



East Brunswick High School

Student / Parent Handbook



2022-2023

Achieving Excellence with Honor and Integrity

WE ARE EB – WE ARE ONE

EAST BRUNSWICK HIGH SCHOOL



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[EBHS WEB SITE](#)
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Principal

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<i>Assistant Principal</i>		<i>Assistant Principal</i>		<i>Assistant Principal</i>
Grade 10		Grade 11		Grade 12

Vanessa Amaturio – Supervisor of School Counseling
Frank Malta – Supervisor of Athletics
Jamie Kinard - Assistant Director of Alternative Programs

Welcome to East Brunswick 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 EBHS. 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.

Mission of EBHS:

To empower the growth of compassionate, honest, and adaptable members of a diverse global community by ensuring extensive learning opportunities that spark students' curiosity and challenge them in academics, athletics, and the arts.

School Beliefs:

- Lifelong learning is essential.
- Students succeed when they take ownership of their learning.
- An inclusive setting embraces all learners.
- A balance between emotional support and academic rigor promotes wellness.
- Positive learning experiences occur in an environment free from bullying, hazing, or intimidation.
- People of diverse identities and cultures enrich our school community.
- Extracurricular activities enhance student learning and personal growth.
- Technology strengthens learning and communication with students and families.
- Thoughtful and inquisitive students become engaged citizens.
- Excellence is achieved through honor and integrity.

Alma Mater

Standing high upon a hilltop, is our Alma Mater bright.
East Brunswick High we proudly honor, with her colors green and white.
Sing her glories and her praises, let them ring forever true.
Our own beloved Alma Mater, East Brunswick High all hail to you.

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Important Dates 2022-2023

Please note: Dates are subject to change. Please refer to EBHS school calendar on our school webpage for the most up to date information.

SAT/PSAT TEST DATES 2022-2023		
DATE OF TEST	TEST	REGISTRATION DEADLINE
August 27, 2022	SAT	July 29, 2022
October 1, 2022	SAT	September 2, 2022
October 12, 2022	PSAT (Gr. 10 & 11)	No Registration
December 3, 2022	SAT	November 3, 2022
March 11, 2023	SAT	February 10, 2023
May 6, 2023	SAT	April 7, 2023
June 3, 2023	SAT	May 4, 2023

Further information about SAT Testing Centers can be found by [CLICKING HERE](#).

ACT TEST DATES 2022-2023		
DATE OF TEST	TEST	REGISTRATION DEADLINE
September 10, 2022	ACT	August 5, 2022
October 22, 2022	ACT	September 16, 2022
December 10, 2022	ACT	November 4, 2022
February 11, 2023	ACT	January 6, 2023
April 15, 2023	ACT	March 11, 2023
June 11, 2023	ACT	May 5, 2023
July 15, 2023	ACT	June 16, 2023

Further information about ACT Testing Centers can be found by [CLICKING HERE](#).

2022-2023	EVENT
Prior to First Day of School	Last Day to Drop AP Course
July 29	Registration Deadline for August 27 SAT
August 5	Registration Deadline for September 10 ACT
August 16	Late Registration Deadline for August 27 SAT
August 19	Late Registration Deadline for September 10 ACT
August 27	SAT Testing
August 31	EBHS Sophomore Orientation - 7:30 AM - 12:00 PM
September 1	Staff Development - Schools Closed
September 2	Teacher Orientation
September 2	Registration Deadline for October 1 SAT
September 5	Labor Day - Schools Closed
September 6	First Day of School for Students
September 10	ACT Testing
September 15	EBHS Back to School Night - 7 PM
September 16	Registration Deadline for October 22 ACT
September 16 & 19	Naviance Presentations - Grade 12 (English Classes)
September 20	Late Registration Deadline for October 1 SAT
September 20	Counselor Meeting with AP Students
September 20	AP Test Registration Opens
September 20	Activity Fair
September 20 - November 15	Senior Interviews/College Applications
September 26 & 27	Fall Recess I - Schools Closed
September 28	EBHS & CJHS First Day for Making Level Changes
September 29	EBHS Senior Parent Night - 7 PM
September 30	Late Registration Deadline for October 22 ACT
October 1	SAT Testing
October 5	Fall Recess II - Schools Closed
October 7	Registration Deadline for the November 5 SAT
October 12	Progress Reports Issued - Quarter 1
October 12	EBHS Senior Seminar Day (1/2 day - no lunch)
October 12	PSAT Testing - Grades 10 & 11 (1/2 day - no lunch)
October 12	EBHS Financial Aid Night - 7 PM
October 17	EBHS & CJHS Deadline for Dropping a Course which would NOT result in a WP/WF on the Transcript
October 22	ACT Testing
October 24	Staff Development - Schools Closed
October 25	Last Day for Parent/Student Initiated Changes (Levels Only)
October 25	Late Registration Deadline for the November 5 SAT

