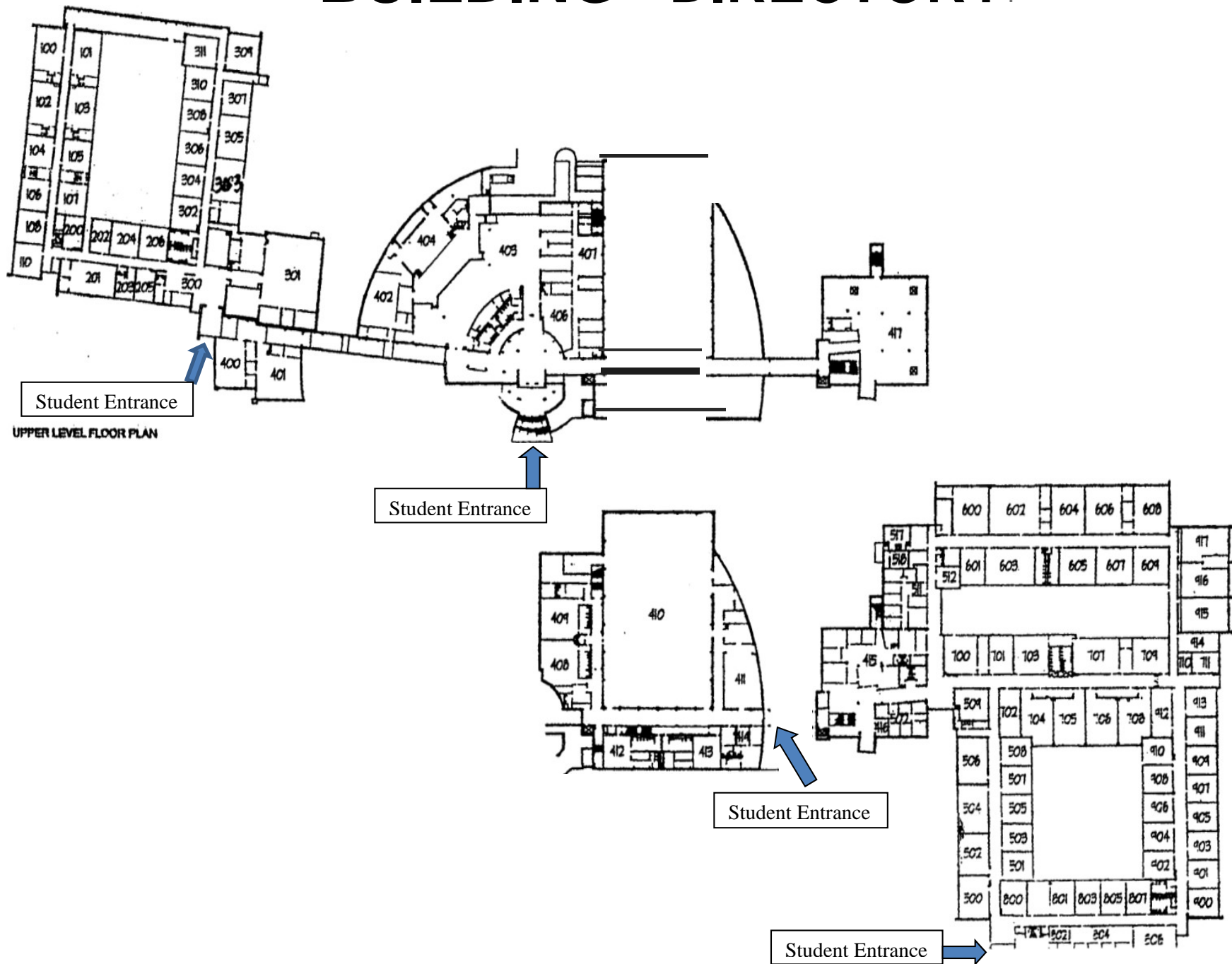


**CHS**  
**STUDENT HANDBOOK**  
**AND**  
**CODE OF CONDUCT**  
**2016-2017**

# BUILDING DIRECTORY



Student Entrance

UPPER LEVEL FLOOR PLAN

Student Entrance

Student Entrance

Student Entrance

**CHURCHILL JR. HIGH SCHOOL  
A BLUE RIBBON SCHOOL  
Student Handbook 2016-2017**

**PRINCIPAL'S MESSAGE**

Welcome to Churchill Jr. High School

On behalf of the entire faculty and staff, we would like to welcome you to a new school year, and extend our best wishes to you for a successful year. We take pride in your successes, and we look forward to supporting you in another year of academic, extracurricular, and social challenges. We believe that providing you with clear expectations will help you make decisions that will allow you to successfully meet the challenges of being a Churchill Jr. High student. The Churchill Student Handbook is designed to help you to understand our expectations.

Each Churchill Jr. High student is provided with an agenda. This agenda is a combination day planner and hall pass. Each student is required to have their agenda with them at all times. If you lose your agenda, you must purchase a new one in the main office. Your agenda will help you to organize and plan your assignments and activities, and to remain current in all of your classes.

The Student Handbook includes many important policies, rules, and procedures that help to maintain a productive, enjoyable, and safe educational environment. These include information on attendance, grading, athletic eligibility, and discipline. We encourage every student and parent to take the time to read the entire handbook and to become familiar with the rules and procedures that are followed at Churchill Jr. High. If at any time you have a school related question that is not covered in the agenda, please talk to a teacher, School counselor, or building administrator. We are all here to help you have the best school year possible.

Mark W. Sutor,  
Principal

Katherine Dragonetti, Assistant Principal  
Grade 8

Ian Evanovich, Assistant Principal  
Grade 9

### **Churchill Champions Program**

Dear Churchill Community Members: Churchill has implemented the Positive Behavior Support in Schools (PBSIS) Project a partnership between the New Jersey Department of Education and The Elizabeth M. Boggs Center of Robert Wood Johnson Medical School. The purpose of the project is to help our school create a positive learning environment that will lead to decreased discipline problems and increased opportunities for student learning. This initiative has already proven successful with improved student behavior and a significant reduction in disciplinary consequences. Our school theme, **“Churchill Champions: We Work Better Together”**, identifies our school’s expectations and values: **Be Responsible, Respectful, and Safe**. Further, we have defined the meaning of good behavior in ways that exemplify those expectations for all areas of our school, especially those areas in which there is more student independence (e.g., cafeteria, hallways, bathrooms, and buses). Each year we will teach our students our behavioral expectations and, throughout the year, we will recognize those students who live up to the goals and expectations of the program. As we proceed, it is our hope that parents will ask their children, “What kind of a student does Churchill Junior High School expect you to be?” and “What happens when a staff member observes you following the expectations of Churchill Junior High School?” By establishing and teaching behavioral expectations and recognizing appropriate social behavior, we will provide a common language for everyone in our building. This common language is shared not only by students and teachers but secretaries, custodial staff, paraprofessionals, and parents as well. We believe that by helping students practice good behavior, we will build a productive school community where all children can learn and grow. We welcome your input and involvement

Churchill Junior High School has selected three behavioral themes that we feel will make the most positive impact on our school community, they are:

1. **Be Safe**
2. **Be Respectful**
3. **Be Responsible**

Specific behavioral expectations have been developed and posted for different areas of the school, each with the three overlying behavioral themes in mind. They are:

#### **Bathrooms**

- Keep area clean and graffiti free
- Please flush
- Use good personal hygiene
- Respect school property
- Return to class in a timely manner

#### **Cafeteria**

- Use respectful and appropriate language
- Be patient in line with money ready
- Remain in your seat
- Keep hands and objects to yourself
- Please clean up your own area

#### **Hallways**

- Use respectful and appropriate language
- Be on time
- Keep hands and objects to yourself
- Keep the traffic flowing

#### **School Bus**

- Use respectful and appropriate language
- Report directly to your bus
- Remain in your seat
- Act in a safe manner
- Keep hands and objects to yourself

#### **Steps to Conflict Resolution**

1. Stay Calm
2. Use your brains, not your hands.
3. Find an adult to help you resolve the problem (School Counselor, Student Assistance Specialist, Teacher, Administrator)

4. Identify the problem.
5. Listen to each other without interruption, use respectful language (no cursing, name calling, etc.)
6. Choose a solution and live up to your side of the agreement.
7. Speak with an adult again if the solution did not work.

