



Churchill Junior High School

Parent/Student
Handbook
2023-2024

CHURCHILL JUNIOR HIGH SCHOOL

18 NORTON ROAD
EAST BRUNSWICK, NEW JERSEY 08816
PHONE: (732) 613-6800
FAX: (732) 257-0087
DISTRICT WEB SITE: www.ebnet.org
CJHS WEBSITE
PARENT ACCESS

Ms. Jennifer Cunningham
Assistant Principal
Grade 7 - 7th Grade Building

Mrs. Alexia DeLuca
Assistant Principal
Grade 8 - Main Office (South Building)

Mr. Ian Evanovich
Assistant Principal
Grade 9 - North Office

Mr. Matthew Hanas
Principal

Welcome to Churchill Junior High School!

We look forward to working with you this year.

This handbook explains the many policies and procedures that help us maintain a structured and safe school community and learning environment. Parents and students are encouraged to take the time to read through the handbook and become familiar with the policies and procedures that are followed at CJHS. Topics include attendance, school counseling, grading and discipline, to name a few.

Additionally, the student handbook includes links to the District Style Manual to assist you when writing papers and documenting sources.

Our handbook is a living document. It is revised and updated every year. We encourage you to make suggestions to help us make this document as useful as possible for our students and parents.

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Important Dates 2023-2024

Please note: All dates shown are subject to change. Please refer to the Churchill Junior High School calendar for the most up to date information on all school events.

August 29, 2023	7 th Grade Orientation
September 4, 2023	Labor Day – schools closed
September 6, 2023	First day of school for students
September 13, 2023	7 th Grade Back-to-School Night – 7:00 PM
September 20, 2023	8 th & 9 th Grade Back-to-School Night – 7:00 PM
September 25, 2023	Yom Kippur – Schools Closed
September 28, 2023	First day for making level changes
October 10, 2023	Progress reports issued – MP 1
October 16, 2023	Last day for level changes to a student schedule that will NOT result in a WP/WF on the transcript
October 24 & 26, 2023	Parent-Teacher Evening Conferences
October 25 & 27, 2023	Parent-Teacher Daytime Conferences
October 23, 2023	Last day for parent/student-initiated level changes
November 7, 2023	Staff Development Day - no school for students
November 8, 2023	Deadline for teacher-initiated level changes; end of MP1
November 9-10, 2023	NJEA Convention - no school for students
November 20, 2023	Report cards issued
November 21, 2023	Pass/fail deadline – fall semester courses
November 22, 2023	Single Session day for students/staff
November 23 & 24, 2023	Thanksgiving Recess - schools closed
December 18, 2023	Rising 7 th Grade Parent Night; report cards issued – MP1

December 21, 2023	Rising 9 th Grade Parent Night
December 22, 2023	Single Session day for students/staff
December 25-January 1, 2024	Winter Recess - schools closed
January 3, 2024	Rising 8 th Grade Parent Night
January 5, 2024	Pass/fail deadline – full year courses
January 15, 2024	Dr. Martin Luther King, Jr. Day - schools closed
January 23 - 26, 2024	CJHS Midterms - Single Session days
February 5, 2024	Report cards issues – MP2
February 19, 2024	President’s Day - schools closed
March 12-15, 2024	Parent-Teacher Conferences
March 25-29, 2024	Spring Break - schools closed
April 10, 2024	Eid al-Fitr – schools closed for students and 10-month staff
April 15, 2024	Report cards issues – MP3
April 23&24 2024	Passover – schools closed for students and 10-month staff
May 14, 2024	Progress reports issued – MP4
May 24, 2024	Single Session day for students/staff
May 27, 2024	Memorial Day - Schools closed
June 4, 2024	Primary Election Day - Single Session day for students
June 11, 12, 13 & 14, 2024	CJHS Finals - Single Session day
June 17, 2024	Eid al-Adha - schools closed for students and 10-month staff
June 18, 2024	Last day for students - Single Session day for students
June 26, 2024	Report cards issues – MP4

DAILY PROCEDURES

ANNOUNCEMENTS

Each school day, we recite The Pledge of Allegiance and the morning announcements are read at 9:25 AM. Those who want to submit news of their organization must type or print the news item and have it approved by the faculty advisor. The news item must be submitted to the main office by the faculty advisor. All announcements, fliers, posters, etc. must be reviewed and approved by an administrator. The daily announcements are posted on a tile on the homepage of our school web site.

BUS STUDENTS

The manager of transportation assigns students to bus routes. Students are expected to behave in an orderly manner and must obey school and safety rules while on the bus. Only students with bus passes are permitted to use the bus. Smoking or vaping is not permitted. There will be periodic bus evacuation drills. All bus students are to follow the directions of the bus driver. Late buses leave promptly at 3:45 PM. All students must present a pass from a teacher before they are permitted to board the late buses. Bus students are not permitted to ride any bus other than the one to which they were assigned.

CAFETERIA AND FOOD

Students have been scheduled into one of four lunch periods. A variety of meals and snacks are available. It is not permissible for students to order food to be delivered to the cafeteria. Breakfast is available before school in the cafeteria. Students are required to clear their tables and place garbage and recyclable items in the receptacles located in various parts of the cafeteria. Beverage containers will be confiscated. No food is permitted in classrooms. Permission must be granted to leave the lunchroom and a student I.D. must be presented. It is recommended that bathrooms be used before and after the lunch periods. In cases where a student meal account has insufficient funds, the student will be permitted to charge up to three regular meals. After the third meal students will receive an alternate meal. However, parents/guardians will be held responsible for paying the amount owed. Funds remaining in the student's meal account at the end of the school year will be carried over to the next school year.

CLOSED CAMPUS

Students are not permitted to exit the building at any time during the school day. Visitors must enter through the main entrance only. If a student must leave the building for an appointment during school hours or for reasons of illness, a parent must sign them out in the attendance office. Any student leaving school grounds without permission may face disciplinary consequences, which may include suspension.

DELIVERIES FOR STUDENTS

Arrangements must be made in advance between the parent and student for dropping off items at the Main Office. The Main Office will not deliver student items unless deemed an emergency by an administrator. ***Students will not be called to the Main Office.*** Students must pick up items during passing time. Lunches that are not picked up will be discarded at the end of the day.

FIRE/SAFETY DRILLS

State law requires that we have one fire drill and one school security/safety drill per month. Students and staff are to follow the appropriate fire/safety plan outlined in the beginning of the school year. Drills will be held to prepare for fire, lock down, bomb threat, and evacuation emergencies. Any student who fails to follow school rules or instructions given by *any staff member* during a drill will be referred to their grade level administrator for disciplinary action.

FLAG SALUTE

New Jersey statute (18A:36-3) requires you to salute the flag of the United States of America and to show respect. Students who are conscientiously opposed to the pledge or salute, "shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given..." (N.J.S.A 18A:36-3)

HALL PASSES

Any student passing through the halls during class time must have a pass signed by a teacher, an administrator, or appropriate office personnel. Students must refrain from loitering in halls, lavatories or staircases.

LATEX PRODUCTS/BALLOONS

No latex products will be allowed in the building. No balloons OF ANY KIND will be allowed anywhere in the building.

LOCKERS

Lockers are provided as a convenient storage area for students. Because they are school property, lockers are always subject to inspection in the interest of school safety, sanitation and discipline. The school is not liable for property stolen from lockers. **Students are not to share their lockers and are to keep hallway/gym lockers LOCKED at all times.** Personal locks placed on hall lockers will be cut off. Bring your student ID to the Main Office for assistance or concerns with lockers and combinations.

LOSS OF PRIVILEGES

Students who display an ongoing pattern of inappropriate behavior may be denied permission to attend class trips, end of year events, dances, assembly programs, etc.

LOST AND FOUND

Students who find articles are asked to take them to the lost and found in the Main Office. Items that are not retrieved from the lost and found will be periodically donated. Deadlines for disposal of all unclaimed items will be broadcast during morning announcements. The East Brunswick Public Schools are not responsible for losses sustained by students due to neglect or theft.

MEDIA CENTER

The Media Center is home to a collection of materials and resources that supplement and extend course curricula. The Media Specialist and Genius Bar Technology Teacher Leaders are available during Media Center hours to help students and staff with information and technology needs.

The Media Center collection includes more than 22,000 items including 850 eBooks, periodicals, and an array of electronic resources. The Media Center also offers desktop computers, printers, and tables for collaborative work. Remote access to EBHS subscription databases, print and e-book holdings and login information to online databases can be found on the [MEDIA CENTER WEBPAGE](#). **The CJHS Style Manual can also be found on the school Media Center website, or by [CLICKING HERE](#).**

The Media Center is open every day during school hours. The doors open daily at 7:35 AM, and Tuesdays, Wednesdays and Thursdays the Media Center is open after school until 3:30PM. Students are invited to use the computers, printers, tables and other Media Center resources before and after school without a pass. After school, students may obtain an activity bus pass from the circulation desk. Food is not permitted, and all drinks must have lids. School IDs must be worn at all times in the Media Center.

Students may visit the Media Center during class periods with a pass from their classroom teacher. During lunch students may obtain a pass to go to the cafe after their work is done if there are at least ten minutes remaining in the lunch period. Students who are disruptive or disregard Media Center rules will not be allowed to continue to visit the Media Center. All students in the Media Center should be doing school-related work.

Books are circulated for a three-week period and may be renewed for an additional three weeks. Magazines and audiovisual items are circulated to faculty only but may be used by students while in the Media Center. It is essential that students return books promptly to allow others an opportunity to use the materials. Overdue fines are ten cents per item

per day. Students may print up to six pages per day, with a charge of ten cents per additional printed page. Photocopying is available at ten cents per page.

