoming events and/or emergency information. Each school hosts and maintains its own Web site, which communicates information directly targeted to its parent community. Important announcements and school policies are posted on the individual school sites. Contact information for staff members is also made available on the site. If the need arises, the District's Home Page features a scrolling Announcement Banner that contains important information such as school closings, registration dates and links to announcements or press releases. Each school also has the ability to post an Announcement Banner to their individual site, if needed.

MEDIA AND WEB

Pursuant to the Federal Educational Rights and Privacy Act (FERPA), school districts are permitted to release "school directory information" unless parents exercise their right of refusal. Under the FERPA law, this information could include: student name, residential address, E-mail address, phone numbers, photographs/images, school locations, field of study, degrees, honors and awards received and participation in athletics and other activities.

It is the intent and practice of the School District to publish, post online to District-hosted or District-approved sites, or distribute a student's name and/or photograph, audio and/or video recording, displays of work or other information related only to student achievement or accomplishment (e.g. academic/athletic recognition, award received, selected work).

Annually, South Brunswick School District provides parents or guardians with the opportunity to rescind this permission through the issuance of Media and Web Non-Consent forms. Parents or guardians who do not grant the District permission to release "directory" type information, as it relates to student achievement or accomplishment, must sign and return the necessary paperwork to the school main office by the date indicated on the form. Permission may be rescinded at any time during the school year by contacting the school directly.

VIKING TELEVISION NETWORK

The District operates two television stations. One station is used for internal use at South Brunswick High School and includes live broadcasts of the morning announcements and other high school-related programming. Viking Television Network (VTN) broadcasts to the community through Comcast Cable Channel 28/Verizon FIOS Channel 36. The station broadcasts a bulletin board slide show of upcoming events and/or important announcements. Board meetings are rebroadcast on this station regularly. Other programming includes District events and features activities from all levels. The Broadcast schedule for VTN is also available on our Web site.

CONFERENCES

On-going communication between home and school is critical to your child's success. Parent/Teacher Conferences are held twice a year, once in the fall and again in the spring. Should you need a conference at another time during the year, contact your child's teacher.

CURRICULUM

Crossroads has been organized to provide an appropriate learning environment for pre-adolescent middle school students. In sixth, seventh, and eighth grade, a team of five-six teachers and approximately 100-150 students form a UNIT within

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which students receive instruction in language arts (writing and literature), mathematics, science, and social studies. Additional support is provided to students as needed and as deemed necessary by his/her educational performance.

Encore Program

A wide range of additional experience is provided by specialists outside the UNIT in the areas of art, music, computers, digital tools, world languages (French, Latin, & Spanish), and physical education. All students are required to take physical education/health and a world language. Sixth grade students are enrolled in three different encore classes over the course of the year. Seventh and Eighth grade students are offered six encore classes, which meet a range of interests over the course of two years.

Extracurricular Activities

We also offer a variety of extracurricular activities for all students.

DANCES

A few school dances will be scheduled throughout the school year. Separate dances will be held for just 6th grade students and then a combined grouping for 7th & 8th grade students. Teachers and staff will be present to supervise. ***School dances are for CROSSROADS students ONLY.*** Upon entering, all students must present his/her school ID Card for entry. Students are expected to conduct themselves according to the expectations set forth in the Code of Student Conduct. Students who attend dances or other sponsored school activities **must be dropped off and picked up at the school.**

Dances generally begin at 7:30pm. Students are not allowed entry after 8:00pm, unless accompanied by an adult. **Re-entry is not permitted.** Students who leave early must be picked up by an adult at the door for the gym. Please be punctual when picking up your child. Students who are picked up late may lose their privilege to attend the next dance.

When the dance ends, parents can pick-up their children in the following designated areas:

North → AUDITORIUM South → CAFETERIA

EARLY CLOSINGS/DELAYED OPENINGS

In the event that the school must close early, students will take their usual routes home. Students should make sure they talk with their parents about what they should do in the event that no one is home when they arrive. There should always be a back-up plan that can be followed.

Information regarding school delays or closings can be found at the following media outlets: radio station WCTC (1450 AM) and WPST (94.5 FM), TV stations: News 12 New Jersey (Channel 62), Verizon FiOS Channel 36, Comcast Cable Channel 28 (VTN), Channel 4 (NBC) and Channel 7 (ABC). The district website www.sbschools.org will also post a scrolling banner for delays or closings. Parents enrolled in the Emergency E- mail system will also receive e-mails. The auto dialer telephone service may also be used in emergency schedule changes. For specific start and end times, see the *School Hours* section for detailed information.

