

High School Code of Student Conduct

2020-2021

SOUTH BRUNSWICK SCHOOL DISTRICT

CODE OF STUDENT CONDUCT

***This Code of Conduct applies when students are working in-person in the school, in hybrid learning or remote learning sessions.

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:

<i>C</i>	<i>Cooperation</i>
<i>A</i>	<i>Assertion</i>
<i>R</i>	<i>Responsibility and Respect</i>
<i>E</i>	<i>Empathy</i>
<i>S</i>	<i>Self-control</i>

As students progress through the school system and into 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, the property of others, and school property.

- 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.

When addressing incidents at South Brunswick High School, we make efforts to not only assign consequences, but also use the infraction as an opportunity for the student to learn by employing restorative approaches. Below are examples of behavioral infractions, restorative measures and potential consequences which we use to help address and change student behaviors.

Examples of Infractions/Violations* (see definitions below)	
Academic Integrity Violation Acceptable Use Policy Violation (A.U.P.) Alcohol/Substance Abuse Alcohol or Other Drugs: Suspicion of being under the influence Arson Assault Attendance Infractions (lates to school/class, cutting class, truancy) Bomb or Terroristic Threat Bring Your Own Device Violation (B.Y.O.D.) Burglary Cutting Class Dating Violence at School Dress Code Violation Electronic Communication Violation Endangerment/Horseplay Extorsion False Alarm/Pollution of School Environment Fight Hostile Environment/Inciting Violence Gambling	Harassment, Intimidation, Bullying, Hazing ID Policy Violation Insubordination/Defiant Behavior Leaving School without Permission Misrepresentation (Forgery or Falsification of identify) Physical Assault on Staff Possession of Tobacco/Vaping Products Public Displays of Affection Recording Policy Violation Robbery Sexual Harassment Smoking/Vaping/Use of Tobacco Theft Threats to Students or Staff Trespassing Unacceptable Behavior Unacceptable Language/Gestures Unauthorized Presence After School Hours Vandalism of School/Personal Property Weapons

Potential Remediating/Restorative Actions
Apology of action Assessment and counseling performed by SAC Attendance/Behavior Contract Conference with necessary individuals (parent/guardian, student, counselor/case manager, administrator, etc) Drug screening Education on the infraction that was committed (sexual harassment, gambling, substance use, etc). Mandated counseling Mediation Parent/guardian communication by teacher and/or administrator Re-entry meeting with parent/guardian, student, administrator and SAC Re-entry meeting with parent/guardian, student, administrator and SRO Re-entry meeting with parent/guardian (in some cases, student will not be permitted to re-enter school until parent/guardian attends administrative meeting about the incident) Referral to Student Assistance Counselor (SAC)

Restitution
Teacher redirection

Potential Consequences**
(see definitions below)

Alternative placement, if needed Confiscation Community Service Detention: Lunch, Block, After School, Saturday Escort Grade Impact (for Academic Integrity Violations) Loss of privileges (BYOD, parking decal, bus, etc)	Police Notification Probation or removal from Leadership/Academic Organizations Removal from Athletics/Activities/Clubs Removal from a course/class Structured Day Suspension: In School (ISS) or Out of School (OSS)
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***The following are definitions of infractions/violations of our Code of Conduct:**

Academic Integrity Violation: All types of academic dishonesty including but not limited to copying, cheating, plagiarism, fabrication, stealing, misrepresentation, buying, selling, or distributing information. [Click here](#) for more information.

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](#)

Alcohol/Substance Abuse: Possession, use, sale or distribution of any substance on school property/transportation/school sponsored activity. See [Alcohol and Drug Abuse Policy](#)

Alcohol or Other Drugs (suspicion of being under the influence): Student(s) exhibit behaviors that are concerning to staff members.

Arson: Starting a fire or causing an explosion in/on school grounds placing others in danger or damaging/destroying property.

Assault: An act of inflicting physical harm or unwanted physical contact upon a person.

Attendance Infractions:

- o Truancy: absence without prior parent knowledge
- o Cutting Class: being out of class for an extended period of time
 - o Level I: Out of class for more than 10 minutes
 - o Level II: Out of class 50% of the block
 - o Level III: Out of class the entire block
- o Late to Class: arriving to class after the start of the block
- o Leaving Class without permission: Leaving the classroom/space without permission from the supervising teacher/staff member

Bomb or Terroristic Threat (implied or actual): Creating a bomb or making a bomb threat to the school (via telephone, email, or any other means).

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 the 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. Technology use is at the teacher's discretion

and student compliance is expected. Refer to information on the [B.Y.O.D. policy](#) listed later in this Code for greater detail. Boomboxes, bluetooth speakers, backpack speakers and all personal speakers are not permitted and will be confiscated. Consequences will match those in the BYOD procedures.