RECYCLING

All students and staff are required to recycle. The cafeteria, classrooms, and offices have recycling containers. Everyone is asked to place all white paper, newsprint, computer paper, and aluminum cans in the appropriate recycling containers.

SKATEBOARDS/ROLLERBLADES/HOVERBOARDS

The use of skateboards, rollerblades or hoverboards are not permitted on school property at any time.

STUDENT DROP-OFF/PICK-UP

Parents are reminded to drop off students only in the designated areas in the front of the school building on the shoulder of Norton Road. Furthermore, parents/guardians are not permitted to drop students off at the rear of the building as this location is reserved for bus drop-off and pick-up only.

VISITORS

Visitors are required to sign in at the security vestibule located inside the main entrance nearest the flagpole and obtain a **visitor's badge**. All visitors must present a form of photo identification upon entering the building. This badge must be worn for the duration of the visit. All visits must be pre-approved. **Students are not permitted to bring a friend or relative to school.** For security purposes, visitors are not permitted after 4 PM, except to attend regularly scheduled programs. In addition, parents may not go to classrooms to obtain books or materials their children forgot. Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken.

WELLNESS/NUTRITION

As per East Brunswick Board of Education [policy 8505](#), foods of minimal nutritional value, all foods and beverages listing sugar in any form as the first ingredient and all forms of candy may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day.

WORKING PAPERS

Working papers are required for all persons under eighteen (18) years of age who are gainfully employed. They are issued for a specific job and not for an overall permission to work. Application forms are now done online Click [here to access the form](#).

ACADEMICS

GRADING

Evaluation is based on evidence of the attainment of the instructional and performance objectives for the subject. The following symbols are used to report progress:

A	Excellent	WP	Withdrew Passing
B	Good	WF	Withdrew Failing
C	Fair	I	Incomplete – Due to extenuating circumstances, the student may be given an approved extension of time.
D	Poor		
F	Failing		

In grade 9, students may choose to take one full-year course or two semester courses on a Pass/Fail basis each year. Progress in these courses is reported as:

P - Pass **F** - Fail

GRADING CRITERIA

The grading criteria are as follows:

Excellent: Masters all course proficiencies.

A+ 98-100 A 92-97 A- 90-91

Good: Masters a major portion of course proficiencies.

B+ 86-89 B 82-85 B- 80-81

Fair: Masters the minimum course proficiencies.

C+ 76-79 C 72-75 C- 70-71

Poor: Completes the minimum proficiencies.

D+ 66-69 D 62-65 D- 60-61

Failing: Indicates work inferior to accepted standard for passing.

F Below 60

The following criteria will also be considered in determining grades: the student's completion of work on time, participation in class, completion of homework, ability to work independently, and efforts to evaluate and improve his/her work.

INCOMPLETE WORK (I)

With proper documentation and approval incomplete work at the end of the grading period, semester, or year is recorded as an (I).

PASS/FAIL (P/F)

P - Successfully completed a course with no grade assigned.

F - Unsuccessfully attempted a course with no grade assigned.

Withdrew Passing (WP) Withdrew with a passing grade before a letter grade could be assigned.

Withdrew Failing (WF) Withdrew from course with failing grades.

GRADE POINT AVERAGE

The grade point average (GPA) will be the quotient of the total number of quality points divided by the total number of credits attempted. The GPA shall be calculated to three decimal places. All courses taken in grades 9-12 for which a letter grade of A, B, C, D, or F can be assigned shall be considered in determining grade point average. Quality points for a

standard course will be calculated by multiplying the number of credits attempted for a course by the standard grade value for the grade earned (Table 1).

HONOR ROLL

The criteria for honor roll shall be: All grades A+ to B

GRADE VALUES FOR NON-HONORS COURSES

GRADE	GRADE VALUE	GRADE	GRADE VALUE
A+	4.3	C+	2.3
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	.7
		F	.0

Honors and Advanced Placement courses shall receive additional weight for GPA calculation.

Quality points for Honors and Advanced Placement courses will be calculated by multiplying the number of credits attempted for a course by the grade value for the grade earned.

GRADE VALUES FOR HONORS/ADVANCED PLACEMENT COURSES

GRADE	HONORS	AP	GRADE	HONORS	AP
A+	4.945	5.375	C+	2.645	2.875
A	4.6	5	C	2.3	2.5
A-	4.255	4.625	C-	1.955	2.125
B+	3.795	4.125	D+	1.338	1.625
B	3.45	3.75	D	1.15	1.25
B-	3.105	3.375	D-	.805	.875
			F	.0	.0

PASS/FAIL OPTION

9th grade students interested in pursuing the Pass/Fail option must meet with their counselor first to discuss the positive and negative aspects of this decision. At the completion of the conference, counselors will supply the student with the appropriate forms that must be completed by the designated dates below.

- Students may elect to take one course each semester on a Pass/Fail basis. If a student elects a full-year course, no other course may be taken Pass/Fail. Students are discouraged from taking Pass/Fail in academic courses.
- Students who are considering Pass/Fail are to be given their grades to date in the course, so the student can make a decision based on an accurate assessment of his/her standing in the course. A student who is thinking about taking a course Pass/Fail must inform the teacher a week before the deadline for designating the course Pass/Fail. The teacher will grade and return all the tests a student has taken to him/her by the day before the deadline.
- Once the Pass/Fail option has been elected, students may not request a change back to a traditional letter grade.
- Students choosing the P/F option for a particular course will receive a P or F for **all** quarter, semester and final grades associated with that course.
- Students who elect P/F for Health may also elect P/F for Physical Education.
- Grades of "P" or "Credit" will not be included for computation of class rank, due to difficulty in numerical translation. Grades of "F" or "No Credit" will, however, be included.
- Students must indicate a desire to receive P/F grades according to the following calendar:
 - Full-Year Course – January 5, 2024
 - Semester 1 Course – November 21, 2023
 - Semester 2 Course – April 17, 2024
- Students desiring to take a course P/F must obtain a form from the School Counseling Department. Students must return this form with all appropriate signatures to the School Counseling Chairperson to be considered for the Pass/Fail option.
- A student who opts for P/F AFTER a quarter in which a letter grade was printed on the report card should have the letter grade changed to "P/F" by the teacher. The teacher must correct the grade through the proper office so that succeeding report cards are corrected accordingly.

HOMEWORK

Homework is an integral part of the instruction process. Homework is a component of course work at CJHS and must be completed on time. Please refer to East Brunswick Board of Education Homework [Policy #2330](#). Late work guidelines can be found below.

INCOMPLETE GRADES

Students who have received an Incomplete for a marking period, examination, or semester grade will be given ten (10) school days to complete the necessary work. If the work is not completed within ten (10) school days, the Incomplete Grade will automatically become an F. Teachers may submit grade change forms at a later date in cases where there were extenuating circumstances. An alternate timeline may be established in case of extenuating circumstances if the student's teachers, school counselor and the transcript official are notified.

LATE WORK GUIDELINES

If a student is present, then all homework assignments are to be submitted on the due date assigned by the teacher. Late homework assignments will not be accepted. All long-term assignments (i.e., papers, lab reports, projects) submitted after the due date will be accepted and assessed a penalty of ten percent for each school day late. Any paper submitted after five school days will be evaluated by the teacher for the purpose of providing the student with feedback and a grade of zero will be recorded. No paper will be accepted for evaluation after ten school days.

Please refer to the Attendance section for details regarding work missed due to absence from school.

EXAMINATIONS

Students who are not present for an examination must return after the exam is given to make it up. Students taking make-ups must complete these exams during the time allotted for make-up exams. Only those students who have passes verifying their absence will be permitted to make up exams. No examinations will be given prior to the normally scheduled examination week.

EXTRA CREDIT

Student grades will reflect performance on prescribed course requirements. Therefore, in order to maintain grading consistency and equity across the curriculum, student grades will **not** include extra credit.

PARENT ACCESS/PROGRESS REPORTS

Parents and students are encouraged to log into Parent Access to keep track of academic progress and attendance. Progress reports are posted in Parent Access midway through each marking period, generally for students who may be at risk for course failure. Parents are encouraged to contact counselors and teachers when a progress report indicates deficiencies. Additionally, teachers may issue an interim progress report whenever a deficiency or improvement is noted. For questions or issues related to logging into Parent Access, please contact the grade level administrator's office. Parent Access privileges will be suspended if a student has an outstanding financial obligation. We strongly encourage parents and guardians to use Parent Access to schedule Parent-Teacher conferences in October and March.

PROMOTION REQUIREMENTS

The minimum number of total credits (grades 9-12) required for graduation from East Brunswick High School is 140 – East Brunswick Board of Education [Policy #5460](#). In order for students to be promoted to the next grade, they must complete the required number of credits for the grade level.

- Grade 7 27.5 credits
- Grade 8 27.5 credits
- Grade 9 35 credits

REPORT CARDS

Students receive academic reports four times a year. Grades represent a measure of the performance by the student in a given subject. Grade appeals are to be made within ten (10) school days.

SUMMER SCHOOL

Students must be enrolled in a course for an entire year to be eligible to take remedial courses in summer school. Parent/guardian is responsible for all fees incurred. Please contact your child's school counselor for information on registering for summer school courses.

TRANSCRIPT

A transcript represents a cumulative record of a student's history for grades 9-12 and is updated every semester. These records are maintained in the school counseling office, and it is recommended that you obtain an unofficial transcript annually so that you may review your progress and course history. If there is a discrepancy, a student may discuss it with his or her school counselor. A high school transcript will be sent to various colleges when formal requests are made.