These steps are posted throughout our building and printed on the back face of each student ID.

### **CODE OF CONDUCT**

As per Board Policy, 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. The rules you are about to read in this code of conduct are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

### **Student Rights**

Students have the right to:

- Be informed about expectations for their behavior;
- Be treated with respect and dignity;
- A positive, safe learning environment;
- Express their opinions and feelings appropriately;
- Be taught constructive means to settle disagreements or problems;
- Education that supports students' development into productive citizens;
- 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 within 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;
- Use constructive means to settle disagreements or problems.

## **Consequences**

Students who choose not to accept these responsibilities are subject to disciplinary action. School personnel will use a variety of measures including: teacher/student conferences, teacher/parent conferences, and interventions through the student assistance committees, warnings, detentions, suspensions or other strategies determined by the building administrator. Consequences will vary according to the development ages of the student offenders, student history of inappropriate behavior, 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, origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability or by any other distinguishing characteristic. Corporal punishment of student is prohibited.

### Discipline Guidelines

Student Misconduct	Administrative Procedures	Disciplinary Options
<ul style="list-style-type: none"> <li>• <b><u>Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</u></b></li> <li>• This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.</li> </ul>	<ul style="list-style-type: none"> <li>• There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.</li> <li>• Repeated misbehavior requires a parent/teacher conference and a conference with the school counselor, child study team, and/or administrator.</li> <li>• A proper and accurate record of the offenses and disciplinary action is maintained by the staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal reprimand</li> <li>• Appropriate consequences directly related to misbehavior</li> <li>• Special assignment</li> <li>• Behavioral contract</li> <li>• Counseling</li> <li>• Withdrawal of privileges</li> <li>• Supervised study</li> <li>• Detention</li> </ul>
<ul style="list-style-type: none"> <li>• Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• The student is referred to an administrator for appropriate disciplinary action.</li> <li>• The administrator meets with the student and staff to investigate the infraction, interviews the student, determine the extent of the consequences, and to initiate the most appropriate responses:</li> <li>• Referral to the School counselor, student assistance counselor and/or child study team and/or outside agency with parental consent can be considered.</li> <li>• The teacher is informed of the administrator's action; parental notification may be necessary.</li> <li>• A proper and accurate record of the offense and the disciplinary action is maintained by the administrator.</li> </ul>	<ul style="list-style-type: none"> <li>• Schedule Change</li> <li>• Modified day</li> <li>• Extracurricular restriction</li> <li>• In-school suspension</li> <li>• Out-of-school suspension, short-term suspension (one to ten days)</li> <li>• Any of the above actions as appropriate</li> </ul>



### Discipline Guidelines Continued

<ul style="list-style-type: none"> <li>• Acts directed against persons or property whose consequences do not seriously endanger the health or safety of others in the school.</li> <li>• Acts that are clearly criminal will be reported to the police. Disciplinary action will also be taken.</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Notification/referral to the child study team when appropriate.</li> <li>• Notification of local law enforcement authorities when appropriate.</li> <li>• Restitution of property and damages is required.</li> </ul>	<ul style="list-style-type: none"> <li>• All of the above actions as appropriate</li> <li>• Temporary removal from class</li> <li>• Change in schedule/teacher</li> <li>• Modified day</li> <li>• Extracurricular restriction</li> <li>• In-school suspension</li> <li>• Out-of-school suspension</li> <li>• Disciplinary Board Hearing to consider long-term suspension/possible expulsion</li> <li>• Home instruction/program placement in alternate program</li> </ul>
<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Following an informal hearing, the student is immediately removed from the school environment. Parental notification is required.</li> <li>• The administration contacts the local law enforcement agency and assists in prosecuting the offender.</li> <li>• The administration contacts the superintendent to advise him/her of the incident.</li> <li>• A complete and accurate report is submitted to the superintendent for Board action.</li> <li>• The student is given a full due process hearing before the Board of Education.</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term suspension (one to ten days)</li> <li>• Disciplinary hearing with the Board of Education to consider long-term suspension (more than 10 days)</li> <li>• Placement in an alternative program/school for the duration of the long-term suspension or until the outcome of the expulsion hearing</li> <li>• Disciplinary hearing with the Board of Education to consider expulsion (in accordance with state law)</li> </ul>

## **DISCIPLINARY ACTIONS**

### **Detention -**

**Teacher Detention** - A detention held in the classroom of the teacher assigning detention. Classroom detentions are generally held after school, but may be arranged before school.

**Office Assigned Detention** – A detention assigned by an administrator. Students are to bring schoolwork or a book to read. For all assigned detentions a notice is sent home with the student noting the detention date and time. It is the responsibility of the student to share this notice with their parent/guardian. Inappropriate behavior in detention will result in Saturday Detention.

**Saturday Detention** - Students assigned Saturday Detention must report to a specified area by 8:00 a.m. on the specified date. Magazines are not acceptable. Students who come unprepared to Saturday Detention will be asked to leave. Students who fail to report to or are asked to leave Saturday Detention may receive up to 3 days of out-of-school suspension.

### **Suspension**

A suspension refers to the temporary denial of the student's right to attend school (classes). The infractions contained in this document that lead to suspension are within the law (NJSA 18-A: 37-2).

**In-School Suspension (ISS)** - Students assigned In-School Suspension must report to the Main Office on the day they are assigned. They will remain there for the entire day and are expected to complete assignments made by their teachers. A zero will be given for that day's class work if the assignment is not completed. A letter is sent home, which a parent must sign and return, informing them that an In-School Suspension has been assigned. Specific rules and regulations will be provided to students assigned to ISS. Any inappropriate behavior in ISS will result in immediate OSS or OSS the next school day.

**Out-of-School Suspension (OSS)** - 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. **A letter is sent to parents informing them of this action and in all cases, students will not be admitted back to classes without a parent/student conference with an administrator.** OSS days are not counted in the 10-day absence limits for course credit.

**Court Action** - Court action maybe instituted for: trespassing, assault, possession/distribution of controlled dangerous substance, vandalism, weapons offense, and any other violation of New Jersey Statutes.

**Long Term Suspension** - The temporary denial of a student's right to attend school pending review by school authorities (NJSA 18-A: 46-16).

**Expulsion** - Expulsion refers to the discontinuation of educational services for a student from school in accordance with NJSA 18-A:37.

### **SEARCHES**

A student's person and possessions may be searched by a certificated 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 the rules of the school. A search shall be reasonable in its scope and intensity, reasonably related to its objective, not excessively intrusive, and appropriate to the age and gender of the student. Cell phones brought by a student into a school zone, may be subject to search. The outcome of any search may result in school consequences and/or a criminal investigation by the police.

### **INFRACTIONS**

**Cheating** – Cheating in the academic setting will be defined as receiving or giving information to or from another student, or using an unauthorized source during an academic assignment (i.e., quiz, test, or homework). Plagiarism is a form of cheating. Students will not receive credit for an assignment, quiz or test where cheating and/or plagiarism has taken place. Staff members **must** inform parents/guardians of students involved and the consequences they have initiated. A written report must be submitted to the grade level administrator with a copy to the respective department chair or supervisor.

**Class cutting** - A cut is defined as missing a class without the permission of a teacher and will result in Saturday Detention or ISS. Classroom attendance is taken at the beginning of each period and any student absent from class whose name does not appear on the attendance bulletin, will be reported to the Principal's office. If the student is not located, the student's parent will be called at home or at their place of employment, to be informed of the situation. They may also be requested to accompany the student to school the next day. The first cut will result in a Saturday Detention, the second cut will result in an Out of School Suspension, the third cut will result in loss of credit for that class.

**Cursing and Obscenities** - Any student using language or gestures that are obscene or improper will be referred to the grade level administrator for disciplinary action. Any profanity, inappropriate language, or inappropriate gestures directed at or about a staff member will result in suspension.