EMERGENCY NOTIFICATIONS

South Brunswick School District offers a variety of e-mail notification services.

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- Online Friday Folder (K-8)
- SBHS E-mail (by grade level)
- Board Meeting Agendas/Highlights
- Emergency E-mail Alerts

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 for instructions.

EMERGENCY STUDENT INFORMATION AND PROCEDURES

In accordance with advice from local, state, and federal authorities, the school has devised a series of plans to ensure the safety of students and staff. In the event of an emergency, parents or guardians will be notified of the school's plans and course of action at the appropriate time. Parents can facilitate this process by maintaining accurate, updated emergency form information with the Main Office. *New home phone numbers, cell phone numbers, and local emergency contact persons should be reported to the Main Office immediately.* The importance of maintaining updated information cannot be overemphasized. Also, parents are encouraged to sign up for the South Brunswick Emergency E-Mail Notification System. See the district website for more information.

HALL PASSES

All students should have a pass if they leave their classrooms during class time. Time between classes should be sufficient for bathroom use. The **HALLWAY PASSPORT** in the back of this student planner is the official pass record for students. Students are given an individual bathroom pass from their teachers during the class period, which should also be recorded in the **HALLWAY PASSPORT**.

HEALTH CENTER PROGRAM AND SERVICES

School Nurse

Crossroads has a full-time nurse to promote the general health of our students. The nurse's duties include conducting eye examinations and hearing tests, and arranging for physical examinations. The nurse may not treat old injuries or change bandages. Physical exams are required to participate in after school sports and to receive working papers. The nurse will provide forms and information to the students and parents.

Students who are ill

Students who are ill should be kept at home and use the family doctor as needed. Student **SHOULD NOT BE SENT TO SCHOOL FOR A DIAGNOSIS OF HEALTH PROBLEMS.** We want to minimize the possibility of transmitting/spreading diseases or viruses. If a student becomes ill during the day, our school nurse is available to assess the situation and care for the student while the parent/guardian is contacted.

Medication

It is the policy of South Brunswick Schools that the administration of medication to pupils shall be done only in exceptional circumstances such as when the student's health may be jeopardized without the medicine. If a student's doctor has prescribed medication, which must be given during school hours, the medications should be brought to the school nurse at the beginning of the school day. (This also includes "over the counter" medications.) All medication **MUST** be in the original, labeled container. Parents/guardians need to fill out a medication order form, which can be obtained from the

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school nurse. This form needs to be signed by the doctor in order for the nurse to administer the medication. **Students may NOT carry ANY medications.**

Emergency Cards

Emergency card, which contain accurate and up-to-date information with local emergency telephone numbers, are essential in providing proper care in case of illness or injury. Please report any changes in information throughout the year immediately.

HOMWORK

Homework at Crossroads is defined as any assigned work that is expected to be completed by students at a time other than in regular class periods. We believe that such assignments serve several purposes, including the following:

- Reinforcing and extending learning experiences beyond the class period by giving students an opportunity to practice, to expand ideas, and to explore new ideas without the pressure of time.
- Helping students learn to plan and use his/her their time wisely, to work independently, to use good study skills, and to develop responsibility and self-discipline.

Homework can be the daily link to the home that allows parents to play a more active and informed role in the partnership of home and school. Assignments may be short-range (overnight) or long-range (2+ days), and they may require a student to demonstrate his/her knowledge in a variety of ways. At this age level, students should be able to manage and handle one to one and a half hours of homework daily. *Look for daily assignments in this student planner.*

Homework in the Case of an Absence/Makeup Work

We expect students to take responsibility for obtaining and complete any homework assignments he/she may miss when absent from school. In the case of a short-term absence, **EVERY STUDENT SHOULD HAVE THE TELEPHONE NUMBER OF ONE OR TWO FRIENDS IN EACH CLASS** who can be called for the homework and class information that was missed. If they are not able to contact a classmate, they will be given the same number of days as the absence in which to complete the work. Long-term assignments or work that was assigned prior to an absence should be submitted on the original due date. Parents may **request a folder containing missed homework.**

After the second consecutive day of absences, calls to request homework should be placed to the **Guidance Counselor in the Student Personnel Services Office.**

LIBRARY

Students are strongly encouraged to check out library materials. Any materials borrowed from the library should be returned in a timely fashion. In the event that any materials are not returned, please refer to the *Care of Property* section of this handbook.