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING OFFICE

SCHOOL COUNSELING

The Counseling Department at Churchill Jr. High School is designed to support and promote the academic and social/emotional development of all students. The dedicated and compassionate counselors strive to help students achieve optimal personal growth, acquire positive social skills and realize their full academic potential. Individual counseling as well as support groups are provided throughout the year. To schedule a counseling appointment, students can stop in the school counseling office before or after school or by filling out this form: [Counseling Request Form](#).

CHURCHILL JUNIOR HIGH SCHOOL 2023-2024

Administrator	Grade Level	Extension	SAS
Ms. Jennifer Cunningham	Grade 7	6791	Jennifer Sislian
Mrs. Alexia DeLuca	Grade 8	6801	Melissa Barna
Mr. Ian Evanovich	Grade 9	6780	David Ferraro

8th and 9th Grade School Counselor Assignments

Counselor	Email	Extension	Name Range
Nydiadra Rivers	nydiadra.rivers@ebnet.org	6786	8 th Grade - A-Cha 9 th Grade - A-Chi
Lauren Rice	lrice@ebnet.org	6797	8 th Grade – Chb-G 9 th Grade - Chj-Gig
Elizabeth Stankiewicz	estankiewicz@ebnet.org	6798	8 th Grade – H-La 9 th Grade – Gih-Lib
Jessica Caramico	jessica.caramico@ebnet.org	6779	8 th Grade – Lb-Pal 9 th Grade – Lic-Nie
Steven Pecesky	specesky@ebnet.org	6799	8 th Grade – Pan-Sp 9 th Grade – Nif-Sat
Phillip Ruperto	pruperto@ebnet.org	6794	8 th Grade – Sq-Z 9 th Grade - Sau-Z

7th Grade School Counselor Assignments

Counselor	Email	Extension	Name Range
Jazmin Roman	jazmin.roman@ebnet.org	6931	A-Lee
Nicholas Orlando	nicholas.orlando@ebnet.org	6941	Lef-Z

SPECIAL EDUCATION

The East Brunswick School District provides special education and related services to students who meet eligibility criteria and required special education and related services. Child Study Teams, consisting of a school psychologist, learning consultant, social worker, and speech-language specialists are assigned to all schools in the district. Child Study Teams conduct comprehensive evaluations to determine eligibility for special education and related services. If a student is found eligible for special education, an Individual Education Plan (IEP) is developed in order to provide an appropriate program. It is the goal of the district to educate students with disabilities in the least restrictive environment. If you have a high school aged child who may be disabled and in need of special education, contact the Department of Special Services at (732) 613-6748.

I&RS COMMITTEE

The Intervention and Referral Service committee is a problem-solving school-based committee that works to address student learning, behavior, and health difficulties. The committee is composed of a student assistance specialist, administrator, school nurse, teacher, school counselor, and a child study team member. The committee explores various alternatives to solve problems. I&RS is a procedure within the building where staff members meet to confer on a student's progress and to recommend formal interventions that can be implemented to support the student. Parents will be notified if their student is recommended for this process and will be invited to attend and participate.

STUDENT ASSISTANCE SPECIALISTS

In addition to your child's school counselor, there are two student assistance specialists at Churchill Junior High School. The student assistant specialists are available to help students who are having difficulties with issues such as family problems, drugs and alcohol, anger management, depression, etc. You can reach Ms. Sislian (7th Grade) at 732-353-0924, Ms. Melissa Barna (8th Grade) at 732-353-0932 and Mr. David Ferraro (9th Grade) at 732-353-0920.

HEALTH AND SAFETY PHONE NUMBERS AND SUPPORT SYSTEMS

EAST BRUNSWICK POLICE – 732-390-6900

SCHOOL SAFETY AND SECURITY OFFICER – 732-613-6994

If during this time, you or a family member are struggling with how you are feeling or are in need of support with obtaining food, or other basic needs, please see the resources listed below. Additional information can be found here: [Parent/Student Resources](#)

- **Perform Care-** 1-877-652-7624 (can be utilized for crisis situations)
- **2nd Floor Youth Helpline-** 1-888-222-2228 (students can communicate privately with a mental health professional)
 - **New Jersey Hopeline-** 1-855-654-6735
 - **National Suicide Prevention Hotline-** 1-800-273-TALK (8255); text SMART to 741741
 - **SAMHSA National Helpline-** 1-800-662-HELP (4357)- Mental Health Services Admin
 - **[NJ-211](#)** (NJ specific resources for food, utilities, mental health, etc.) call 2-1-1, text 898-211
 - **[Aldersgate Food Pantry](#)** - 568 Ryders Lane. Sunday, Tuesday & Friday 1-3pm, 732-254-7361

COMMUNITY SERVICE

The Churchill Jr. High School Community Service Program is designed to foster the development of sound character, democratic values, ethical judgement, good behavior, and the ability to work in a self-disciplined and purposeful manner. Ninth grade students are asked to volunteer their time to help those in need for a minimum of **15 hours** during the school year. Students are not required to complete community service hours but are encouraged to do so. Students who complete at least 15 community service hours per year and submit all necessary paperwork will have their participation noted on their transcript. This will be done for each year (9-12) that students participate in the program. **The approval form must be signed by the student's counselor prior to starting the service project.** For more information on Community Service or to access the Community Service Packet [CLICK HERE](#).

NURSES' OFFICE

Registered nurses are on duty throughout the school day. Students are expected to have a pass and student ID to see the nurse. Students are not permitted to visit the nurse's office between classes with the exception of emergencies. The nurses' office can be reached by dialing 732-613-6807.

MEDICATION GUIDELINES – School nurses are not permitted to dispense medication without written doctor's permission.

- Only written orders from doctors are acceptable. They must include beginning and discontinued dates. They should also include a diagnosis. If the medication is to be given on a continuing basis, a doctor's note must be provided at the beginning of each school year. A written note from a parent/guardian is also necessary when any medication is to be given by the nurse.
- All medication must be labeled with the student's name, medicine identification, dosage, time to be given and dates.
- For the following over-the-counter medications (*Tums*, Acetaminophen, and Ibuprofen) parents must complete the electronic [Consent for Over-the-Counter Medication Form](#) in order for the high school nurses to be permitted to administer this medication to their child.

INHALERS/EPI PEN (Epinephrine) – Before any student shall be authorized to carry and/or use an inhaler or Epi Pen on school premises or at school functions off school property, the parent or guardian must file the following with the school principal: a certification of a duly licensed physician that the student suffers from a potentially life-threatening condition which requires immediate use of an inhaler or Epi Pen. The physician shall also certify that the patient is trained in the use of the inhaler or Epi Pen and is capable of self-administration of the medication.

- The parent or guardian must provide an additional inhaler or Epi Pen, identical to the one which the student is authorized to carry, which shall be retained by the school nurse in accordance with Board policy.
- The parent or guardian of such student shall make a written request of the school district for permission to have the student carry and use an inhaler or Epi Pen. The request shall also include a statement which shall release, indemnify, and hold harmless the Board of Education against any and all liability for damage or inquiry arising out of the district approval of the request.
- Students must report to the school nurse with inhalant or Epi Pen and demonstrate to the school nurse that they have proper knowledge and use of these medications. Students deemed responsible may carry their prescribed medication on their person.

EXCLUSION FROM PHYSICAL EDUCATION – Students who need to be excused from participation in physical education due to a medical reason must submit a doctor's note to the school nurses' office. The note must include the reasons and length of time to be excused. The note is to be brought to the school nurse before physical education class. The nurse will approve the note and issue an excuse for the requested period. A copy of this note will be kept on file in the nurses' office. Students that have a medical note excusing them for more than three weeks will be placed in a medical study and the school counseling department will receive a copy of the note and arrange for the location of the medical study. No student will be excused from running activities during fitness days without a written doctor's note. Exceptions will be made only for acute in school medical emergencies as determined by the school nurse. Parent notes will not be accepted in the nurse's office.

ILLNESS IN SCHOOL – Students who feel ill must go to the nurses' office before contacting a parent. Any student who calls a parent from anywhere in the building other than the nurse's office will go home unexcused through the attendance office - NO EXCEPTIONS. Students who are ill must be picked up from the nurses' office and will not be allowed to drive themselves home.

ATTENDANCE

Students will be subject to Attendance [Policy #5200](#)

Student ID and a **hall pass** are required for students to enter the attendance office during a class period, lunch or between periods. Regular attendance is required on all of the days and hours that school is in session. Students are required to report to their period 1 class (A-Day) or period 5 class (B-Day) by 8:00 AM. Students arriving after the bell rings up until 8:20 AM will be considered tardy. **Students arriving after 8:20 AM will be considered absent from Period 1 (A-Day)/Period 5 (B-Day) and will be required to report to the attendance office to get a pass to class. Failure to do so will result in a cut for the period. Students who miss two or more class periods in a day will have a daily attendance code of absent.**

Official school attendance will be taken during homeroom (9:25 AM). Students arriving after 8:20 AM must report to the attendance office to get a pass to their Period 1 (A-Day) / Period 5 (B-Day). Failure to do so will result in a cut for the period.