**Destruction of School Property/Vandalism/Graffiti** - Disciplinary action will be taken against students who destroy school property. In addition, parents will be held liable for the damage (NJSA 18-A: 37-3). Any student responsible for graffiti written/drawn on any school property (walls, lockers, desks, etc.), will be suspended.

**Disruptive Conduct** - Disruptive conduct in the classroom, halls, or any other area in the building will NOT be tolerated. Disruptive students will receive teacher or administrator assigned disciplinary action.

**False Public Alarm** - Any student causing a false public alarm (i.e., bomb threat, pulling fire alarm) will be suspended from school and formal charges/reports will be filed with the authorities.

**Fighting** - Any student involved in fighting or instigation/encouraging a fight will be suspended from school. Where evidence shows that a student has attempted to defend himself/herself, administrative discretion will be exercised. Hitting and/or other rough and unsafe behavior may result in a suspension.

**Forgery** - Any student that is found forging passes, notes, letters, etc. will be sent to the appropriate Administrator for disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

**Gambling, Card Playing, Wagering Pools, Sale or Exchange of Merchandise** - Selling items or bringing items to school to exchange for cash is prohibited. The items and cash will be confiscated and returned at the discretion of the school administration. Disciplinary action and formal complaints may be filed with local police. Gambling and games of chance are prohibited. Possession of cards and dice are also prohibited and will result in immediate confiscation.

**Harassment, Intimidation, Bullying:**

Below you will find information about the district's policy on Harassment, Intimidation, and Bullying. While reading our policies, please keep in mind that it is important to recognize our students' levels of development, maturity, and demonstrated capabilities.

The East Brunswick Board of Education and Churchill Junior High School recognize that a safe and civil environment in school is necessary for pupils to learn and achieve; that harassment, hazing, intimidation, and bullying (including cyber-bullying) disrupts a pupil's

ability to learn and the district's ability to educate children and provide a safe environment. Therefore, it is the policy of the Board of Education that:

- Harassment, hazing, intimidation and bullying of a pupil on school property, at school-sponsored functions, on a school bus and as appropriate, for conduct away from school grounds is prohibited;

- Retaliation or reprisal for having made a report of harassment, hazing, intimidation, or bullying or for having cooperated in the investigation of such a report is prohibited;

- Falsely accusing a victim, witness, or one with reliable information about an act of harassment, hazing, intimidation or bullying as a means of harassment, hazing, intimidation or bullying is prohibited;

"Harassment, hazing, intimidation, and bullying" means any gestures, any written, verbal, or physical act or electronic communication, pursuant to N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

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

2. By any other distinguishing characteristic, and that

3. Takes place on school property, at a school-sponsored function, on a school bus, or off school grounds, pursuant to N.J.S.A. 18A:37-15.2, that substantially disrupts or interferes with the orderly operation of the school or rights of other pupils' and that

4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or a pupil's property or placing the pupil in reasonable fear of physical or emotional harm to his or her person or damage to his or her property; or

5. Has the effect of insulting or demeaning any pupil or group of pupils; or

6. Creates a hostile educational environment for the pupil by interfering with the pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

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.

The entire policy (#5512) and regulation can be found on the District website [www.ebnet.org](http://www.ebnet.org) and schools' website [www.ebnet.org/ChurchillJuniorHighSchool.org](http://www.ebnet.org/ChurchillJuniorHighSchool.org).

**Hate Crimes/Bias Incidents** - All matters related to Hate Crimes & Bias Incidents fall under definitions and referral procedures outlined in the Agreement between the East Brunswick Board of Education and the East Brunswick Police Dept.

**Insubordination** - Any student who fails to cooperate with a staff member by being directly defiant of specific instructions will be referred to an Administrator for disciplinary action.

**Lateness to Class** - Any teacher who detains a student to the point where the student will be late for his/her next class will provide those students with a pass to admit them to their next class. **All students who are late are to be admitted to class at the time of their arrival.** Please be aware that 4 tardies to a class equals one absence to that class.

- 1<sup>st</sup> offense: - warning, counseling by teacher
- 2<sup>nd</sup> offense: - parent notification by teacher, teacher assigned consequence
- 3<sup>rd</sup> offense: - subsequent offenses within marking period O.A.D.

**Leaving School Grounds –**

All students are required to remain on school property upon arrival. If it is necessary to leave school for a doctor or dental appointments or for reasons of illness, students must sign out through the attendance office. Any student leaving school grounds during school hours **without permission may** be suspended.

**Loss of Privileges** - Any student who displays an on-going pattern of inappropriate behavior may be denied permission to attend class trips, end of the year events, dances, assembly programs, etc.

**Matches, Lighters and Combustibles** - Possession, use, and/or sale/distribution of caps, stink bombs, poppers, matches, lighters or other combustible material will result in a Suspension, Counseling Intervention, and possible Police and/or Fire Department Intervention.

**Public Display of Affection –** Students are expected to exercise self-control and respect for themselves and others. **Specifically, kissing and inappropriate displays of affection are not allowed.** Students failing to respect this policy will be disciplined.

**Smoking or use of tobacco products/E-Cigarettes** - Students are not permitted to possess or use tobacco products/e-cigarettes in the building, on school grounds, or

school busses, or at any school sponsored activity on or off school property. Students reported to be in violation of this rule will have their parents contacted by an Administrator and will be assigned Saturday Detention or Suspension for a period of one to three days.

**Stealing** - Any student, who has taken property that does not belong to them, or is in possession of such property, will face disciplinary action, including suspension, and formal charges/reports will be filed with the authorities when appropriate.

**Sexual harassment** – any unwanted, uninvited and non-reciprocal sexual attention as well as creation of an intimidation, hostile or offensive school or work environment may result in suspension. Harassment can include:

1. Sexually suggestive looks or gestures.
2. Sexual jokes, pictures or teasing
3. Pressure for dates or sex
4. Sexually demeaning comments
5. Deliberate touching, cornering or pinching
6. Attempts to kiss or fondle
7. Threats, demands or suggestions that favors will be granted in exchange for sex or tolerance of sexual advances.

**Substance Abuse** –As per Board Policy, possession, sale, purchase or transfer of alcohol or any controlled dangerous substance or counterfeit controlled dangerous substance, including 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, including out of school suspension, 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. A Student suspected to be under the influence of drugs or alcohol is required to provide a urine screen test and to be cleared by a physician in order to return to school. Repeated violations are more severe offenses and warrant stricter disciplinary measures.

**Truancy** – 10 or more cumulative unexcused absences will result in a mandatory court referral pursuant to N.J.S.A 18A:38-27

**Violence** - Physical violence against another pupil or a staff member is unacceptable conduct and illegal. Such behavior will result in disciplinary action, including out of school suspension, police notification and the signing of delinquency petitions.

**Weapons & Dangerous Instruments** - The Board of Education prohibits the possession of weapons on school property, on school buses, or at any school activity at any time. A weapon is any item:

- so defined by New Jersey Statute 2C:39-1
  - 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
- Examples of weapons include, but are not limited to firearms, imitation/pellet gun, knives, brass knuckles, mace, tear gas, chains, clubs, stun guns, martial arts weapons, firecrackers or other explosives.

**There will be an immediate suspension with possible long term suspension/expulsion, for:**

- possession of a firearm
  - display of any inherently dangerous weapon on school property, on school buses, or at any school activity
  - threatening to use or using any item to cause injury to a person or property.
- All violations will be reported in writing to the East Brunswick Police Department, and a formal criminal complaint will be filed by the administration as appropriate.

### **DISCIPLINE APPEALS**

Discipline appeals must be requested promptly, but no later than five school days following assignment of the punishment. Upon receipt of an appeal, 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. Discipline appeals for out of school suspensions 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.

## **GENERAL INFORMATION**



Please consult the **School Calendar & Information Guide** for detailed school district guidelines.