Burglary: Entering or remaining in a school district facility or property to commit an offense.

Dating Violence at School: Acts of dating violence at school whether verbal, sexual, physical or emotional will not be tolerated. [Click here](#) for more information.

Dress Code Violation: In order to promote a positive learning environment, clothing which is overly revealing, gang, drug/alcohol, oppressive or disrespectful images/language are prohibited. [Dress Code Guidelines](#)

Electronic Communication Violation: Students may only communicate with staff members through the district email system and district approved social media sites and web pages. [Click here](#) for more information.

Endangerment / Horseplay: Failing to comply with established safety procedures that contribute to possible harm of others. This includes but is not limited to using any object that may harm or does harm others (ex.: horseplay such as pushing which may result in injury, or endangerment such as allowing someone unauthorized access to the building).

Extortion: Obtaining money or any material thing from another by means of a stated or implied threat of future violence.

False Alarm/Pollution of School Environment: Setting off a false alarm, stink bomb or fireworks causing a disruption to the school community.

Fight: A mutual engagement in a physical confrontation that may result in bodily injury.

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](#))

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.

Harassment/Intimidation/Bullying/Hazing: [Refer to HIB policy](#)

ID Policy Violation: Students are required to carry their school ID at all times and provide it to any staff member, if asked to do so. IDs may not be defaced in any way and must be current. (Note: Replacement IDs cost \$5.00 and may be obtained in the library).

Insubordination/Defiant Behavior: Refusal to cooperate/comply with staff member.

Misrepresentation (Forgery or Falsification of Identity): This includes wearing/producing another's ID, forging or misusing passes, notes, or letters, creating or using forged parking decals or calling out for absences.

Physical Assault on Staff: Physical contact against school personnel that causes, or has the potential to cause, bodily injury.

Possession of Tobacco/Vape Products: Being in possession of tobacco/vaping products.

Smoking/Vaping/Use of Tobacco: Smoking/vaping, use of tobacco products or smokeless products, accessories/paraphernalia, lighters and matches in any school building or on any grounds is prohibited.

Public Displays of Affection: Acts of physical intimacy in the view of others.

Recording Policy Violation: The taking or sharing of pictures and/or videos during school hours by students is prohibited unless required for an academic task and under the direction of a staff member. [Click here](#) for more information.

Robbery: Using violence or threat of violence to obtain money or materials from another.

Sexual Harassment: Any 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.

Theft: Removal, concealment, or possession of property, other than one's own.

Threat to Students and/or Staff: Actions that cause students/staff to have concern for the safety of themselves, their property or families.

Trespassing: Being on school property without permission.

Unacceptable Behavior: Conduct that disrupts the class or the school environment.

Unacceptable Language/Gestures: Obscene, profane, or otherwise offensive.

Unauthorized Presence After School Hours: Being in/on school grounds without adult supervision.

Vandalism/Damage to School Property: Damaging property of the school district.

Weapons: Possessing any weapons including but not limited to firearms, explosive devices, fireworks, tear gas canisters, smoke bombs, mace, knives, razors, cutting instruments, throwing stars, nun-chuck, etc. is prohibited. [Click here](#) for more information.

****The following are definitions of the types of consequences that may be applied:**

- **Administrative-Assigned Detention:** (Lunch, Block, After School, Saturday) 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 detentions.
- **Structured Day:** Students will attend selected/appropriate academic classes based on the incident that warranted the incident report. He/she will be escorted from class to class, spend his/her lunchtime in detention. The goal is to remove the student from social interactions that typically occur in a school day, while allowing them to remain in academic environments.
- **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.

- **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.

- **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..
- **Police Notification:** Serious infractions of the Conduct Code may result in police notification as per the Memorandum of Agreement.

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; 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.

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 website 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.

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 the 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 an "unnotified" 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 gives 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 notify the school when a student is going to be absent. Parents should notify the attendance office by accessing the "Notify Attendance Office" tab in the parent portal of Genesis to report absences. In the event that a parent cannot access technology, 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 a medical letterhead and explain the reason for the late (e.g. office visit, blood work, hospital). The note must be presented when the student 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's 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 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, under “Policies.”

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

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

ELECTRONIC COMMUNICATIONS POLICIES

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

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

DRESS CODE

The wearing of clothing bearing obscene writing or promoting indecent or unacceptable behavior, whether stated or implied, will not be permitted. In all such cases, students wearing inappropriate items will be asked to remove or replace them. When it is determined that students are in violation of these guidelines, they will be sent to the administrators office.

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

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

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

We also recognize that our dress code should be supported in collaboration by SBHS, our students and parents/guardians. We strongly recommend that the enforcement of our dress code starts at home and that students and parents are aware of our expectations.