LOST AND FOUND

Students may check outside of Cafeteria B (North) or within the cafeteria (South) for “lost and found” items. In order to facilitate the return of lost articles to the rightful owner, every attempt should be made to permanently mark all items brought to school with the student's name. Items will be periodically donated if they are not identified within a reasonable amount of time.

LOCKERS

Students are assigned a hall and gym locker for storage of books and clothing. Combinations should not be shared with other students. **The school is not responsible for items that are stolen or lost Lockers are the property of the Board of Education. They can and will be opened for inspection, if there is just cause** to believe that a locker may contain any illegal material and/or any material that is detrimental to the health and safety of a student or the school community. Random searches may be conducted, as well.

LUNCH PROGRAM

Chartwells is the food service provider for all South Brunswick schools.

Food Purchase

Students may purchase a **complete lunch** at school with several selections from which to choose. All complete lunches comply with the State of New Jersey and Federal Government standards for a balanced and nutritious meal. Students may also purchase **a-la-carte items**, such as ice-cream, beverages, snacks, and desserts to supplement the lunch they bring from home. Lunch food purchased from the cafeteria or brought from home must be eaten only in the cafeteria and during the assigned lunch period.

Checks for the lunch account are to be made payable to: *South Brunswick Board of Education*. **Students are not permitted to borrow money from or use another student's lunch card.** Free or reduced price lunches are available to those who qualify. Applications for free and reduced lunch will be sent home early in the school year. If you have any questions, please call the Board of Education Office/Chartwells.

Cafeteria Guidelines

Our aim is to provide a pleasant dining atmosphere in a limited space. This requires the support and proper behavior of students. Students are expected to report directly to the cafeteria during their assigned lunch periods. Students are responsible for keeping the area clean (floor, tables, chairs, etc.); returning trays to the proper locations, putting trash/recycling items in the proper receptacles. If an area is not clean when students enter the cafeteria, this should be called to the attention of a cafeteria staff member so those students are not held responsible. Students will be dismissed by table when areas are clean. Cafeteria regulations created by Crossroads students will be posted in the area. Weekly menus are also posted in the cafeteria. Lunchroom Aides are in the cafeteria to assure that the cafeteria is an enjoyable and safe area in which to eat. Students are expected to be respectful of the adults in charge.

Food/drinks are not to be removed from the cafeteria unless a student is meeting with a staff member during this lunch period. Unopened items are permitted outside of the cafeteria as long as they are properly stored.

MEDIA AND WEB NON-CONSENT FORMS*

It is the intent and practice of the School District to publish, post, or release ONLY a student's name, photograph, audio and/or video recording, displays of student work or other information and ONLY as related to student achievement (e.g. academic/athletic recognition or award) or student accomplishment (e.g. a specially selected piece of work) to the following: local media, a District-sponsored publication; a school function, the District's Website, or other District-approved Websites.

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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 Web site. These forms are sent to parents/guardians at the start of school.

If a parent/guardian does not want his/her child’s name and/or photograph to appear in the local newspapers, District-sponsored publications or on the District Web site, they must sign and return the related form to the school’s main 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 by the school. For further details, contact the main office.

NUTRITION AND FOOD ALLERGIES*

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

Due to the number of growing 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 existing food allergies among children and discourage sharing of snacks.

PARENT/TEACHER ORGANIZATION

Crossroads Middle Schools have a very strong and supportive Parent Teacher Organization. The PTO is a vital organization that supports the school in many ways. In addition to fundraising, the organization is continually planning and coordinating events. The PTO prides itself on dedicating time and energy to supporting the Middle School families and further encouraging a strong academic program. All parents are encouraged to join our PTO and attend meetings regularly. Please check each monthly calendar for specific dates and times, all are welcome to attend. More information about the PTO can be obtained by visiting the school website and reading the PTO welcome packet.

PERSONAL ITEMS*

Students are expected to bring to school only those supplies, books, and other materials needed for learning. The school provides students with recreational supplies and equipment for use during recess and/or Physical Education. Personal items, including but not limited to electronic devices such as cell phones, are not allowed to be used in school during school hours unless directed by a teacher in the classroom setting. (Please see the BYOD policy for further details.)