### **WHEN TO ARRIVE**

Period 1 begins at 7:26 AM. A warning bell will ring at 7:21 AM. Students who walk or are being dropped off by a parent should arrive no earlier than 7:15 AM. Students who arrive to class after 7:26 AM are considered late to school. Students arriving between 7:26 AM and 8:05 AM should report to their period 1 class. Students who arrive after 8:05 AM must sign in at the Attendance office.

### **PROPER IDENTIFICATION**

Students will be issued an identification card and a Lanyard. Identification cards must be worn above the waist and be visible at all times. Students must display their ID prior to entering the building. IDs must be shown to any staff member 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 ID is lost or defaced, the student must purchase another one from the school counseling office. There is a replacement fee of \$5.00. Students in possession of an ID other than their own will be disciplined accordingly.

### **WHAT TO DO IN CASE!**

#### **You are absent -**

If you are absent your parent/guardian must notify the school of the reason for your absence by calling the attendance office at **732.613.6805 by 8:30 AM**. If for any reason the school is not contacted, our Attendance Officer will call your home. **A written excuse is required upon your return to school and is to be given to the Attendance Officer..**

#### **You must leave early -**

Students who need to leave early are to bring a note signed by a parent/guardian. The note should include the reason and the requested time of dismissal. Please take the note to the Attendance Office upon arrival at school, where it will be signed and listed on the early dismissal sheet, and will also serve as the student's pass out of class at the noted time. If your parent plans to have someone else pick you up, it must be indicated in writing. Some form of personal identification will be required as a safety precaution.

#### **You have lost an article -**

If you have lost a book or an item of clothing, please check the Main Office and the Cafetorium. Glasses, jewelry, wallets, pocketbooks, etc. should be looked for in the Main Office.

**You find an article -**

Please return any article you find to the Main Office.

**Your locker does not work -**

Notify the Main Office or go to a member of the custodial staff.

**You have a problem with your schedule –**

**Are having difficulties with a subject -**

Talk to your teacher and arrange to see a School Counselor as soon as possible. They will be happy to help you.

**There is a delayed school opening -**

In the event of a delayed school opening, notification will be posted on the district website, EBTV 3, and an Automated Phone Message will be sent. If you ride a bus, report to your bus stop two- (2) hours later than the usual reporting time. Classes at Churchill will begin at 9:26 AM.

**Early closing -**

When it is necessary to close the schools before the regular dismissal time, notification will be posted on the district website, EBTV 3, and an Automated Phone Message will be sent.

**MINIMUM ATTENDANCE REQUIREMENTS**

Students are expected to be in attendance on all days that school is in session. The Board of Education permits absences from school for the following reasons: Personal Illness, Death in the Family, Religious Holidays, Court Appearances, and Administratively Approved Absences.

Following an absence **a written note must be submitted to the attendance officer within 5 school days of the student's return to school** or the absence will be considered unexcused. Following an absence of four or more days a physician's note must be submitted to the nurse's office.

School-sanctioned activities resulting in an absence from school must be approved by the Principal or his/her designee and requires advance notification of each classroom teacher. Approved school- sanctioned activities will not be counted as absences. However, student responsibility for class assignments shall follow the guidelines established for excused absences.

**Absence from school for reasons other than those stated above are considered unexcused including family travel while school is in session.** Students are

responsible for making up work and/or exams, as required by the teacher, for all absences, **both excused and unexcused**. Make-up work for excused absences will be given full credit. However, make-up work for unexcused absences, taken with parental knowledge or consent, will receive a penalty **of one letter grade**. Work missed due to an unexcused absence without parental knowledge or consent must be completed, but **no credit will be given**.

If a student accumulates up to four unexcused absences an investigation will be conducted and an action plan will be developed in order to address the unexcused absences.

If a student accumulates between five and nine unexcused absences a follow-up investigation will be conducted and the action plan will be revised.

**If a student accumulates ten or more unexcused absences the student will be considered truant.** Truant students are responsible for making up the work which was missed; however, no credit will be given. Truant students will be subject to disciplinary action, and **the district will initiate legal action against truant students and their parents/guardians**.

**Following an absence, it is the responsibility of the student to request missed assignments. Two school days are allowed for every one-day of excused absence. Following an absence of six or more consecutive school days, the student and teachers must meet within a period of three days to develop and agree upon a make-up plan. If a student is absent only on the day of a previously announced test or quiz, he/she is responsible for taking the test or quiz on the day he/she returns to school.** If a student is absent the day before a previously announced test or quiz, and no new work was covered on that day, he/she is responsible for taking the test or quiz on the day he/she returns to school

**In grades 8-12, an unexcused absence without parental consent/knowledge will result in Saturday Detention or Suspension.** Cutting a class three times will cause the student to lose credit for that class and become ineligible to attend summer school in that subject.

**In order to receive credit for courses in grades 9-12, a student's total unexcused absences must be less than 10 days for a full year course, 5 days for a semester course and 3 days for a summer school course.** In grades K-8 absences in excess of the above limits shall result in retention review.

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Tardiness will be excused for those reasons approved for excused absence. **Four incidents of unexcused tardiness shall equal one unexcused absence.** Four instances of excused tardiness shall equal

one excused absence. Excessive tardiness shall result in administrative review.

**Car problems, oversleeping, and unexcused personal reasons will not be acceptable reasons for being tardy to school.** Such incidents of tardiness will result in a detention. Chronic tardiness will result in the student being assigned an In-School Suspension or Saturday Detention.

Recognizing that emergency situations do occur, the Board of Education stipulates that a continuous review process and an appeal procedure are essential components of the administrative procedures. The administration shall develop detailed regulations to implement this policy in the schools and present them to the Board for approval so that they may be clearly understood to represent the official policy of this district. Parents/guardians and students shall be informed of these minimum attendance requirements at the beginning of each school year.

**Students must be in attendance for a minimum of FOUR HOURS (excluding lunch) to receive attendance credit for the day.**

#### **RELIGIOUS HOLIDAYS -**

The list of religious holidays as specified by the Commissioner of Education will be distributed to teachers annually and published in the District Calendar & Instructional Guide. No tests are to be given on the day immediately following a religious holiday to students who were excused for the observance of said holiday. Students who were excused for the holiday will not be required to hand in homework on the day immediately following the holiday.

### **ACADEMICS**

#### **PROMOTION REQUIREMENTS**

In order to become eligible for promotion from grade to grade students must fulfill certain requirements.

**Grade 8** - Successful completion of the equivalent of 27 credit hours. The equivalent of 22.5 credit hours must be successfully completed in required courses. For the purposes of this policy, credit hours are defined as they are in grades 9 through 12. Required courses are English, Mathematics, History, Science, Health, Physical Education, Computer Literacy, World Languages and for some students, Reading/Writing workshop.

#### **Credits Required for Promotion & Graduation -**

All full year academic courses earn 5 credits; lab sciences earn 6 or 7 credits; half year (semester) earn 2-1/2 credits.

#### **PARCC Assessment-**

The Partnership for Assessment of Readiness for College and Careers (PARCC) is a consortium of states that collaboratively developed a common set of assessments to measure student achievement and preparedness for college and careers.

The PARCC assessments are aligned to the Common Core States Standards (CCSS) and were created to measure students' ability to apply their knowledge of concepts rather than memorizing facts. The PARCC assessments require students to solve problems using mathematical principles. In English Language Arts (ELA), students will be required to closely read multiple passages and to write essay responses in literary analysis, research tasks and narrative tasks. The Assessments will also provide teachers information on student progress to inform instruction and provide targeted student support.

### **Grade 9**

Ninth grade students must earn at least 35 credit hours for promotion to grade 10. At the senior high, promotion from class to class is determined by the number of credit hours earned. Credits required for promotion is:

Grade 10 - 11.....70 credits, cumulative

Grade 11 - 12.....105 credits, cumulative

Grade 12.....140 credits, cumulative

The minimum number of total credits required for graduation from East Brunswick High School is 140 (grades 9 - 12).