We would like all students to adhere to the following expectations, as well as know that all members of our faculty and staff have the authority to hold students accountable for violations. Please note that we cannot fully predict/include all circumstances. For that reason, the administration reserves the right to determine whether a student's attire is appropriate for the educational environment.

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

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

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

**See chart of remedial/consequences above*

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

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

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

- Is reasonably perceived as being motivated by either any actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability or by any other distinguishing characteristics; 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 a 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.

BUS CONDUCT

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

DATING VIOLENCE AT SCHOOL

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

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

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

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

RECORDING POLICY

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

SOCIAL MEDIA

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

MEDIA AND WEB NON-CONSENT FORMS

Annually, South Brunswick School District sends parents/guardians information about federal and state laws as it pertains to the "personally identifiable information" of students and their rights when it comes to the school district using a child's name/likeness in the media, district sponsored publications or on its website. These forms can be found online at http://www.sbschools.org/our_schools/policies/consent_forms.php. 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 form to the school's grade level office. Permission may be rescinded at any point during the school year by sending a note to the building principal. This will take effect upon receipt of the school. For further details, contact the main office.

PUBLIC COMPLAINTS AND INQUIRIES

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

SCHOOL SAFETY PROCEDURES

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

School Security: All district schools have camera and buzzer entry systems which restrict visitors’ access to the buildings. To ensure the safety of our students, staff and community, the district also has an identification (ID) card system for all district staff. Visitors are issued temporary photo ID badges that must be affixed to their person upon signing in and having their information run through a visitor management system at the reception desk. Requiring visitors to present/leave identification cards/licenses/passports, etc will help us to distinguish persons in our school and enhance safety.

EMERGENCY & GRADE LEVEL PARENT EMAIL 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 Email 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.

NUTRITION

The South Brunswick School district contracts its school dining services through Chartwells Dining Service which provides school lunch options in compliance with the State-mandated Nutrition Policy. Due to the growing number of students who have been diagnosed with peanut allergies, which can be fatal to some, Chartwells School Dining Services no longer serves items that are peanut-based or use foods prepared with peanut-based products in any of our cafeterias. While this change does not impact “packed” lunches or snacks, we ask that you be mindful of the existence of food allergies among children and discourage sharing of snacks.

2NDFLOOR Helpline (888-222-2228)

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

Students: The 2NDFLOOR Youth Helpline is a safe place to call when you need help with ANY problem. 2NDFLOOR is free, confidential and anonymous (except if you say you are going to hurt yourself or others). 2NDFLOOR is available 24 hours a day, 7 days a week. You can call 888-222-2228 anytime! 2NDFLOOR’s phone counselors are caring, supportive and friendly.

2NDFLOOR also has a website at www.2ndfloor.org. You can anonymously write a message on the online message board and receive a response from 2NDFLOOR. What types of problems do people talk about when they contact 2NDFLOOR? Problems with friends, peer pressure, dating, substance abuse, school stress, dating violence, bullying, eating disorders, family problems, depression, anxiety, abuse, suicide, worry about a friend, and any other problem, question or concern. The Helpline is here to support you!

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

SOUTH BRUNSWICK HIGH SCHOOL PROCEDURES AND INFORMATION

EIGHTEEN-YEAR OLDS

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

INTEGRITY PROCEDURE

South Brunswick High School
Home of the Vikings

Academic Integrity



As a **National School of Character**, the academic integrity guidelines of South Brunswick High School encourage high ethical standards for teaching and learning with respect to knowledge, honesty and fairness. We strive to promote a culture of academic honesty and good character. Students are expected to maintain high standards of academic integrity and scholarly practice. Our school community does not tolerate academic misconduct.

Students are expected to understand and follow the guidelines for our academic integrity . They are expected to do one's own work. The Academic Integrity serves as a guide to uphold academic honesty and fair play.

Please know that academic misconduct will be addressed on a case by case basis. Below are a few examples of violations:

Allowing someone to copy your homework or copying homework from another student.	Using or sharing unauthorized information from electronic devices on any assessment.
Gaining or giving an unfair advantage over others on any assessment by sharing information or receiving it from other students, in person or electronically without authorization from the teacher.	Cheating or attempting to cheat on an assessment through various forms, such as looking at someone else's paper, talking during an assessment, having written aids or using unauthorized sources.
Submitting work as one's own, work created by another person whether that work was stolen, purchased or freely shared.	Copying or closely paraphrasing sentences or passages from print or electronic sources without properly citing the source.

Proactive measures to ensure student understanding of Academic Integrity

Students are expected to review the Student Handbook each year. In addition, South Brunswick High School will require the following:

- All subject teachers will review/discuss academic integrity with their students at the start of school.
- Students will read, sign and return the Academic Integrity Contract in their Orientation Rooms on the first day of classes.
- The Academic Integrity will be published in the Student Handbook. This handbook is available online on the high school webpage. It will also be shared electronically with parents.