PHYSICAL EDUCATION

Students in New Jersey are required by law to participate in physical education classes unless they are physically unable to take this regular course. A Physical Education teacher may excuse a student from gym for two days for valid health reasons provided that the parent signs a note. Beyond two days, students will need a doctor’s note stating the length of time and the season for being excused. ALL SUCH NOTES SHOULD BE BROUGHT TO THE TEACHER WHO WILL

THEN SEND THE STUDENT TO THE NURSE. **While a student is excused from Physical Education, he/she will not be allowed to participate in any school or after school related activities requiring physical activity.**

Clothing

No uniform is required for this class, however students are required by law to change into other clothing and to wear sneakers for participation in physical education classes. The kind of clothing chosen must be suitable to permit movement appropriate for the given activity. Please label all clothing items. Wearing jewelry is inappropriate for all physical education activities, as these items can be dangerous and a hazard to either the wearer or to another student.

REGISTRATION/SCHOOL TRANSFERS

To register a new student, you must bring your child's original birth certificate, proof of residency, and your child's immunization records. If you plan to move, please notify the office as soon as you know that you are moving. You must provide your new address and the name and address of the new school your child will attend. We will then be able to prepare a transfer card and have it ready when your child's new school requests his/her records.

In addition, all materials assigned to students must be returned. Until this process is completed, the school will not issue a transfer card nor will any records be sent. This process is facilitated by the "checking out" system available through the Student Personnel Services Office.

RELEASING CHILDREN EARLY

If you intend to pick your child up from school before the end of the school day, you are encouraged to send a "Note to School". In order to avoid classroom disruptions, parents who pick up a child early must report to the main office/reception area where he/she will meet the child. If you need to make a last minute change to your child's dismissal plan and your child is already at school, please call the main office. **DO NOT** email any changes in dismissal to either your child's teacher or the main office.

REPORT CARDS

Report Cards are issued three times a year, however parents can check their child's academic progress by logging into the **FAMILY CONNECT** system. For further information, please review the *COMMUNICATION* section of this document.

SCHOOL SAFETY AND SECURITY*

All district schools conduct monthly fire/security drills and have plans in place to keep students, staff, and community members visiting the schools safe and secure. Among such safeguards are the following:

- Bus Evacuation Drills (twice a year)
- Fire Drills (once a month)
- School Security Drills (once a month)

The schools also work in conjunction with the South Brunswick Police Department and the School Resource Officers as per the Memorandum of Agreement.

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The middle and high schools have camera surveillance systems at the door and throughout the building as well as a buzzer entry system 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 for our children.

SCHOOL HOURS

	<i>Regular School Day</i>	<i>Early Release Day</i>	<i>90-minute delay</i>
North	8:10am - 3:05pm	8:10am - 12:45pm	9:40am - 3:05pm
South	8:15am - 3:10pm	8:15am - 12:50pm	9:45am - 3:10pm

STUDENT SERVICES AND PROGRAMS*

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

STUDENT SUPPORT TEAMS

As required by State code, each school has at least one Intervention and Referral Team, which is referred to as the Student Support Team (SST). Teams are comprised of several staff members and they serve to collaboratively work with teachers and parents to resolve learning, behavior and health problems that students are experiencing in the general education program.

School personnel typically initiate request for assistance to Student Support Teams. Parents are invited to participate as members of the team as solutions are considered to improve the student's success in school. Parents or guardians who are concerned about their child's success in school may also request that this process be initiated and are encouraged to bring their concerns to the attention of the child's teacher(s) or counselor.

For more information on Student Support Teams visit the district website www.sbschools.org click on student services, student support teams. Parents, who are concerned about the academic progress and/or development of their child, are asked to bring it to the attention of the school administrator, teacher, nurse, or counselor.

DEPARTMENT OF CHILDREN PROTECTION AND PERMANENCY (DCPP)*

The DCPP, formerly known as the Division of Youth and Family Services or DYFS, 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

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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.

*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 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.