Successful completion of the curriculum requirements must be demonstrated by meeting the minimum proficiency requirements as established by each department for each course and distributed in writing by the teacher at the beginning of the semester. These proficiencies will include class participation, examinations, assignments, projects, etc. and compliance with minimum attendance requirements. For a complete listing of graduation requirements, refer to the course guide or web site.

### **Pass/Fail - 9th Grade Only -**

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 students with the appropriate forms that must be completed by the designated dates below. It is the responsibility of the student to inform his/her teacher seven days before the deadline of their intent to exercise this option. The teacher will grade and return all the tests the student has taken by the day before the deadline.

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 - Successfully completed a course with no grade assigned

- F - Unsuccessfully attempted a course with no grade assigned.

Students must indicate a desire to receive P/F grades according to the following calendar:

First Quarter Courses – 10/14/16

Fall Semester – 11/18/16

Second Quarter Courses – 1/4/17

Full Year Course – 1/4/17

Third Quarter Courses – 3/3/17

Spring Semester – 4/7/17

Fourth Quarter Courses – 5/12/17

### **Parent Access/Progress Reports**

**(parents.ebnet.org)**

Parents and students are encouraged to log into Parent Access to keep track of academic progress and attendance. Progress reports are available on Parent Access midway through each marking period, generally only for students who may be at risk for course failure. Paper copies will be made available upon request. 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 on Parent Access please contact 732.613.6801.

### **Report Cards -**

Students receive academic reports four times a year. All grades should essentially represent a measure of the performance by the student in a given subject. Grade appeals are to be made within ten (10) school days. Report cards will be available on Parent Access approximately one week after the end of each quarter. (Refer to important dates on page 39-40).

### **Honor Roll -**

At the conclusion of each marking period, every student who obtains grades of A's or B's in all subjects will receive a "Letter of Commendation" signed by the Principal.

### **Class Rank -**

The East Brunswick Board of Education has adopted a policy eliminating class rank in our High School effective with the graduating class of 1998.

### **GRADING CRITERIA -**

Evaluation is based on evidence of the attainment of the instructional and performance objectives for the subject.

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 courses 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 also will 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**

Incomplete work at the end of the grading period, semester, or year is recorded as an I. Work must be completed within fifteen (15) days of the last day of the marking period.

**Pass/Fail** – P/F

**Withdrew Passing** - WP

Withdrew before a grade could be assigned.

**Withdrew Failing** - WF

Withdrew from course with failing grades.

**Late work policy -**

If a student is present, then all homework (any assignment that may be completed overnight and turned in the following school day) assignments will not be accepted late. All long-term assignments (i.e., papers, lab, reports, and projects) submitted after the due date will be accepted and assessed a penalty of 10 percent for each school day late. Any paper submitted after five 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.

**Homework** - Homework is an integral part of the educational process. Although time may be allotted during the school day to begin an assignment, completion of the homework is the student's responsibility. Students are responsible for knowing when long term assignments are due.

**HIGH HONORS/VALEDICTORIAN AND SALUTATORIAN**

The **High Honors Group** is to be given special recognition at the graduation ceremony.

The high honors group is defined as those students who have achieved all "A's" as final grades up to the mid- point of the senior year. All ninth grade final grades are included in the determination of the high honors group. All "A's" shall mean A+, A, and A-. A **Valedictorian and a Salutatorian** will be determined by the grade point average (GPA), which is based on all final grades earned up to the end of junior year and all semester and/or final grades in courses taken during the first semester of senior year. The Valedictorian and Salutatorian will be given special recognition at the commencement ceremony. The Valedictorian shall be the student who has the highest grade point average. The Salutatorian shall be the student who has the second highest grade point average.

## **STUDENT SUPPORT SERVICES**

### **Counseling, Student Assistance, Child Study Team, Nurses**

All of our Student Support Services Personnel are here to assist students in attaining their greatest potential both academically and personally. Counselors genuinely care about you, there is no problem too large or small to discuss. A counselor's primary goal is to give sound advice and guidance to our students.

Counselors also present developmental programs, which are available to all students. Evening meetings for parents are also held annually. If there is a need to meet with a counselor, students are to stop in the Counseling Office before or after school, or during passing time to make an appointment.

In addition to our School counselors, there are two student assistance counselors at Churchill. The counselors are available to help students who are having difficulties with issues such as family problems, drugs and alcohol, anger management, depression etc. Ms. Barna's office is located in Room 201C, and Mrs. Young's office is located in the Counseling Office.

### **Community Service Program –**

Students interested in participating in the Community Service Program should see their School Counselor, and follow the following procedures:

- Complete the "Request for Approval/Parent Permission Form"
- Have an Administrator sign and return form to your School Counselor
- Meet with your School Counselor (by appointment). You will receive notification as to time and place.
- Secure permission and begin service.
- **Request for approval is to be done prior to beginning every new service.** Although a meeting with the School Counselor is only required before beginning your



first service, a second or third meeting might be necessary prior to the beginning of any subsequent service.

- A written report and Evaluation Form are to be submitted when completed with your 15 hours of service. The contents of this report will be discussed at the first meeting with the School Counselor.

### **Working Papers -**

In order to obtain working papers, you must be at least 14 years of age and have a job offer. You can pick up a "Promise of Employment" form and a medical certificate from the Counseling Office. The form is to be completed by your employer, and the medical form can be completed by the school nurse or your family doctor. These forms and a copy of your birth certificate are to be returned to the Counseling Office. Papers will be prepared for your signature within 2 school days. You may not legally begin to work without the completed form.

## **NURSE'S OFFICE**

Registered nurses are on duty throughout the school day. Students are expected to have a pass to see the nurse, with the exception of emergencies.

All students returning from an illness of 3 or more days must report to the nurse's office **BEFORE FIRST PERIOD**. Before returning to school students must be fever free without fever medication for at least 24 hours.

**Medication Guidelines - School nurses are not permitted to dispense medication without a written doctor's order.** This includes OVER THE COUNTER MEDICATIONS such as Tylenol, Advil, etc. The physician's order is acceptable for the current school year only. It must be renewed each school year.

Medication forms are available from the school nurse. All medications must be brought to the nurse, by an **adult**, in a pharmacy labeled container.

Students are **not permitted** to carry medication including Tylenol, Advil, etc. The only exceptions are:

- **Inhalers/Epi Pen** – self carry form must be obtained from the nurse and completed by the parent
- The **physician** must identify on the school medication form that the students may self-carry inhaler/epi pen.
- The parent or guardian must provide an additional inhaler/ epi pen identical to the one which the student is authorized to carry, which will be retained by the school nurse in

accordance with the district medication policy. This inhaler/epi pen does not leave the nurses office for the duration of the school year.

**Medications on school trips** – Students who self-carry their inhaler/epi pen are responsible to do so on school trips.

**Exclusion from physical education** - Students who may need to be excused from participation in physical education due to a medical reason must submit a doctor's note to the school nurse. The note should include the reasons (diagnosis) and length of time to be excused. A parent's note for a minor illness may be honored for a 1-2 day period. Such a note is to be brought to the school nurse before first period. The nurse will approve the note and issue an excuse for the requested period. The student will bring the note from the nurse to their physical education teacher. All other exclusions for physical education beyond 2 days required a physician's note.

#### **HEALTH & SAFETY RESOURCES**

<p><b><u>EAST BRUNSWICK POLICE</u></b> – 732-390-6900 <b><u>AIDS HOTLINE</u></b> - 1-800-433-0254 <b><u>AL-ATEEN and AL-ANON</u></b> – For teens and other family members when someone in the family has an alcohol problem 1-973-744-8686 <b><u>ALCOHOLIC ANONYMOUS (AA)</u></b> – For people with alcohol problems - 1-800-245-1377 <b><u>CHILD PROTECTION &amp; PERMANENCY (formerly DYFS)</u></b> – For reporting suspected abuse – 1- 800-531-12_ <b><u>GAMBLER HELPLINE</u></b> – 1-800-426-2537 <b><u>GAY &amp; LESBIAN YOUTH OF NJ (GALY)</u></b> – 1-973-285-1595 <b><u>NARCOTICS ANONYMOUS (NA)</u></b> – 732-845-2919 <b><u>RUNAWAY HOTLINE</u></b> – 1-800-621-4000 <b><u>SUICIDE HOTLINE</u></b> – 1-800-784-2433</p>
--

#### **MISCELLANEOUS**

**After School Activities** – At the end of the school day, students must leave the school property by 2:22 unless you 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 or intramural
- Use of Media Center

Students remaining in the building without adult supervision will be considered trespassing and may face disciplinary consequences as well as trespassing charges.