Consequences for violations of Academic Integrity

An administrator, supervisor and the teacher filing the potential violation will review the incident. If the administrator determines that there is a violation of our Academic Integrity , students may be subjected to the following:

- A conference with the teacher, supervisor, administrator, parent, and student to discuss and learn from the incident.
- A zero on the homework, project, or assessment will be the result of the violation.
- Other sanctions may be imposed, such as probation/suspension from extra-curricular activities, loss of leadership positions or loss of grade-level privileges. A notification will be sent to all co-curricular and extra-curricular programs.
- Additional consequences may be imposed based on violations of our Code of Conduct.

Note:

1. All violations to our Academic Integrity will be noted in the student's discipline record.
2. All students/parents have the right to appeal the decision to the building principal. All appeals must be submitted in writing within three days of the teacher, supervisor, administrator, parent, and student conference.

SECURITY CAMERAS

Notice: This facility is monitored by security cameras.

HALL CONDUCT

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

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

STUDENT IDs

Students are required to possess a school-issued photo ID card on them at all times while on campus and at school-sponsored events. The student's ID must be from the current school year. The Student ID photo, name, or barcode may not be defaced. Student ID cards are necessary to purchase lunch or snack items from the school cafeterias, to borrow books from the library and gain access to the library after school. If you do not possess your Student ID, disciplinary consequences may be imposed. There is a fee to replace lost cards and lanyards. Replacement IDs may be obtained in the second floor administrative office. There is a \$5.00 replacement charge for the third ID and any subsequent IDs and a \$.50 charge for replacement lanyards. Letters are mailed home to apprise parents of the charges their students have incurred replacing IDs.

STUDENT OBLIGATIONS

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

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

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

TEXTBOOK AND CALCULATOR REPLACEMENT COSTS

Students are responsible for returning textbooks and/or calculators in the same condition at the end of the course. Should a textbook or calculator be lost or damaged, the student would be responsible for the replacement costs. Replacement costs vary by course and are based on the purchase price of that textbook or calculator. Textbook costs can be as high as \$150.00 and calculators as high as

\$130.00. Students are made aware of the costs at the beginning of the school year through our book card system. In addition, if a textbook is returned to the teacher and re-binding is necessary, students must pay a \$15.00 fine to cover the rebinding cost.

BOOK LOANS AND FINES

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

PERSONAL ITEMS AND ELECTRONIC EQUIPMENT

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

LOST AND FOUND

Students should complete the lost and found form located in the Grade level offices and the receptionist's desk. Forms should be submitted to the Athletic office. Lost clothing will be kept for 1 month in a bin. Bins are located by the Attendance office, Athletic office, and the Red Cafeteria. valuables and electronics are stored in the Athletic office.

DISSECTION OPT-OUT

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

ALCOHOL and OTHER DRUG POLICY and PROCEDURES SUMMARY

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

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

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

When a student is reported for suspicion of being under the influence of a substance the student's parent/guardian will be called and arrangements will be made for an immediate medical examination. If there is a positive determination of under the influence, according to District Policy 5530, appropriate sanctions will be imposed and the student will be referred to the student assistance counselor for assessment and support services.

- If there are reasonable grounds to believe that a student possesses, has purchased, transferred, or offered to sell any

substances or drug paraphernalia, an administrator may invoke the search and seizure rule. The police will be notified and a complaint will be filed. If verification is received that the student committed the alleged offense(s) district sanctions will be imposed.

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

VAPING/E-CIGARETTES

Vaping possession and/or use of vaping devices of any kind such as smokeless products, e-cigarettes, juuls, etc in any school building or on any grounds or on any school-sponsored trip/event is prohibited. Research is unclear to the long-term effects of these products and as such, students found to engage in this prohibited behavior are subject to disciplinary/legal consequences, drug screenings, restorative practices and/or educational components/research. A complete copy of the district's policy and regulations may be obtained on the school's website or in school offices.

MESSAGES/TELEPHONES

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

FRONT DESK DELIVERIES/STUDENT PICK-UPS

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

VISITORS

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

LOCKERS

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

DRIVING/PARKING PRIVILEGES

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

All of our students are encouraged to drive carefully and to avoid excessive speed or reckless driving when going to and from school. Students are specifically encouraged to avoid reckless driving on school grounds and on the streets of the adjoining residential neighborhoods. Parking in an unauthorized area, using a vehicle to leave school grounds without permission, reckless

and unsafe driving on campus, as well as poor discipline are all reasons to revoke a student parking permit. Failure to display your decal or unauthorized parking on campus will result in loss of parking privileges and/or disciplinary consequences.

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

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