School notification is required whenever a student is absent from school. Parents/Guardians are responsible for notifying the attendance officer by 8:30 AM with the reason for the absence. The school reserves the right to verify any and all statements regarding absences and may determine whether the absence is excused or unexcused. If the Attendance Office does not receive a call by 8:30 AM, the parent/guardian may receive an automated call from the attendance office notifying them of an absence. **In order for an absence to be considered excused, a follow-up note, signed by a parent, must be submitted to the homeroom teacher or the attendance office within five school days following the absence.** The note must include the student's name, ID number, date of absence, reason for absence, and parent signature. Notes should be turned into the Attendance Office or given to the homeroom teacher. If a student is absent for 3 or more consecutive days a medical note is required to be submitted to the attendance office upon their return.

EXCUSED ABSENCES are permitted by the Board of Education for *personal illness, family illness or death, necessary and unavoidable medical or dental appointments, religious holidays, court appearances, the student's suspension from school, administratively-approved absences, and those circumstances as provided in [Regulation 5200](#)*. Students are responsible for making up all work and/or exams when they are absent from school. Students with an excused absence will be allowed two days for every day absent to make up the work. Make up work for an excused absence will be given full credit. All excused absences with the exception of religious holidays are included in a student's total number of absences. [Policy 5200](#) prohibits disqualification of any student from any award as the result of an excused religious absence and/or any negative impact arising out of a student's excused religious absence which could adversely affect the student's opportunity to compete for honors, awards, and the like. In determining qualifications for any award, including satisfaction of prerequisite courses and attendance excused religious absences shall be counted as equivalent to attendance. (In order to have an absence considered to be administratively excused, students must submit a parental permission letter and documentation related to the absence reason to their GLA at least 1 week prior to the anticipated absence.)

If a student is absent on the day of a previously announced test or quiz, or the day before a previously announced test or quiz, he/she is responsible for taking the test or quiz on the day he/she returns to school unless otherwise directed by the teacher. ([Policy #5200](#))

UNEXCUSED ABSENCES are absences from school for any other reason than those stated above. Students are responsible for making up all work and/or exams when they are absent from school. Vacations and family travel while school is in session are not considered reasons for excused absences. Students with an unexcused absence will be allowed two days for every day absent to make up the work. Make-up work for unexcused absences will receive a penalty of one letter grade. When four or more unexcused absences occur, an attendance action plan may be developed by the grade level administrator. Students with ten or more non-consecutive unexcused absences are considered truant and court proceedings can be initiated. Excessive absences may place a student in a loss of credit status for their courses.

School-sanctioned activities resulting in absence from school must be approved by the principal and require advanced notification of each classroom teacher. Approved school-sanctioned activities will not be counted as absences. Student responsibility for completing class assignments shall follow the guidelines established for excused absences.

EXTRA-CURRICULAR ACTIVITIES: Students must be in attendance for a minimum of FOUR HOURS (not four class periods) to be eligible for participation in extra-curricular activities. Students who are absent from school, for any reason other than an administratively approved absence, are prohibited from participating in activities/clubs and are prohibited from being on school grounds on the day of the absence.

ATTENDANCE LIMITATIONS FOR CREDIT ([Policy #5200](#)):

A secondary student will be denied course credit for a course when he/she has been absent from a full year class more than 18 days of the class sessions, or has been absent from a semester class more than 9 days of the class sessions, whatever the reason for the absence, except those absences for the observance of religious holidays, out-of-school suspensions, death of an immediate family member, and absences excused by a recognized medical professional, covering the period of absence stating that the student was under his/her care and unable to attend school.

- Students who accumulate 3 or more cuts in a course will become ineligible to attend summer school in that subject and will lose credit in the course.
- Students who exceed the aforementioned absence totals and who are placed in a loss of credit status have the right to appeal the attendance decision. Please refer to the student appeals process in this handbook.

The following types of absences **are not** included in these totals: school counseling appointments, home instruction, in- or out-of-school suspension, religious holidays, school-sponsored activities and field trips, and any administratively **pre-approved** absence. Students who are absent are to bring a note from home indicating the reason for their absence to the attendance office or to their homeroom teacher. Students who do not have a note will be given an unexcused absence and allotted 5 days to submit a note explaining the absence. Once the note has been submitted, the unexcused absence will be changed to an excused absence if appropriate. Absence from school without parental knowledge and consent ("cut") is considered an unexcused absence. While students are responsible for making up the work they missed, no credit will be given. "Cuts" will result in disciplinary consequences.

Denial of Course Credit:

The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.

A secondary student who has been placed in a loss of credit status may be considered for an attendance contract outlining attendance and academic requirements for the remainder of the school year. The contract will be reviewed at the end of each marking period and may be voided at any time.

A student who has been placed in a loss of credit status may appeal this decision by appearing before an Attendance Review Committee which may be comprised of Principal, Assistant Principal, School Social Worker, Counselor. The Attendance Review Committee will determine whether credit may be restored at the end of the year.

A student who has exceeded the allowable number of absences, will be placed in a loss of credit status with the option of continuing in the class on an audit basis (no credit or grade) in order to be eligible to make up the course in summer school, provided the course is available.

TARDINESS deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Tardiness to school will be excused for those reasons approved for excused absences. Four incidents of unexcused tardiness shall equal one unexcused absence. Excessive tardiness shall result in administrative review and disciplinary consequences. ([Policy #5200](#)) Oversleeping and unexcused personal reasons will not be acceptable reasons for being tardy to school. Such incidents of unexcused tardiness will result in a detention. Chronic tardiness will result in disciplinary consequences.

LEAVING SCHOOL EARLY: If a student is leaving school early, he/she must report to the attendance office with a note from a parent/guardian prior to the start of the school day in order to receive a pass to leave. Parents/guardians must report to the attendance office to sign a student out before dismissal. If a student becomes ill at school, the school nurse will determine whether early dismissal is necessary. Students are permitted to leave only when a parent comes into school to sign the student out. STUDENTS LEAVING WITHOUT THE PERMISSION OF THE NURSE OR ATTENDANCE OFFICER ARE CONSIDERED AN UNEXCUSED ABSENCE. Students signing out of school for a dental or doctor's appointment will receive an unexcused absence. Upon the student's return to school, a doctor's note must be provided to the attendance office for it to be changed to an excused absence.

Bell Schedules

REGULAR DAY BELL SCHEDULES

REGULAR BELL SCHEDULE – PERIOD 3A / 7A LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	8:00 AM – 9:40 AM (85 MIN + 15 MIN)	5	8:00 AM – 9:40 AM (85 MIN + 15 MIN)
2	9:46 AM – 11:11 AM (85 MIN)	6	9:46 AM – 11:11 AM (85 MIN)
3A LUNCH	11:17 AM – 11:43 AM (26 MIN)	7A LUNCH	11:17 AM – 11:43 AM (26 MIN)
3BCD	11:48 AM – 1:14 PM (86 MIN)	7BCD	11:48 AM – 1:14 PM (86 MIN)
4	1:20 PM – 2:45 PM (85 MIN)	8	1:20 PM – 2:45 PM (85 MIN)

REGULAR BELL SCHEDULE – PERIOD 3B / 7B LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	8:00 AM – 9:40 AM (85 MIN + 15 MIN)	5	8:00 AM – 9:40 AM (85 MIN + 15 MIN)
2	9:46 AM – 11:11 AM (85 MIN)	6	9:46 AM – 11:11 AM (85 MIN)
3A	11:17 AM- 11:43 AM (26 MIN)	7A	11:17 AM- 11:43 AM (26 MIN)
3B LUNCH	11:48 AM – 12:14 PM (26 MIN)	7B LUNCH	11:48 AM – 12:14 PM (26 MIN)
3CD	12:18 PM – 1:14 PM (56 MIN)	7CD	12:18 PM – 1:14 PM (56 MIN)
4	1:20 PM – 2:45 PM (85 MIN)	8	1:20 PM – 2:45 PM (85 MIN)

REGULAR BELL SCHEDULE – PERIOD 3C / 7C LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	8:00 AM – 9:40 AM (85 MIN + 15 MIN)	5	8:00 AM – 9:40 AM (85 MIN + 15 MIN)
2	9:46 AM – 11:11 AM (85 MIN)	6	9:46 AM – 11:11 AM (85 MIN)
3AB	11:17 AM – 12:13 PM (56 MIN)	7AB	11:17 AM – 12:13 PM (56 MIN)
3C LUNCH	12:18 PM – 12:44 PM (26 MIN)	7C LUNCH	12:18 PM – 12:44 PM (26 MIN)
3D	12:48 PM – 1:14 PM (26 MIN)	7D	12:48 PM – 1:14 PM (26 MIN)
4	1:20 PM – 2:45 PM (85 MIN)	8	1:20 PM – 2:45 PM (85 MIN)

REGULAR BELL SCHEDULE – PERIOD 3D / 7D LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	8:00 AM – 9:40 AM (85 MIN + 15 MIN)	5	8:00 AM – 9:40 AM (85 MIN + 15 MIN)
2	9:46 AM – 11:11 AM (85 MIN)	6	9:46 AM – 11:11 AM (85 MIN)
3ABC	11:17 AM – 12:43 PM (86 MIN)	7ABC	11:17 AM – 12:43 PM (86 MIN)
3D LUNCH	12:48 PM – 1:14 PM (26 MIN)	7D LUNCH	12:48 PM – 1:14 PM (26 MIN)
4	1:20 PM – 2:45 PM (85 MIN)	8	1:20 PM – 2:45 PM (85 MIN)

SINGLE SESSION DAY BELL SCHEDULES – NO LUNCH

SINGLE SESSION DAY BELL SCHEDULES – NO LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	8:00 AM – 9:14 AM (60 MIN + 14 MIN)	5	8:00 AM – 9:14 AM (60 MIN + 14 MIN)
2	9:20 AM – 10:20 AM (60 MIN)	6	9:20 AM – 10:20 AM (60 MIN)
3	10:26 AM – 11:26 AM (60 MIN)	7	10:26 AM – 11:26 AM (60 MIN)
4	11:32 AM – 12:32 PM (60 MIN)	8	11:32 AM – 12:32 PM (60 MIN)