**Activity Bus Passes** are available only for students who stay for extra help or school related activities. Students using the activity bus **MUST** get a pass from the staff member with whom the student remained after school. Any student, who missed their bus and is waiting to be taken home by the activity bus, must report to the Main Office by 2:22 PM. Activity buses leave at approximately 3:15 PM, and are available Tuesday through Thursday, unless otherwise announced.

**Announcements & Signs** - Each morning at the beginning of the first period, AM announcements are made over the intercom system informing students of activities, school events and other pertinent information. PM announcements are made to inform students of sports cancellations, etc. Posted Signs and announcements require the permission of the school administration.

**Balloons** – Churchill JHS is a latex-free school. Balloons are not permitted in school at any time. All balloons will be confiscated.

**Bicycles** – All bicycles must be locked to the bike rack provided for your convenience. The school is not responsible for the safety of bicycles.

**Bus Students** - Students are assigned to bus routes by the Transportation Office. Only students with bus passes are permitted to use the bus. While on the bus, students are expected to:

- Show respect for the driver
  - Behave in a safe orderly manner
  - Follow all school rules
  - Remain seated and use seat belts
  - Refrain from eating, drinking, smoking, and littering
- Students reported for violations of safety procedures, insubordination or behavior endangering themselves or others face a temporary or permanent loss of bus privileges.
- Students may only ride the bus to which they are assigned (no exceptions).

**Cafeteria** – Students are required to show their ID's in order to purchase any food items. A variety of meals and snacks are available. Students are required to clean their tables and place garbage and recyclable items in the receptacles located in the cafeteria. Eating is to be confined to the cafeteria only. Students are expected to conduct themselves in a reasonable manner, and follow directions of supervisors during lunch periods. Non-compliance will result in assigned seating, detention, or suspension.

**Cell Phones/Electronic Devices** – Students are permitted to use cell phones and electronic devices in the cafeteria, media center, hallways, and before and after school. Students must adhere to a one-earbud rule when listening to audio. **Cell phones and electronic devices must be off and away prior to a student entering a classroom. Use of cell phones and electronic devices within a classroom is at the discretion of each individual teacher.** Any other unauthorized activation and/or use of a cell phone during school hours (including unauthorized photos or vides) may result in confiscation and/or search of the cell phone as such action is a direct violation of school policy. Phone use during any test/exam will constitute cheating.

- First Offense: Warning
- Second Offense: Confiscation (returned only to a parent)
- Subsequent Offenses: Confiscation (returned only to a parent) and Saturday Detention

Students observed video recording during school hours may be subject to suspension upon the first offense.

**Deliveries of Packages & Gifts** - Deliveries from services and commercial carriers (including food) for students will be refused.

#### **Dress Code -**

Students are expected to be appropriately attired for school. We prohibit any clothing, jewelry or accessories deemed to be disruptive, distracting, provocative, provoking, intimidating and/or demeaning that rises to the level in the administrator's view as having a detrimental effect on maintaining a safe and educationally sound environment.

Appropriate dress for male students includes dress shorts, polo shirts, jerseys and tee shirts, and pants worn at the waist and covering to mid-thigh, and shoes/sneakers. Appropriate dress for females include long and short sleeve blouses, polo and tee shirts that cover the waist and slacks. Shorts, skirts, and dresses must reach at least mid-thigh (Must extend to the end of the fingers when arm hangs straight at the student's side). All students must wear appropriate footwear.

Students wearing inappropriate items will be asked to remove or replace them in order to remain in the building that day. At times, clothing that adheres to the following guidelines may still be inappropriate because it is distracting, revealing or offensive.

**The administration will make the final determination regarding the appropriateness of student attire.**

**Inappropriate attire includes, but is not limited to:**

- Clothing that is unsafe, dangerous or a health hazard.
- Clothing that contains offensive or obscene symbols, slogans, or words that degrade: an individual(s), gender, culture, religion, ethnic background, or sexual orientation.
- Clothing that contains language or symbols dealing with drugs, alcohol, tobacco, weapons, violence, vandalism, gangs, or sex.
- Sunglasses.
- Tube tops, halter tops, and see through tops.
- Strapless and backless garments.
- Pajamas or sleepwear
- Low cut necklines.
- Short shorts and skirts.
- Clothing that exposes the midriff.
- Slippers.
- Exposed underwear.
- Hats, hoods, visors, sweatbands, bandanas or any head covering (worn or carried with the exception of religious).
- Dog collars and chains

Consequences for non-adherence to the dress code include, but are not limited to, parental notification, detention, suspension and/or an HIB investigation.

**Emergency Information Verification Form -**

The school provides emergency information forms for all students at the beginning of the school year. **Every student must have his or her form on file in the school office. Parents must update this information during the school year whenever there is**

**a change of address, or telephone number of contact.**

**Extra-Curricular Clubs and Activities** - Students are encouraged to participate in the clubs and activities that are available at Churchill. Announcements are made informing students of club meetings and sign-ups. Among our many offerings are: Band, Orchestra, Chorus, Chorus Ensemble, Jazz Ensemble, Drama, Math Team, Model Congress, IPLE, Science Team, Science Olympiad Team, Peer Tutoring, Yearbook, Student Council, and Interact Club.

**Emergency Drills** – The law requires that we have two timed emergency drills per month which include fire, lock down and bomb threat contingencies. Students and staff are to follow the emergency exit procedures posted in each room. Any student who fails to follow school rules or instructions given by any staff member during an emergency drill will be referred to their grade level administrator for disciplinary action. **Talking is strictly prohibited during any emergency drill.**

**Flag Salute** - New Jersey law requires you to show respect for the flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from those ceremonies but you are required by law to be respectful.

**Food, Beverages, Water Bottles** – Food and beverages must be confined to the cafeteria. Food items, coffee, tea, hot chocolate or other beverages are not to be consumed in classrooms, other instructional areas, or hallways. Water bottles are permitted in the hallway. Students arriving to school with coffee, tea, hot chocolate, other beverages or breakfast food will only be allowed to enter the building at the entrance in front of the cafetorium, and they must go directly to the cafetorium. Students will not be allowed to leave the cafetorium with food or beverages.

**Lockers** – Each student is provided a Locker. Because they are school property, lockers are subject to search 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 should keep hallway/gym lockers locked at all times.

## **MEDIA CENTER**

Bobby Tu, Jennifer Fong Library Media Specialists

**Hours** – The Media Center is open Monday through Friday mornings at 7:10 AM. The Media Center closes Tuesday through Thursday at 3:00 PM and Monday and Friday at 2:12 PM.

**Passes to the Media Center** – After-school passes may be obtained from your classroom teacher on the day of need for individual research, study, and reading purposes.

### **Circulation Policies –**

- Books may be checked out for two weeks with a limit of three books per subject.
- Renewals are permitted if there are no other requests for the material.
- Reference materials do not circulate.
- Magazines may be checked out for three days.
- Overnight loans must be returned BEFORE FIRST PERIOD on the NEXT SCHOOL DAY.

Overdue notices will be issued and fined \$.10/day. Failure to respond to overdue notices may result in restricted borrowing privileges.

**Computers –** At the beginning of the year, each student will establish a new password for access to the computers. Always log on to the computer with your student User Name and Password. You must **always log off when you finish.**

**Home Access to Media Center Online Resources –** All students can obtain User Names and Passwords for remote access to selected school databases from the Media Center staff. Use the following path on your home computer: Type <http://www.ebnet.org>. Under the schools tab, at the top, select Churchill. On the left side, under Quick Links, choose Media Center and you will access our information including databases.