TRANSPORTATION SERVICES

Bus assignments

Bus assignments are made by the Transportation Supervisor in accordance with the location of your residence. All students are assigned to ONE bus. **Students are not authorized to ride another bus TO or FROM school. They are also not permitted to get off the bus at a bus stop that is not their pre-designated stop.**

Bus regulations

All bus procedures and rules are for the overall safety of the students. We expect students to conduct themselves in a courteous and cooperative manner. The same expectations and disciplinary actions during school are expected to be upheld both on the bus and at the bus stop. Remember that riding a bus is a privilege. State law states that: "***Pupils may be excluded from the bus for disciplinary reasons by the Principal/School Officials and parents shall provide for transportation to and from school during the period of such exclusion.***"

TECHNOLOGY & BRING YOUR OWN DEVICE*

We recognize that more students have electronic devices today, such as e-readers and iPads. Although these may be useful for educational purposes, at this time, we are not permitting them to be used in school for safety and security reasons unless deemed appropriate by the teachers. Please see the new BYOD Policy for further information.

VISITORS & VOLUNTEERS

All visitors and volunteers are required to check-in at the main office or reception desk to receive a nametag before entering any area of the school. **Students may NOT bring a friend or family member to school to visit or spend the day.**

WORKING PAPERS

Working Papers are required for all persons ages 14-18, who are gainfully employed. These documents are issued for a specific job, not a general permission to work. Working papers are available from the Student Personnel Services Office.

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. 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 18:A, 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.

Middle School and 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 and Instructional 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.

Excessive absences may result in an incomplete or not applicable grade on a student's report card. Missing instructional time limits the teacher's ability to issue a complete grade.

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 child is going to be absent. The District's voicemail system is operative 24 hours a day and 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 child's full name, reason for absence and the date(s) of absence. It is District policy that any "un-notified absence" will result in a call from the school. If left "unexplained," the absence will be classified as "unexcused."

Reporting Lateness: If a student must report to school late, the parent must escort the student to the office and provide the office staff with the reason for the tardiness. The parent must sign the student in at the main office or the receptionist desk.

Reporting an Early Sign-out: Early sign-out from school is discouraged; however, we realize there are times when this will occur. Please send a note in advance to alert us of the need to sign your child out early from school. The parent must come in to the main office to sign the student out.

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/>.

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, 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.

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 the school principal 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.

DRESS CODE

The wearing of clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. Examples of inappropriate attire would include, but are not limited to: garments, which reveal underwear or expose midriffs, chests/torso, or buttocks. All shorts and skirts must be mid-thigh in length. Pants must be able to stay up without being hand-held. Shirts with spaghetti straps, halters, tank tops, tube tops, any shirts that expose the torso area are prohibited. See-through clothing of any kind is not permitted unless a proper lining or garment underneath is worn. This includes sheer, mesh, or lace fabric. Students may not wear clothing and/or accessories that are related to any alcohol/drugs/tobacco, violence, or offensive to any national, ethnic, religious, sexual orientation or gender group. Students are prohibited from wearing clothing with chains or any studded necklaces and bracelets.

In all such cases, students wearing inappropriate items will be asked to remove or replace them. When it is determined that students are in violation of these guidelines, they may be sent to the nurse’s office and provided with temporary clothing for the remainder of the school 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.

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.

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 along with contact information for the District's Anti Bullying Coordinator and each school's Anti Bullying Specialist.

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.

RECORDING POLICY

The taking or sharing of pictures and/or video 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 or video of a person or persons on campus during school activities or school hours, unless otherwise allowed by a staff member.

SOCIAL MEDIA

The district and its schools will maintain Web pages, Facebook pages and Twitter accounts. 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.

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.

2NDFLOOR Helpline (888-222-2228)

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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. 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!

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 MIDDLE SCHOOL

All students have the right to be treated with dignity and respect and they are expected to treat others accordingly.

- Students have the right to be respected. Students have the responsibility to respectfully treat all members of the school community, the school property, and the property of others.

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- Students have the right to attend a school where everyone is held accountable for their actions. Students have the responsibility to accept consequences for their actions.
- Students have the right to learn in an environment free from teasing, bullying, and harassment. Students have the responsibility to treat others with dignity.
- Students have the right to a learning environment in which all members follow the rules of the school. Students have the responsibility to respect authority and comply with directions from all adults in the school community.
- Students have the right to extend their learning beyond the school day and participate in after school activities, clubs and sports with prior approval. Students have the responsibility to complete all assigned work, remain in good academic standing, and come to school prepared to learn.
- Students have the right to an orderly and productive learning environment without significant distractions. Students have the responsibility to understand and abide by the rules as outlined in the Code of Conduct.
- Students have the right to succeed with the highest standards of honesty and integrity. Students have the responsibility to live within the laws of the school, community, state, and nation.