SINGLE SESSION MIDTERM / FINAL EXAM BELL SCHEDULE

8:00 AM – 8:30 AM	STUDY PERIOD / QUESTIONS
8:30 AM – 10:00 AM	EXAM 1
10:00 AM – 10:11 AM	EXAM MATERIAL COLLECTION
10:11 AM – 10:21 AM	CHANGE OF CLASS
10:21 AM – 10:51 AM	STUDY PERIOD / QUESTIONS
10:51 AM – 12:21 PM	EXAM 2
12:21 PM – 12:32 PM	EXAM MATERIAL COLLECTION

DELAYED OPENING BELL SCHEDULES

DELAYED OPENING BELL SCHEDULE – PERIOD 3A / 7A LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	10:00 AM – 10:50 AM (50 MIN)	5	10:00 AM – 10:50 AM (50 MIN)
2	10:56 AM – 11:46 AM (50 MIN)	6	10:56 AM – 11:46 AM (50 MIN)
3A LUNCH	11:52 AM – 12:18 PM (26 MIN)	7A LUNCH	11:52 AM – 12:18 PM (26 MIN)
3BCD	12:22 PM – 1:49 PM (87 MIN)	7BCD	12:22 PM – 1:49 PM (87 MIN)
4	1:55 PM – 2:45 PM (50 MIN)	8	1:55 PM – 2:45 PM (50 MIN)

DELAYED OPENING SCHEDULE – PERIOD 3B / 7B LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	10:00 AM – 10:50 AM (50 MIN)	5	10:00 AM – 10:50 AM (50 MIN)
2	10:56 AM – 11:46 AM (50 MIN)	6	10:56 AM – 11:46 AM (50 MIN)
3A	11:52 AM – 12:18 PM (26 MIN)	7A	11:52 AM – 12:18 PM (26 MIN)
3B LUNCH	12:22 PM – 12:48 PM (26 MIN)	7B LUNCH	12:22 PM – 12:48 PM (26 MIN)
3CD	12:52 PM – 1:49 PM (57 MIN)	7CD	12:52 PM – 1:49 PM (57 MIN)
4	1:55 PM – 2:45 PM (50 MIN)	8	1:55 PM – 2:45 PM (50 MIN)

DELAYED OPENING SCHEDULE – PERIOD 3C / 7C LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	10:00 AM – 10:50 AM (50 MIN)	5	10:00 AM – 10:50 AM (50 MIN)
2	10:56 AM – 11:46 AM (50 MIN)	6	10:56 AM – 11:46 AM (50 MIN)
3AB	11:52 AM – 12:48 PM (56 MIN)	7AB	11:52 AM – 12:48 PM (56 MIN)
3C LUNCH	12:52 PM – 1:18 PM (26 MIN)	7C LUNCH	12:52 PM – 1:18 PM (26 MIN)
3D	1:22 PM – 1:49 PM (27 MIN)	7D	1:22 PM – 1:49 PM (27 MIN)
4	1:55 PM – 2:45 PM (50 MIN)	8	1:55 PM – 2:45 PM (50 MIN)

DELAYED OPENING SCHEDULE – PERIOD 3D / 7D LUNCH			
A-DAY		B-DAY	
PERIOD	TIME	PERIOD	TIME
1	10:00 AM – 10:50 AM (50 MIN)	5	10:00 AM – 10:50 AM (50 MIN)
2	10:56 AM – 11:46 AM (50 MIN)	6	10:56 AM – 11:46 AM (50 MIN)
3ABC	11:52 AM – 1:17 PM (85 MIN)	7ABC	11:52 AM – 1:17 PM (85 MIN)
3D LUNCH	1:23 PM – 1:49 PM (26 MIN)	7D LUNCH	1:23 PM – 1:49 PM (26 MIN)
4	1:55 PM – 2:45 PM (50 MIN)	8	1:55 PM – 2:45 PM (50 MIN)

CODE OF CONDUCT

As per East Brunswick Board of Education [Policy 5600](#), the Code of Student Conduct has been developed to foster the health, safety, social and emotional well-being of our students, as well as supporting and maintaining a civil, safe, supportive, and disciplined school environment. The East Brunswick School District promotes the achievement of high academic standards and the prevention of problem behaviors that would impede the educational process. Parameters for the intervention and remediation of student problem behaviors at all stages of intervention have been established. School responses to violations of the code of student conduct will take into account the severity of the offense, developmental age of the student, and student history of inappropriate behaviors.

STUDENT RIGHTS

Students have the right:

- to be informed about expectations for their behavior;
- to be treated with respect and dignity;
- to a positive safe learning environment;
- to express their opinions and feelings appropriately;
- to be taught constructive means to settle disagreements or problems;
- to an education that supports students' development into productive citizens; and
- to due process and protections pursuant to law and code.

STUDENT RESPONSIBILITIES

Students have a responsibility to:

- exhibit self-control on school premises, on the school bus and at school activities;
- remain in the area assigned for a specific activity;
- exhibit respect for the authority of all school personnel;
- maintain and respect school and private property;
- speak to and treat adults and other students with respect;
- avoid placing themselves or others in danger of physical harm;
- help keep the school clean and attractive; and
- use constructive means to settle disagreements or problems.

STUDENT APPEALS PROCESS

Students have a right to appeal discipline, grade, and attendance issues; however, East Brunswick Public Schools have a specific appeal process. Appeal forms can be obtained in your Grade Level Administrator's office and must be submitted within five days of the situation being appealed. School officials in the following order will review all appeals: Grade Level Administrator, Appeals Board (attendance only), Principal, Assistant Superintendent, Superintendent, Board of Education. Only out-of-school suspensions may be appealed beyond the building level. Specifically, students are to refer to the following guidelines for appeals:

GRADES: Students who believe that their grade has been miscalculated or that they have not received the appropriate grade at the end of a marking period are to first discuss their concern with their teacher. If a student feels the need to appeal further, he or she must submit a completed appeal form to the appropriate Department Chairperson or Supervisor.

DISCIPLINE: Students have the right to appeal a disciplinary consequence if they feel that they have been wrongly accused. Students are to submit a completed appeal form to their grade level administrator within five days of the date of the assigned consequence. Punishment shall be withheld until the appeal has been resolved unless there is a determination that the conduct is found to constitute a danger to the student or to others. Suspension appeals not resolved at the building level may be appealed to the Assistant Superintendent for Student Activities/Services and subsequently to the Superintendent and the Board of Education.

ATTENDANCE: Students have the right to appeal a failure of a course due to excessive absences and/or tardiness. Students are to submit a completed appeal form to their grade level administrator within five days of the drop.

ACADEMIC INTEGRITY POLICY

All student work must adhere to the Academic Integrity Policy distributed at the beginning of the year and on the school's web site. [Click here](#) to review the Academic Integrity/Honor Code.

DRESS CODE

It is expected that students will avoid wearing any clothing or related items disruptive to the educational process. Students are required to adhere to the following dress code:

- Hats, hoods, or any head covering (with the exception of head coverings worn for religious or medical reason) are not permitted to be worn or visible in the school during the school day. Head coverings such as hats and hoods can obscure a student's face. The purpose of this rule is to allow school staff to be able to easily identify students for safety and security reasons.
- Wearing or displaying any item encouraging the use of alcoholic beverages, controlled dangerous substances, weapons, tobacco, or sexual references is strictly prohibited. Items of clothing that can be interpreted by staff as having either explicit or implied double meanings are prohibited.
- Face paint of any kind is not permitted.
- No clothing containing hate messages, bias, prejudice, or profanity is permitted.
- No strapless, one shoulder, see-through, bustier, or halter tops are permitted. No tops which expose the abdominal area are permitted. No cleavage or bare chests may be exposed. Proper attire should include undergarments.
- Undergarments may not be exposed at any time. **Pants must be worn at the waist.**
- Articles that can cause damage to other students and/or property are not permitted.
- No slippers or bare feet are allowed in the school at any time.
- Sunglasses may not be worn in the building.
- No outerwear such as coats, jackets, raincoats, or gloves are permitted to be worn in the building during school hours. As fashion trends change as frequently as the weather, the administration reserves the right to define "outerwear" as the school year progresses.
- Skirts and shorts should cover the abdominal area in the sitting or standing position, and extend past the individual's fingertips when standing naturally.
- The administration reserves the right to impose any additional codes to address the ever-changing trends in fashion to ensure the optimal learning environment.
- **Students violating the dress code will be sent home or parents may be required to bring a change of clothing. Students may also face administrative consequences.**

TYPES OF DISCIPLINARY ACTIONS

Students who choose not to accept the rules and codes of the school are subject to disciplinary action. School personnel will use a variety of measures including but not limited to: teacher/parent conferences, interventions through the Intervention and Referral Services Committee, warnings, detentions, suspensions, or other strategies determined by the building administrator. Consequences will vary according to student histories of inappropriate behaviors, frequency, severity and nature of the incident. At any time throughout the process, intervention by other school personnel may be recommended. School responses shall provide for the equitable application of the code of student conduct without regard to race, color, religion, ancestry, nationality, gender, sexual orientation, gender identity and expression, mental, physical or sensory disability or by any other distinguishing characteristic.