**Copy Machine –** Photocopies cost 10 cents per copy.

**Messages -** Classes will not be interrupted to deliver personal messages, lunch money, gym uniforms, books. Etc. A parent or guardian may leave items for a student at the Security Desk in the Main Lobby, with the understanding that the student will pick them up during passing time, lunch, or after school.

**Money and Valuables - The school is not responsible for money and valuables (iPods, cell phones cameras, etc.) that students bring to school, or the investigation of lost or stolen items.** We encourage the use of locked lockers for valuables during the school day.

**Mopeds-** Mopeds are not allowed to be driven/parked on school property or school parking lots.

**Passing Time** - Passing time between classes is five minutes. It is recommended that you go to your locker before first period, before and after lunch and at the end of the day. Students are expected to be in class, seated and working on their "Do Now" activity when the bell rings.

**IPOD/CD/MP3 Players/Cameras** – All portable music players, and electronic games or devices must be off and out of sight prior to entering the building or they may be confiscated. **The school is not responsible for valuables (iPods, cell phones cameras, etc.) or the investigation of lost or stolen items.**

**Recycling** - All students and staff are required to recycle. Each classroom and office has a recycle box. Everyone is asked to place all white paper, newsprint, computer paper and aluminum cans in the recycling boxes.

**Skateboards** – Skateboards are not permitted on school property at any time. Skateboards will be confiscated and returned to a parent/guardian.

**Student Council** - The Student Council is the official body whose purpose is to represent students in school related matters. The council meets with administration to present the students' point of view. They also sponsor a variety of student activities, including the grade 9 Semi-Formal. A faculty advisor directs the Churchill Student Council and the students elect class officers. Students in good standing are eligible to join student council by completing a petition. Elections for officers are held in the fall.

**Textbooks** - Textbooks are loaned to students for use during the school year. They are expensive, and are to be covered and treated as personal property. The condition of the books should be noted when they are received, and books should be returned in nearly the same condition. If not, fines are imposed and must be paid. If the student fails to return a textbook and does not pay the necessary fine, a report card or student schedule will not be sent home.

**Visitors** - All visitors must sign in at the security desk in the lobby. Anyone in the building without approval from the Main Office shall be considered trespassers. Churchill has a policy that visitors are not allowed to accompany students to school. Upon entrance to the school property all visitors are in a school zone and are subject to all school rules.

**Yearbook** - Student pictures are taken during the summer orientations. There will be one make-up date. Yearbooks may be ordered and delivery will be toward the end of the school year.



## TECHNOLOGY RESOURCES POLICY

**Introduction** - The following policy outlines the acceptable uses of technological resources in the East Brunswick Public Schools. This policy applies, but is not limited, to the following categories of technology: school-based computer networks, district-wide computer networks, stand-alone computers, peripheral devices (laser-disk players, videocassette recorders, television, telephones, scanners and printers), on-line services, licensed software, CD-ROM programs and videocassettes, confidential district databases and use of the Internet. Local area networks (a particular school) and wide area networks (the entire district) connect computers in a way that facilitates the use of software programs and the storage of information. The Internet is a worldwide system of computers linked together electronically. Each of these systems provides users with the ability to send and receive mail (e-mail) and access enormous and diverse databases of information. The Internet and other on-line services also allow individuals to participate in discussion groups on a variety of topics. Because of these capabilities, these services can be a valuable educational resource for the students and staff in the district. Our goal in providing these services is to promote educational excellence in schools by facilitating resource sharing, innovation, collaboration and communication. The district reserves the right to prioritize and limit accesses to and use of its technological resources.

**Use of the Internet** - Because anyone in the world has access to the Internet, the system also contains material which is inappropriate for elementary and secondary students or does not possess educational value in the context of our school curriculum. One of the goals of this policy is to outline acceptable use of the Internet by students. This policy seeks to balance issues of intellectual inquiry, freedom of speech and privacy with the responsibility of the district to ensure that students do not access or produce inappropriate or illegal material.

### **Acceptable Use of Technological Resources -**

Acceptable use in the framework of the East Brunswick Public Schools can be defined as employing technology as an educational tool, using guidelines that the computing community at large and/or legal opinion have generally agreed are permissible. Examples of actions that violate this accepted standard are listed below under the topic of inappropriate uses. Access to, and use of, the Internet, like other educational tools, is provided by the school district to foster those learning experiences which are part of the district educational program or the approved extracurricular activities of the school. Personal use of this school district-provided service is specifically prohibited, unless approved in writing by the administration. Any material accessed by students must be related to educational program or to the approved extracurricular activities of the schools.

### **Privilege to Use the Technology -**

While in school, student access to technological resources will be under the direct supervision of teaching staff and will be monitored by the staff member in the same manner as any other classroom activity. Using technology in the context of a school setting is not a right, but a privilege. Inappropriate use will minimally result 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.

### **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.

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

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

1. Be polite. Do not use abusive language.
2. Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
3. 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.
4. Logging on the Internet is taking an electronic field trip into Cyber-space. 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

**District Guarantees** - The District does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries or service disruptions caused by its own negligence or the user's errors.

**Equal Opportunity Policies** - The Board of Education guarantees equal access to all categories of employment, retention and advancement in this district, regardless of race, color, age, creed, religion, gender, sexual orientation, national origin, political affiliation, marital status, non-applicable handicap or other conditions not related to the duties and responsibilities of the job.

The Board of Education affirms its responsibility to ensure all students in the public schools of this township equal educational opportunity regardless of race, color, creed, religion, gender, sexual orientation, ancestry, national origin or social or economic status. Lack of English language skills will not be a deterrent to admission to any program. No otherwise qualified handicapped individuals shall, solely by reasons of their handicap, be denied benefits or be subjected to discrimination in any activity.

The Board of Education prohibits sexual harassment of and by staff members and students. Sexual harassment, a violation of state and federal laws, has been defined by the Equal Opportunity Commission as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; when submission to or rejection of such conduct by an

individual is used as the basis for employment decisions affecting the individual, or when such conduct has the purpose or effect of interfering with an individual's work or school performance or creating an intimidating, hostile or offensive working or school environment.

Rehabilitation Act, Section 504 Coordinator:  
Danielle Blalock, 760 Route 18, 732.613.6868

Director of Affirmative Action:  
Danielle Ruggiero, 760 Route 18, 732.613.6710

The school systems Affirmative Action Plans are on file in the Superintendent's Office, 760 Route 18.

## **ATHLETICS**

### **FALL**

Football, boys and girls soccer, field hockey, lacrosse, cross-country, and girls volleyball

### **WINTER**

Wrestling, boys and girls basketball

### **SPRING**

Softball, track, baseball (9<sup>th</sup> graders), boys' volleyball

**Cheerleading** - Students are selected in June of each year for the following school year. Our cheerleaders serve at athletic and social events as representatives of our school.

**Varsity** - Students in grade 9, who qualify, may participate on East Brunswick High School teams in swimming, gymnastics, tennis, cross country, golf, field hockey, volleyball, track, bowling and lacrosse.

**Students must be in attendance for four hours (1/2 day) in order to participate in practices, events, or games.**

### **REQUIREMENTS FOR STUDENT PARTICIPATION 8 – 12**

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. Fourth quarter grades will determine eligibility for the first quarter of the following school year. Students will be reinstated after they meet the criteria.

Eighth grade eligibility requirements are as follows: meeting all attendance requirements and not failing more than one subject in the first quarter. Eighth graders who do not meet the requirements at the end of the first quarter will receive a written warning and will be allowed to participate on a probationary basis during the second quarter. If they do not meet their requirements by the end of the second quarter, they will be prohibited from participation in all activities. If they continue to fail two (2) or more subjects by the end of the fourth quarter, they will be prohibited from participation in all activities during the first marking period of ninth grade. They will be reinstated after all criteria are met.

A credit deficiency to fulfill the NJSIAA credit requirement can be made up in summer school for eligibility to be restored.

Students on suspension may not practice, perform or compete during the suspension period.

All students shall meet these requirements unless the child study team designates an exemption in the individual education plan (IEP).