LOGICAL CONSEQUENCES in the MIDDLE SCHOOL

The South Brunswick School District Student Code of Conduct was designed to ensure a safe and caring environment in which all members of the community can work and learn with dignity and respect.

The list of Logical Consequences sets forth the actions that are taken when a student fails to comply with behavioral expectations. It is a set of guidelines only. The administrator in charge may vary the consequences depending on the particular circumstances of an offense. Logical consequences help children see the effects of their actions, repair the situation, and learn to make better decisions in the future.

Consequences may include meetings, conferences, community service, counseling, detention, and loss of privileges, suspension, police notification, parental notification, administrative hearings and/or expulsion. Definitions of the consequences follow:

- **Teacher-Assigned Detention** - Held in the classroom of the teacher assigning the detention. When any detention beyond the normal school day is assigned, the date and time of the detention will be communicated to the parent.
- **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 area in which the student will be expected to do school work. Parents will be notified of after-school detentions.
- **Community Service** - A student may be assigned a task within the school or on school grounds that serves the school community.
- **Suspension** - When a student is suspended, parents will be notified that a suspension has been assigned, and the reason for and duration of the suspension; 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 from 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

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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 **Code of Conduct** 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 horseplay, threats, fighting, assault, and hitting or tussling; 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: MIDDLE SCHOOL

Consequences for all violations may include parent notification, parent conference, and counselor referral. A re-entry conference is required for out-of-school suspensions.

VIOLATION	CONSEQUENCE
Acceptable Use Policy (A.U.P.) Violation- 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.Y.O.D. Policy listed later in this Code for greater detail.	It a student violates the A.U.P.: <ul style="list-style-type: none"> ● Review of actions with administration ● Detention ● Loss of technology privileges ● ISS/OSS
Alcohol/Substance Abuse —possession, use, sale or distribution of any substance on school property/transportation/ school sponsored activity	As per policy
Arson- Starting a fire or causing an explosion in/on school grounds placing others in danger or damaging/destroying property	ISS/OSS Police notification Referral to County of Middlesex Firewatch Possible Admin Hearing

	Consideration for expulsion
Attendance: <ul style="list-style-type: none"> o Truancy (“unexcused” absence from school) o Cutting Class o Late to Class o Leaving Class without permission 	Detention ISS/OSS Parent conference Refer to attendance policy listed later in this Code for greater detail.
Bomb Threat/Offense (fake or real) - Creating or assisting in creating a bomb or a bomb threat to the school (via telephone, email, or other means).	OSS/ISS Police notification Admin Hearing Consideration for expulsion
Bring Your Own Device (B.Y.O.D.) Violation- 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. Refer to information on the B.Y.O.D. policy listed later in this Code for greater detail.	If a student does not comply with the teacher’s decision and rules regarding B.Y.O.D. in the classroom, the following will occur. <ul style="list-style-type: none"> • 1st- Confiscation, parent notification; student pick-up end of school day. • 2nd- As above; parent pick-up. • 3rd- As above; additional consequences, may include detention, ISS/OSS 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.
Dating Violence at School- Acts of dating violence at school whether verbal, sexual, physical or emotional will not be tolerated.	Consequences: Admonishment, Removal from the classroom or location, Detention, Suspension Remedial Measures: parent conference, service learning, corrective instruction, counseling, behavior management plan, alternative placement
Dress Code Violation- In order to promote a serious learning environment, clothing which is distracting, suggestive or inappropriate is prohibited. Refer to the policy listed later in this code for greater detail.	Change clothing Detention Parent conference
Electronic Communication Violation- 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 Communicate. Policy listed later in this Code for additional detail and special circumstances.	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.
Endangerment / Horseplay- Failing to comply with established safety procedures that contribute to possible harm of others, i.e. pushing or running in the hallway which may result in injury	Detention ISS/OSS
False Alarm/Pollution of School Environment - Setting off a false alarm, stink bomb or fireworks causing a disruption to the school community	ISS/OSS Police notification Admin Hearing
Fighting – Mutual engagement in a physical confrontation that	ISS/OSS