On the following page is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.A.C. 6A: 16-7.1. The behaviors include, but are not limited to:

Student Misconduct	Administrative Procedures	Disciplinary Options
<p>Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</p> <p>This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.</p>	<p>There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</p> <p>Repeated misbehavior requires a parent/teacher conference and a conference with the school counselor, child study team, and/or administrator.</p> <p>A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</p>	<p>Verbal reprimand</p> <p>Appropriate consequences directly related to misbehavior</p> <p>Special assignment</p> <p>Behavioral contract</p> <p>Counseling</p> <p>Withdrawal of privileges</p> <p>Supervised study</p> <p>Detention</p>
<p>Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</p> <p>These infractions, which usually result from the continuation of misbehaviors listed above, require the intervention of personnel on the administrative level because the execution of disciplinary options listed above has failed to correct the situation. Also, included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</p>	<p>The student is referred to an administrator for appropriate disciplinary action.</p> <p>The administrator meets with the student and staff to investigate the infraction, interviews the student, determines the extent of the consequences, and to initiate the most appropriate responses:</p> <p>Referral to the school counselor, student assistance specialist and/or child study team and/or outside agency with parental consent can be considered.</p> <p>The teacher is informed of the administrator's action; parental notification may be necessary.</p> <p>A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</p>	<p>The following actions may be imposed as appropriate:</p> <p>Detention</p> <p>Schedule Change</p> <p>Modified day</p> <p>Extracurricular restriction</p> <p>In-school suspension</p> <p>Out-of-school suspension, short-term suspension (one to nine days)</p>
<p>Acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school.</p> <p>Acts that are clearly criminal will be reported to the police. Disciplinary action will also be taken.</p>	<p>Following the investigation and verification of the infraction, the administrator meets with the student and parents (if unavailable, a telephone conference and/or written notification is required) to discuss the student's misconduct, explain the resulting administrative action, and review future expectations and timelines.</p> <p>Notification/referral to the child study team when appropriate.</p> <p>Notification of local law enforcement authorities when appropriate.</p> <p>Restitution of property and damages is required.</p>	<p>The following actions may be imposed as appropriate:</p> <p>Temporary removal from class</p> <p>Change in schedule/teacher</p> <p>Modified day</p> <p>Extracurricular restriction</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Disciplinary Board Hearing to consider long-term suspension/possible expulsion</p> <p>Home instruction/program placement in alternate program</p>
<p>Acts that result in violence to another's person or property or which pose a direct threat to the safety of others in the school.</p> <p>These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of Education.</p>	<p>Following an informal hearing, the student is immediately removed from the school environment. Parental notification is required.</p> <p>The administration contacts the local law enforcement agency and assists in prosecuting the offender.</p> <p>The administration contacts the superintendent to advise him/her of the incident.</p> <p>A complete and accurate report is submitted to the superintendent for Board action.</p> <p>The student is given a full due process hearing before the Board of Education.</p>	<p>The following actions may be imposed as appropriate:</p> <p>Short-term suspension (one to nine days)</p> <p>Disciplinary hearing with the Board of Education to consider long-term suspension (more than 10 days)</p> <p>Placement in an alternative program/school for the duration of the long-term suspension or until the outcome of the expulsion hearing</p> <p>Disciplinary hearing with the Board of Education to consider expulsion (in accordance with state law)</p>

DISCIPLINARY ACTIONS

DETENTION

OFFICE ASSIGNED DETENTION – A detention held in a school-wide specified detention area. Students may be assigned this detention by an administrator, department chairperson, or teacher. This is a quiet facility in which students are expected to do school work. Detention is held on Tuesdays, Wednesdays, and Thursdays from 2:50 PM until 3:25 PM.

TEACHER ASSIGNED DETENTION - A teacher assigned detention is held in the classroom of the teacher assigning the detention. When detention is assigned, the date and time the detention is to be served will be specified. A letter will be sent home informing the parent(s) of detention. A missed teacher-assigned detention will result in two office-assigned detentions.

MISSING DETENTION

Per semester: 1st missed detention, detention will be rescheduled
 2nd missed detention, 2 detentions scheduled (one additional to the original)
 3rd missed detention, Saturday detention scheduled
 4th or more missed = administrative discretion

SATURDAY DETENTION

At the discretion of the grade level administrator, Saturday detention may be assigned in place of suspension. Students assigned Saturday Detention must report to a specified area no later than 8:00 AM on the specified date. Students are to bring schoolwork or a book to read. Magazines are not acceptable. Students who arrive late or come unprepared to Saturday Detention will be asked to leave (dismissed) and not receive credit for the detention. Students who do not behave appropriately may also be dismissed. Students who fail to report to or are asked to leave Saturday Detention may be suspended from school.

SUSPENSION

Students may not participate in school activities on the day(s) of their suspension. The infractions contained in this document which lead to suspension are within the law (N.J.S.A. 6A: 16-7.2). If a suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

IN-SCHOOL SUSPENSION

Students assigned in-school suspension must report to a specified area on the indicated day. Students are there for the entire day and are expected to complete all work assigned by teachers. A zero will be given for that day's class work if it is not completed. Parents are telephoned and sent a letter, informing them that an in-school suspension has been assigned. In some instances, a parent conference is requested. Inappropriate behavior in in-school suspension will result in out-of-school suspension. Cell phones and other similar technological devices are not permitted in the in-school suspension room. **The student's Grade Level Administrator will hold the student's phone on the day an in-school suspension is assigned and return it to the student at the end of the school day.**

OUT-OF-SCHOOL SUSPENSION

Serious violations of the Discipline Rules and Regulations will result in out-of-school suspension. Depending upon the infraction, the suspension may be from one to nine days. Parents are telephoned and sent a letter informing them of this action. In all cases, a parent-student conference with the administrator is required for re-entry. Excessive suspensions will result in a loss of student privileges, including parking, attendance at extracurricular activities, attendance at prom, and participation in graduation. Students who receive more than four days of out-of-school suspension will receive home instruction. Students who have been assigned out-of-school suspension are not permitted on school grounds on the day(s) of their suspension.

EXPULSION

Expulsion refers to discontinuing the educational services of a student (N.J.S.A. 6A: 16-7.4).

SEARCHES

A student's person and possessions may be searched by a certified staff member provided that he/she has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. A search shall be reasonable in its scope and intensity. The search shall be reasonably related to its objective. It shall not be excessively intrusive and shall be appropriate to the age and sex of the student and the nature of the suspected infraction.

SECURITY CAMERAS

Security cameras are in use in all public areas of the building.

COURT ACTION

Students under 16 years are required to attend school (N.J.S.A. 6A: 16-7.6). Students under 16 years of age who have accumulated ten or more unexcused absences will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons, and any other violation of New Jersey Statutes.

CORPORAL PUNISHMENT

New Jersey law prohibits corporal punishment. School personnel are granted reasonable and necessary use of force in the following situations:

- To quell a disturbance threatening physical injury to others.
- For the purpose of self-defense.
- For the protection of persons and property

INFRACTIONS

BIAS INCIDENTS/HATE CRIMES

All matters related to Hate Crimes and Bias Incidents fall under definitions and referral procedures outlined in the Memorandum of Agreement between the East Brunswick Board of Education and the East Brunswick Police Department and will result in police notification and disciplinary consequences.

BUS INCIDENTS

Students are not to cross the road to board a bus. Refusal to follow all bus rules and regulations will result in disciplinary consequences that can also include suspension/loss of bus privileges.

CHEATING/PLAGIARISM

Any students involved in cheating/plagiarism will receive a zero on that assignment and referral to their grade level administrator for disciplinary consequences.

CONTROLLED DANGEROUS SUBSTANCES (DRUGS/ALCOHOL)

As per Board [Policy 5530](#) and [Regulation 5530](#), possession, sale, purchase, or transfer of alcohol or any controlled dangerous substance and/or drug paraphernalia is strictly prohibited on school property or at any school-related activity such as an athletic event or field trip. Violators of this policy shall be subject to discipline and reported to appropriate law enforcement personnel. Discipline will be graded to the severity of this offense, the nature of the problem and the student's needs. Students who are charged with intent to distribute a controlled dangerous substance on or off school property before, during or after school hours will be subject to discipline. Students suspected to be under the influence of drugs or alcohol will be seen by the school nurse and required to provide a urine screen test. Students must be cleared by a physician in order to return to school. Repeated violations are more severe offenses and warrant stricter disciplinary measures.

CURSING AND OBSCENITIES

Any student using language or gestures, which are obscene or improper, will be referred to the appropriate grade level administrator for appropriate action. Any profanities directed at a staff member will result in suspension.

CUTTING CLASS

On the occasion of the first class cut, a Saturday detention will be issued and parents notified. Two Saturday detentions will be issued for a second cut. Three cuts in a class will result in an in-school suspension; the student will be placed in a loss of credit status. Subsequent cuts in the course will result in additional disciplinary action.

Cutting school will be considered a cut in all classes. A "zero" will be averaged in for any class work missed as a result of cutting a class.

DESTRUCTION OF SCHOOL PROPERTY/VANDALISM/ GRAFFITI

Students who destroy or vandalize school property will be suspended from school. In addition, parents will be held liable for the damages (N.J.S.A. 8A:37-3.). Additionally, police notification may be made depending on the nature of the incident.

DISRUPTIVE CONDUCT

Disruptive conduct in the classroom, halls, any place in the building, or on school grounds will not be tolerated. Students displaying such behavior will be referred to the appropriate grade level administrator and may be suspended from school.

FALSE PUBLIC ALARM

Any student causing a false public alarm (i.e., bomb threats, pulling fire alarm) will be suspended and formal charges will be filed with the authorities.