Students and parents shall be informed of these requirements at the beginning of each school year.

To be eligible for athletic competition during the spring season, a student must be passing 15 credits at the conclusion of the first semester (30 credits for the year). This applies to all ninth graders. In instances of extenuating circumstances, the superintendent of schools has the authority to waive this policy. Waivers approved by the superintendent of schools shall be reported to the Board, without student names, at the next board meeting.

**CHURCHILL J.H.S. SCHOOL COUNSELOR  
ASSIGNMENTS  
2016-2017**

	<b>8<sup>th</sup> GRADE</b>	<b>9<sup>th</sup> GRADE</b>
<b>ADMINISTRATOR</b>	<b>MS. K. DRAGONETTI</b>	<b>MR. I. EVANOVICH</b>
<b>COUNSELOR</b>		
<b>MRS. LOUISE SULTANA</b> 732.613.6797 lsultana@ebnet.org	<b>A - G</b>	
<b>MRS. STEPHANIE SCHWEIGHARDT</b> 732.613.6798 sschweighardt@ebnet.org	<b>H - Pd</b>	
<b>MR. STEVE PECESKY</b> 732.613.6799 specesky@ebnet.org	<b>Pe - Z</b>	
<b>MS. MAUREEN STAIB</b> 732.613.6779 mstaib@ebnet.org		<b>A - B Sb - Z</b>
<b>MS. COURTNEY SCHINDLER</b> 732.613.6786 cschindler@ebnet.org		<b>G - Mo</b>
<b>MR. ROBERT SAMPSON</b> 732.613.6794 rsampson@ebnet.org		<b>C - F Mp - Sa</b>

<b><u>IMPORTANT DATES 2016 – 2017</u></b>	
9/5	Labor Day – School Closed
9/6	First Day of School
9/6	Grade 9 School ID Pictures
9/14	Back to School Night - Grade 8 -7PM
9/22	Back to School Night – Grade 9 – 7PM
10/3-4	Fall Recess – School Closed
10/12	Fall Recess II – School Closed
10/14	School Picture Retakes
10/14	Pass/Fail deadline for First Quarter Courses
10/19	Progress Reports
10/25 & 27	Evening Parent Teacher Conferences – ½ Days 5:30-8:30PM
10/26 & 28	Daytime Parent Teacher Conferences – ½ Days 1-2PM
10/25-28	Yearbook Sale
11/7	Schools Closed – Staff Development Day
11/8	Election Day – Schools Closed
11/9	Schools Closed
11/10-11	NJEA Convention
11/18	End of First Quarter
	Pass/Fail deadline for Fall Semester
11/23	½ Day - Thanksgiving
11/24-25	Thanksgiving – No School
12/2	Report Cards Issued
12/12	Orchestra Concert - 7:00PM – EB PAC
12/14	Band Concert - 7PM - EB PAC
12/23	½ Day – Winter Vacation
12/26-1/2	Winter Vacation
1/4	Progress Reports
	Pass/Fail deadline for Full-Year Courses and
	Second Quarter Courses
1/5	Parent Orientation for Incoming 8th Grade – 7PM
1/9	Parent Orientation for Incoming 9th Grade – 7PM
1/11	Chorus Concert 7PM - EB PAC
1/14	Club/Activity Pictures
1/16	Martin Luther King Day – School Closed
1/27-2/1	Mid-Term Exams - ½ Day
2/2	End of Second Quarter
2/14	Report Cards issued
2/17-20	Schools Closed – Presidents Day
2/23-24	Drama production – 7PM
3/3	Pass/Fail deadline for Third Quarter Courses
3/7 & 9	Evening Spring Parent/Teacher Conferences – ½ Days 5:30-8:30PM
3/8 & 10	Daytime Spring Parent/Teacher Conferences – ½ Days 1-2PM
3/7-10	Yearbook Sale
3/10	Progress Reports

<b>4/7</b>	<b>End of Third Quarter</b>
	<b>Pass/Fail deadline for Spring Semester Courses</b>
<b>4/10-14</b>	<b>Spring Vacation</b>
<b>4/24-5/5</b>	<b>PARCC Testing Window</b>
<b>4/25</b>	<b>Orchestra Concert 7PM - EBPAC</b>
<b>4/26</b>	<b>Report Cards issued</b>
<b>5/4</b>	<b>Band Concert 7PM - EBPAC</b>
<b>5/12</b>	<b>Pass/Fail deadline for Fourth Quarter Courses</b>
<b>5/17</b>	<b>Chorus Concert 7PM – EBPAC</b>
<b>5/19</b>	<b>Progress Reports</b>
<b>5/19</b>	<b>9 Grade Semi-Formal – 7-10PM</b>
<b>5/26</b>	<b>½ Day – Memorial Day</b>
<b>5/29</b>	<b>Memorial Day</b>
<b>5/31-6/1</b>	<b>Bio Testing</b>
<b>6/6</b>	<b>Election Day – ½ Day</b>
<b>6/6</b>	<b>Churchill Pops Concert- 7PM - EBPAC</b>
<b>6/16-21</b>	<b>Final Exams</b>
<b>6/22</b>	<b>Last Day of School</b>
<b>6/23</b>	<b>Last Day for Teachers</b>
<b>PTA Dates – 10/6 - 1/17 - 5/2 – 7PM</b>	

All other end of year activities are published in early spring.

All dates are tentative. Mailings, notices, and school announcements will be employed to keep you updated.



**CHURCHILL BELL SCHEDULE**

- 1 7:26 - 8:13
- 2 8:18 - 9:00
- 3 9:05 - 9:47
- 4 9:52 - 10:34

<b><u>5 LUNCH</u></b>	
<b>5</b>	<b>10:39 - 11:04</b>
6/7	11:09 - 11:51
8/9	11:56 - 12:38
10/11	12:43 - 1:25

<b><u>7 LUNCH</u></b>	
5/6	10:39 - 11:21
<b>7</b>	<b>11:26 - 11:51</b>
8/9	11:56 - 12:38
10/11	12:43 - 1:25

<b><u>9 LUNCH</u></b>	
5/6	10:39 - 11:21
7/8	11:26 - 12:08
<b>9</b>	<b>12:13 - 12:38</b>
10/11	12:43 - 1:25

<b><u>11 LUNCH</u></b>	
5/6	10:39 - 11:21
7/8	11:26 - 12:08
9/10	12:13 - 12:55
<b>11</b>	<b>1:00 - 1:25</b>

12 1:30 - 2:12

LATE BUSES - 3:15 PM - TUESDAY THROUGH THURSDAY

**CHURCHILL BELL SCHEDULE**  
**HALF DAY – NO LUNCH**

1	7:26 – 8:00
2	8:05 - 8:34
3	8:39 - 9:08
4	9:13 - 9:42
5/6 or 6/7	9:47 - 10:16
7/8 or 8/9	10:21 - 10:50
9/10 or 10/11	10:55 - 11:24
12	11:29 - 11:58

**DELAYED OPENING**

1	9:26 - 9:58
2	10:03 - 10:30
3	10:35 - 11:02
4	11:07 - 11:34

<b><u>5 LUNCH</u></b>	
<b>5</b>	<b>11:39 -12:04</b>
6/7	12:09 - 12:36
8/9	12:41 - 1:08
10/11	1:13 - 1:40

<b><u>7 LUNCH</u></b>	
5/6	11:39 - 12:06
<b>7</b>	<b>12:11 -12:36</b>
8/9	12:41 - 1:08
10/11	1:13 - 1:40

<b><u>9 LUNCH</u></b>	
5/6	11:39 - 12:06
7/8	12:11 - 12:38
<b>9</b>	<b>12:43 -1:08</b>
10/11	1:13 - 1:40

<b><u>11 LUNCH</u></b>	
5/6	11:39 - 12:06
7/8	12:11 - 12:38
9/10	12:43 - 1:10
<b>11</b>	<b>1:15 - 1:40</b>

12 1:45 - 2:12

EMERGENCY CLOSING TIME – 12:00 PM