<p>may result in bodily injury.</p> <p>Assault- An action that causes (purposely, knowingly or recklessly) bodily injury to another</p>	<p>Police notification</p> <p>Re-entry meeting</p>
<p>Forgery (Falsification of Identity)- forging passes, notes, letter, etc</p>	<p>Detention</p> <p>ISS/OSS</p>
<p>Hostile Environment/ Inciting Violence: 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</p>
<p>Gambling – Any action involving playing or wagering for stakes in the hope of winning more than you wagered. This includes cards, dice, gaming and also includes gaming on electronic devices</p>	<p>ISS/OSS</p> <p>Police notification</p> <p>Restitution</p> <p>Admin Hearing</p>
<p>Harassment/Intimidation/Bullying/Hazing (forcing someone to perform humiliating acts as part of initiation)- 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"> ● 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. 	<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"> ● Review of District Policies ● Parent notification ● Counselor referral ● Admonishment ● Temporary removal from class ● Deprivation of privileges ● Referral to anti bullying specialist ● Detention ● ISS or OSS ● Ban from program participation ● Restriction on being on school grounds ● Police notification ● Expulsion <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>Hitting/Tussling- Minor confrontation (shoving match, slapping back and forth)</p>	<p>Detention</p> <p>ISS/OSS</p>
<p>Insubordination/Defiant Behavior- refusal to cooperate/comply with staff member. This includes refusal to show hall pass when requested.</p>	<p>Detention</p> <p>ISS/OSS</p>
<p>Integrity Violation- All types of academic dishonesty including but not limited to: copying, cheating, plagiarism, fabrication, stealing, misrepresentation, buying, selling, or</p>	<p>Detention</p> <p>Loss of credit for assignment</p>

distributing information	
Leaving School Grounds- leaving school grounds without permission.	Detention ISS/OSS Police notification Late bus restriction
Physical Assault on Staff- Physical contact against school personnel that does or has the potential to cause bodily injury	OSS/ISS Psychiatric evaluation Superintendent notification Police notification Admin Hearing
Possession of Tobacco- being in possession of tobacco products or electronic smokeless products Smoking/Use of Tobacco- Smoking, use of tobacco products or electronic smokeless products, lighters and matches in any school building or on any grounds is prohibited.	Confiscation Detention or ISS/OSS Confiscation Detention ISS/OSS Police notification
Recording Policy Violation- The taking or sharing of pictures and/or video during school hours by students is prohibited unless required for an academic task and under the direction of a staff member. Using a device to record fights is also a violation of the BYOD policy.	Review of actions with administration Detention Loss of technology privileges ISS/OSS
Sexual Harassment- all unwanted, uninvited and non-reciprocal sexual attention, as well as the creation of an intimidation, 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.	ISS/OSS Police notification
Theft —Removal, concealment, or possession of property, other than one’s own. Depending on nature/ degree of theft. >\$10 V&V Report Burglary- Entering or remaining in a school district facility or property to commit an offense. Robbery- Using violence or threat of violence to obtain money or materials from another (regardless of value). Extortion- Obtaining money or any material thing from another by means of a stated or implied threat of future violence	Detention/ISS/OSS Restitution Police notification ISS/OSS Police notification Restitution Admin Hearing Same as Above ISS/OSS Police notification Admin Hearing
Threat to Staff- Actions that cause staff to have concern for the safety of themselves, their property or families.	OSS/ISS Referral to counselor Psychiatric evaluation Superintendent notification Police notification Admin Hearing
Threats to Students- Actions, which cause others to have	Detention/ISS/OSS

concern for the safety of themselves, their property or families.	Police notification Referral to Counselor/Psychiatric evaluation
Trespassing- On school property without permission. Unauthorized presence in area without adult supervision.	Detention ISS/OSS Police notification
Unacceptable Behavior – Conduct that disrupts class or school	Detention ISS/OSS Counselor referral
Unacceptable Language/Gestures (obscene, profane, or otherwise offensive)	Detention ISS/OSS
Vandalism/Damage to School Property- 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.	Detention Community service Restitution ISS/OSS Police notification
Weapons- 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.	ISS/OSS Admin Hearing Police notification Superintendent notification Refer to Weapons Policy listed later in this Code for greater detail.

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 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 for this information or call the main office at the school your child attends for assistance.