FIGHTING

Any student involved in fighting will be suspended. Where evidence shows that a student has attempted to protect or defend himself or herself, administrative discretion will be exercised (See Administrative Action). Students who engage in recording, filming, posting, or transmitting images, audio, or video of a fight will also receive disciplinary consequences.

FORGERY

Students found forging passes, notes, letters, etc., will be assigned a disciplinary consequence.

GAMBLING, CARD PLAYING, WAGERING, SALE OR EXCHANGE OF MERCHANDISE

Gambling is not permitted on school property or while attending school-sponsored events or activities. Gambling and games of chance are prohibited. Possession of cards and dice are also prohibited and will result in immediate confiscation. Selling items or bringing items to school to exchange for cash is strictly prohibited. The items and cash will be confiscated and returned only at the discretion of the school administration. Disciplinary action and formal complaints may be filed with the local police.

HARASSMENT/INTIMIDATION/ BULLYING (HIB)

Employees, volunteers, parents and students will deal with all persons in ways which convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, sexual orientation, or disability. Acts of harassment, intimidation, bullying, hazing, or cyber-bullying, whether verbal, written, or physical, will not be tolerated and constitute grounds for disciplinary action including suspension and/or expulsion from school.

Hazing is defined as the performance of any act of coercion of another to perform any act of initiation into any class, team, organization, or group that causes or creates a substantial risk of causing mental or physical harm.

The district expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the code of conduct (East Brunswick Board of Education [Policy #5512](#)).

INSUBORDINATION

Students failing to cooperate and/or who are defiant with staff will be referred to the appropriate administrator. Habitual insubordination and/or gross insubordination will result in the student being suspended. The student will be referred to the school counselor and a student assistance specialist to help him/her learn more appropriate ways to interact with students, staff, and administrators.

LATENESS TO CLASS

A student who is late to class (including lunch) because of being detained by a teacher must obtain a pass from that teacher. A student who is late due to his/her own fault will be admitted to class as tardy. Beginning with the second tardy to a course and for every tardy thereafter, the teacher will issue a student a detention notice. The student must attend the detention which will be scheduled for the next full school day following the late to class. Excessive tardiness may result in loss of student privileges. Chronic tardiness may result in students being suspended. In addition, every four unexcused tardies for a class is equivalent to one unexcused absence. ([Policy #5200](#))

PROPER IDENTIFICATION

Students will be issued an identification card and a lanyard. **Identification cards must be worn and be visible at all times** – East Brunswick Board of Education [Policy #5517](#). IDs must be shown when requested. Failure to wear the proper identification card may result in disciplinary action. Students who fail to properly identify themselves by name to a staff member will be considered insubordinate. If an I.D. is lost or defaced, the student must purchase another one from the Guidance Office. There is a replacement fee of \$5.00. Students who do not have an ID when entering the building will be

required to enter through the main entrance where they will be required to purchase a new ID. Students in possession of an ID other than their own will be disciplined accordingly.

SEXUAL HARASSMENT

Sexual harassment is prohibited and may result in the student being suspended from school. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.”

SMOKING / E-CIGARETTES / VAPING

In accordance with New Jersey Law and [Board of Education Policy #5533](#), smoking and/or the possession of cigarettes and/or tobacco products, lighters or matches, or electronic smoking devices are prohibited in school. Electronic smoking device means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A 2A:170-51.4. Students found to be in possession of electronic smoking devices or found to be using an electronic smoking device in school will be referred to the Principal or designee and escorted to the nurses’ office for a chemical screening due to reasonable suspicion. If the screening results are positive for any prohibited chemical substances, the student will be subject to the consequences as outlined in East Brunswick Public Schools [Policy #5530](#) and [Regulation #5530](#). The device will be confiscated and turned over to the East Brunswick Police Department. If the chemical screening is negative, the student will be assigned disciplinary consequences for possession of tobacco products on school grounds which will include Saturday detention and referral to a school counselor for assistance with a smoking cessation program. Students with multiple offenses will be suspended and charges will be filed against them with local authorities as per N.J. Statute 2c:33-13. East Brunswick police officers may issue municipal summonses for smoking or vaping on school grounds without prior warning and regardless of the number of prior offenses. Students acting as lookouts or warning suspected smokers will be judged as accomplices and punished accordingly.

STEALING

A student who has taken property that is not rightfully his/hers will be suspended from school and formal charges will be filed with the authorities when appropriate.

SUSPECTED GANG ACTIVITY

Please refer to East Brunswick Board of Education [Policy #5615](#)

TEXTBOOKS/CALCULATORS

Textbooks/calculators are loaned to students for use during the school year. They are expensive and are to be treated as personal property. Textbooks should be covered. The condition of these items should be noted when they are received. Textbooks/calculators are to be returned in as nearly the same condition as when received. If not, fines are imposed and must be paid. If the student fails to return a textbook/calculator and does not pay the necessary fine, a report card, student schedule and/or diploma will not be released. Fines carry over from school year to school year.

THREATS/THREATENING ANOTHER WITH BODILY HARM

If the administration deems a threat to be of a serious nature, the student(s) will be removed from the school environment. Threatening another with bodily harm, intimidation of students, school personnel, etc., will result in disciplinary action and criminal charges may be filed. Threats made in writing or on the Internet will not be tolerated. Threats of this nature will result in suspension. In the case of a high-level threat, a psychiatric examination will be required in order to determine that the student does not pose a threat to the safety of others. Formal charges/reports will be filed with the authorities when appropriate.

WEAPONS

All students have the right to a safe educational environment. The Board of Education [Policy #8467](#) and New Jersey Statute 2c:39-1 prohibits the possession of weapons on school property before, during, or after school, on school buses or at any school activity. A “weapon” is defined as:

- Inherently dangerous, capable of causing harm or bodily injury and for which the student cannot demonstrate an educational, instructional or legitimate purpose for its possession in the educational environment.
- Displayed, threatened to be used, or used against persons or property.
- Mace or mace-like substances.

Students who violate this policy will be suspended from school and charges will be filed with the police. As per federal and state code, removal from the district will be for one year or as specified for a student with a disability.

ADMINISTRATIVE ACTION

Any other inappropriate student behavior/act not mentioned in this book may be subject to administrative action. These incidents may include, but are not limited to, behaviors/acts which result in violence to another’s person or property or which threatens the safety of others in the school, on school property, on school buses, or at any school activity. These actions may result in consequences that range from an immediate informal hearing to expulsion from school. Parent/guardian notification is required.

Serious violations shall be reported in writing to the East Brunswick Police Department, and a formal criminal complaint shall be filed by the administration as appropriate. The foregoing is not meant to preclude any criminal or civil action taken by the student victim or his/her parents/guardians.

ACTIVITIES

At the end of the school day students must leave the school property as soon as possible unless they are remaining at school for a legitimate reason. These reasons include:

- Remaining with a teacher for extra help, make up work, or detention.
- Participation in a school-sponsored club or school sponsored activity.
- Participation in a sport, intramural, or weight training.
- Use of the Media Center until 3:25 PM (students must be in the Media Center before 3:00 PM to receive an activity bus pass.)

Students using the activity bus **MUST** get a pass from the staff member with whom they remained after school. The Main Office will not issue passes to students for the activity bus. Any student who misses his/her bus and is waiting to be taken home by the activity bus, must report to the Media Center before 3:00 PM in order to receive an activity bus pass. The activity buses depart promptly at 3:45 PM from the front of the building outside the cafeteria entrance. Students will be directed to leave the building by a staff member or security officer if the student cannot substantiate the reason why he/she is in the building after school hours. Parent cooperation in this matter is greatly appreciated.

ELIGIBILITY REQUIREMENTS

- Eligibility rules herewith stated shall apply to all athletes involved in interscholastic athletic competition. All participants will comply with both East Brunswick Board of Education Policy and N.J.S.I.A.A Rules and Regulations.

Board of Education [Policy #2431](#) – grade 9-12

- In order to be eligible to participate in extracurricular (non-credit) activities, students in grades 9-12 must maintain a minimum grade point average of 2.0, meet all attendance requirements, and maintain passing grades in at least 15 credits a semester.
- Students in grades 9-12 who do not meet these requirements for one quarter will be warned and permitted to participate on a probationary basis during the next quarter. If they do not meet the requirements by the end of the following quarter, they will be prohibited from participation in all activities. They will be reinstated following the quarter in which they meet the criteria.

N.J.S.I.A.A. Requirements

- To be eligible for athletic competition by the NJSIAA during the fall and winter seasons, students will need 30.0 credits (15.0 credits for the spring).

FUNDRAISING

All fundraising activities must be approved by an administrator. The request for the fundraising project must be submitted to an administrator in writing with the signature of the sponsor of the club conducting the fundraising activity. Door-to-door solicitation and incentives are strictly prohibited.

INTERSCHOLASTIC SPORTS

East Brunswick is a member of the Greater Middlesex Conference, which consists of 33 schools in Middlesex County. EBHS competes in the following interscholastic sports:

Fall Sports (Please check the [ATHLETICS PAGE on the EBPS Website](#) for tryout dates)
Football (MS & 9-12) Girl's or Boys' Soccer (MS & 9-12) Cheerleading (Gr. 9-12)
Girl's Gymnastics (Gr. 9-12) Girl's or Boy's Cross Country Track (MS & 9-12) Girl's Field Hockey (MS & 9-12)
Girl's Tennis (Gr. 9-12) Girls' Volleyball (Gr. 9-12)

Winter Sports (Please check the [ATHLETICS PAGE on the EBPS Website](#) for tryout dates)
Boy's or Girl's Swimming (Gr. 9-12) Boy's or Girls' Basketball (MS & 9-12) Cheerleading (Gr. 9-12)
Boy's or Girl's Bowling (Gr. 9-12) Boy's or Girl's Winter Track (Gr. 9-12) Wrestling (MS & 9-12)
Co-ed Ice Hockey (Gr. 9-12)

Spring Sports (Please check the [ATHLETICS PAGE on the EBPS Website](#) for tryout dates)
Boy's Volleyball (Gr. 9-12) Boy's or Girl's Spring Track (MS & 9-12) Tennis (Gr. 9-12)
Softball (MS & 9-12) Boy's or Girl's Golf (Gr. 9-12) Baseball (MS & 9-12)
Boy's Lacrosse (Gr. 9-12) Girl's Lacrosse (Gr. 9-12)

Please check the [Athletic Department webpage](#) for up-to-date information on all athletic information.

DISQUALIFICATION FROM AN ATHLETIC EVENT

Any athlete disqualified from an interscholastic event will be suspended as per the NJSIAA and East Brunswick rules. The athlete will be disqualified from the next three regularly scheduled games/meets, with the exception of football, which will carry a two-game disqualification.

SPECTATOR BEHAVIOR

The theme of interscholastic athletics is friendly competition. The attitude of good sportsmanship should be reflected by all spectators. Spectators are to remain off athletic fields and courts at all times. Spectators are encouraged to have fun and to support their teams with positive cheers. Calling out to officials or individual competitors, booing, name-calling, obscenity, and the like are not sportsmanlike acts. Conduct that is not of the highest level of sportsmanship will not be tolerated. Spectators who fail to uphold the East Brunswick standard of sportsmanship will be asked to leave school grounds. Any spectator ejected from an athletic event for inappropriate behavior will be prohibited from attending the next two events at a minimum. Further consequences may be determined by school administration.

CHURCHILL CLUBS

There are several club opportunities at Churchill. Joining a club can help you learn more about an area that you may be interested in, can help you make friends with similar interests and can just be a lot of fun. Clubs generally last until 3:30 pm on the day(s) of their meetings and an activity bus will be made available to students at that time. Club advisors will let students know if a club will run past the time that activity buses are available. A complete list of clubs and the club requirements can be found on the [CJHS webpage under the Extracurricular header](#).

Some of the available clubs include: Chorus, Band, Orchestra, Drama, International Cultures Club, Girls Who Code, Math Team, Science Olympiad, Palette Magazine and Yearbook.

(Note: Club list subject to change without notice)

TECHNOLOGY & COMMUNICATON

CAMERAS / SMART PHONES / ELECTRONIC DEVICES

Unauthorized use of cameras, smart phones, or other similar electronic devices to photograph other students or staff members is strictly prohibited. The only exception is if the student is taking a photograph during an instructional period with the permission of a teacher or administrator. **Students who take inappropriate photographs or record video without permission will be assigned disciplinary consequences including in-school or out-of-school suspension. Distribution or posting of unauthorized photographs or video via text communication, email, social media, etc. will result in out-of-school suspension and possible police notification depending on the nature of the post or communication.** Use of cameras, smart phones, and other electronic devices is prohibited during emergency drills including but not limited to: fire drills, lockdown drills, other emergency evacuation drills. The only exception to this rule is if a student uses their device to dial 9-1-1 in a true emergency situation.

COMMUNICATION, ENTERTAINMENT & RECORDING DEVICES

Students are permitted to use cell phones, personal listening devices (such as iPods), and headsets in **hallways during passing time between classes and during their lunch period**. Students are not permitted to use cell phones to make phone calls in hallways during passing time. Students must follow a one-ear-bud protocol during passing time in which only one earbud or headphone can be worn. The purpose of this rule is for students to be able to hear instructions from a staff member in the event of an emergency or unsafe situation. Students who do not abide by the one-earbud rule during the school day may have their device confiscated and technology privileges suspended. The school day is considered from 8:00 AM until 2:45 PM. **Cell phones and smart watches are not permitted during any testing situation.** The use of personal electronic devices such as cellphones, tablets, laptops, etc. during instructional time is at the discretion of the individual classroom teacher. Failure to adhere to teacher directions regarding the usage of personal electronic devices during instructional periods may result in disciplinary consequences and/or confiscation of the device.

The disciplinary consequences for inappropriate cell phone use:

- **First Offense:** Teacher confiscates device. The device will be returned to the student at the end of the period.
- **Second Offense:** Device is confiscated and turned into the main office. It will be returned to the student at the end of the school day. Student may receive disciplinary consequences from his/her grade level administrator.
- **Third or Subsequent Offenses:** Device is confiscated and will only be returned to a parent or guardian. A Saturday detention will be assigned.

When leaving a classroom to use the restroom, students are not permitted to take their cell phone with them. Cell phones must be left in the classroom.

*Other disciplinary consequences may be assigned if the student acts in a disrespectful or insubordinate manner or is inappropriate towards school staff.

Any student who refuses to turn over a cell phone to a staff member will be issued Saturday detention for insubordination. Refusal to turn over a cell phone to an administrator is considered gross insubordination and will result in suspension.

Unauthorized use of cell phones, personal computers, cameras, videos, or *any other* recording or communication device of any kind (audio and/or video) on school grounds or at school activities is prohibited. If a student is seen with an unauthorized device during this time, it will be confiscated and released at a later date and disciplinary action may be taken. Any exceptions must be cleared by the building administration.

COMPUTER NETWORK

Use of any school computer requires that you agree to abide by the [East Brunswick Technology Resources Policy](#). Visit the CJHS Media Center for assistance with your username and password. To request a password reset, see the school media specialist.

All students have access via their school account to file space on Google Drive and Microsoft One Drive. Save documents to one of these locations in order to access them from home or another school computer. All student accounts, files and folders will be deleted within four months of graduation or leaving the district. It is not recommended that you save files to the desktop on your school issued device. In the event that your device needs to be re-imaged, files stored on the desktop will be lost if they are not backed up to One Drive.

TECHNOLOGICAL RESOURCES POLICY

Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will result minimally in a suspension of that privilege. Any student who uses the technological resources of the district consents to having all activities regarding this use monitored by a systems operator. All users of technology in East Brunswick Public Schools are required to abide by the East Brunswick Board of Education Acceptable Use of Computer Networks / Computers and Resources [Policy #2361](#).

Inappropriate Uses: The following have been deemed inappropriate uses of technology by either the broad community of computer users or by legal judgment. The list is not all-inclusive but includes the major categories of misuse of technology.

- Using the network for illegal activity (e.g., copyright infringement).
- Disrupting or damaging equipment software or the operation of the system.
- Vandalizing the account or data of another user.
- Gaining unauthorized access to another account, confidential school records or to the system operation.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics or photographs.
- Sending or receiving material that is racist, sexist or offensive to the religious beliefs of people.
- Creating or installing a computer virus.
- Using technology for personal, financial or business gain.
- Installing or using personal software on any computer in the district.
- Changing the configuration of an individual computer or network.
- Downloading software.
- Logging on the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.

Network Etiquette and Child Safety: Students are expected to adhere to generally accepted rules of network behavior. These include:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or system operator.
- Logging on the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses or telephone numbers to people they "meet" on the Internet.

Technology Support

Please refer to the table below for information on how to receive support related to district technology

Form of Technology	In-Person Support	Email / Electronic Form of Support / Phone Contact
District Provided Lenovo Laptop	Students can visit the CJHS Media Center. Refer to the Media Center Section.	parentsupport@ebnet.org
<i>ParentAccess</i>	Grade Level Administrator's Office (Secretary)	GRADE 7 – 732-613-6791 GRADE 8 - 732-613-6780 GRADE 9 - 732-613-6801
<i>Canvas - Learning Management System</i>	Students can visit the CJHS Media Center. Refer to the Media Center Section.	CLICK HERE to access the Parent Sign-up Form for Parent Observer Account. CLICK HERE for information on how to get a pairing code to set up a Parent Observer Account that is linked to your child's Canvas account.

SCHOOL DISTRICT PROVIDED TECHNOLOGY / 1:1 DEVICE INITIATIVE

As part of the East Brunswick Public School's future ready initiative to prepare our learners for college and careers, students will be issued a laptop computer for school related use during the school day and at home. This device will allow students more efficient access to the Internet and other resources related to course curricula to help support learning. Students are required to abide by the [East Brunswick Public Schools Technology Use Agreement](#). This agreement includes links to the district's Acceptable Use of Computer Networks/Computers and Resources [Policy #2361](#) and [Regulation #2361](#). In addition, students, parents, and guardians should review the [East Brunswick Public Schools Policy #7523 – School District Provided Technology Devices to Students](#).

A technology device provided by the school district may include pre-loaded software. A student is prevented from downloading additional software onto the technology device or tampering with software installed on the technology device. Only school district authorized staff members may load or download software onto a school district provided technology device.

Students shall comply with all school district policies and the [East Brunswick Public Schools Student Technology Use Agreement](#) for the use of a school district provided technology device. A student shall be subject to consequences in the event the student violates any school district policy, including the district's acceptable use policies; student code of conduct; any provision of this Policy; or any provision of the School District Provided Technology Device Form.

If you need technological support with your district issued Lenovo device, please visit the CJHS Genius Bar in the media center or email parentsupport@ebnet.org. Questions or log-in issues related to your ParentAccess account should be referred to your grade level administrator's office.

TELEPHONES

Students are not permitted to use the landline phones in classrooms. Students should ask a staff member for a pass to the Main Office in the event he or she needs to make a phone call during the school day.