October 25	AP Registration Deadline
October 26	AP Late Registration Opens
October 27	EBHS Counseling Department Open House for Staff
November 1, 2, 3, 4	EBHS Parent Conferences (1/2 day - no lunch)
November 3	Registration Deadline for December 3 SAT
November 4	Registration Deadline for December 10 ACT
November 5	SAT Testing
November 8	Election Day - Schools Closed
November 10 & 11	Schools Closed/Admin Offices Open
November 11	Veteran's Day (Bryan Wichelman - Guest Morning Announcement Veteran Speaker)
November 11	Late Registration Deadline for December 10 ACT
November 14	AP Late Registration Deadline
November 14	Deadline for AP Students to Enroll in their AP Class Section at myap.collegeboard.org
November 15	End of First Marking Period
November 15	EBHS & CJHS Last Day for Teacher Initiated Changes (Levels Only)
November 15	EBHS & CJHS Pass/Fail Deadline - Fall Semester Courses
November 16	EBHS Sophomore Parent Night - 7 PM
November 16 & 17	Naviance Presentations - Grade 10 (English Classes)
November 21 - January 9	Sophomore Interviews
November 22	Late Registration Deadline for December 3 SAT
November 23	1/2 day Students and Staff
November 23	Report Cards Issued - Quarter 1
November 24 & 25	Thanksgiving Recess - Schools Closed
December 3	SAT Testing
December 7 & 8	Curriculum Meetings with Counselors, DC's & Supervisors
December 10	ACT Testing at EBHS
December 12	Deadline for College Applications Mailed Before Winter Break
December 20	Progress Reports Issued - Quarter 2
December 20	EBHS Scheduling Presentation to Rising 10th Grade Students at CJHS
December 21	Scheduling Presentation to EBHS & CJHS Students During Homeroom and on Website
December 23	1/2 day Students and Staff
December 23	EBHS Senior Alumni Day (1/2 day - No Lunch)
December 23	Course Guide Open to Community
December 26-30	Winter Recess - Schools Closed
January 4	DC Curriculum Presentation to Rising 10th Grade Parents at EBHS - 7 PM
January 4	EBHS & CJHS Online Scheduling Opens
January 5 & 6	Naviance Presentations - Grade 11 (English Classes)
January 6	Registration Deadline for February 11 ACT
January 6	EBHS & CJHS Pass/Fail Deadline - Full Year
January 10?	EBHS/CJHS Elective Fair
January 11	AP Parent Night
January 11 - March 3	Junior Interviews

January 12	Parent Access Opens for Rising 7th-12th
January 16	Martin Luther King Jr. Day - Schools Closed
January 18	EBHS Junior Parent Night - 7 PM
January 20	Late Registration Deadline for February 11 ACT
January 25-30	EBHS/CJHS Mid-Term Exams (1/2 day - no lunch)
January 30	End of Second Marking Period
February 3	EBHS Deadline for Course Request Sheets to be Completed in Canvas
February 7	Report Cards Issued - Quarter 2
February 7	EBHS Possible Failure Letters
February 8 - April 28	EBHS & CJHS Counselors Begin Scheduling rising 7th-12th grade students with completed course requests
February 10	Registration Deadline for March 11 SAT
February 11	ACT Testing
February 14	EBHS Students "I'm More Than Just That" Assembly at HMS
February 15	Negotiating with Colleges Virtual Presentation for Parents
February 20	Presidents Day - Schools Closed
February 28	Late Registration Deadline for March 11 SAT
March 3	Progress Reports Issued - Quarter 3
March 6 - 17; March 27-31	EBHS Counselors Schedule Rising 10th Grade Students at CJHS
March 10	Registration Deadline for April 15 ACT
March 11	SAT Testing
March 21 & March 23	Evening Parent Conferences (1/2 day - no lunch)
March 22 & March 24	Afternoon Parent Conferences (1/2 day - no lunch)
March 24	Late Registration Deadline for April 15 ACT
N/A	EBHS College Fair
April 3 & 4	Spring Recess - Schools Closed/Admin Offices Open
April 3-7	Spring Recess - Schools Closed
April 7	Registration Deadline for May 6 SAT
April 10	End of Third Marking Period
April 12	EBHS Job Day
April 15	ACT Testing at EBHS
April 18	Report Cards Issued - Quarter 3
April 18	EBHS Potential Non- Grad Letters
April 19	EBHS & CJHS Pass/Fail Deadline - Spring Semester Courses
April 21	Day of Silence
April 21	EBHS & CJHS Deadline for Signed Course Request Forms, Waivers and Advancement Contracts
April 25	Late Registration Deadline for May 6 SAT
April 28	EBHS & CJHS Scheduling Ends
May 1-12	AP Exam Testing
May 4	Registration Deadline for June 3 SAT
May 5	Registration Deadline for June 11 ACT
May 6	SAT Testing
May 15	Progress Reports Issued - Quarter 4

May 17-19	AP Late Testing Exams
May 19	Late Registration Deadline for June 10 ACT
May 22	EBHS Non- Grad Letters
May 23	Late Registration Deadline for June 3 SAT
May 26	1/2 day Students and Staff
May 29	Memorial Day - Schools Closed
May 31	Deadline for Electives Changes for 2023-2024
May 31	Deadline for Students to Submit Brag Sheets
June 2	EBHS Prom (1/2 day - no lunch)
June 3	SAT Testing
June 6	Primary Election Day (1/2 day - no lunch)
June 9 & 12-14	EBHS Final Exams (1/2 day - no lunch)
June 10	ACT Testing
June 15 & 16	1/2 day Students (no lunch)
June 16	End of Fourth Marking Period
June 16	Registration Deadline for July 15 ACT
June 16	EBHS Graduation - 11AM CURE Insurance Arena
June 19	Last Day for Teachers (1/2 day)
June 23	Late Registration Deadline for July 15 ACT
June 26	Report Cards Issued - Quarter 4
July 15	ACT Testing
TBD	Driver's Ed Testing
TBD	EBHS Health & Wellness Fair
TBD	EBHS MCC On-site Day
TBD	EBHS SOS Field Trip to Elementary School
TBD	EBHS SOS Field Trip to Elementary School
TBD	EBHS SOS Field Trip to Elementary School
TBD	NJSLA
TBD	NJSLA Make-Up
TBD	Seal of Biliteracy Registration Deadline
TBD	Seal of Biliteracy Testing
TBD	Violence Prevention Week
TBD	Respect Week (Spirit Week)
TBD	ASVAB Exam

DAILY PROCEDURES

ANNOUNCEMENTS

Each morning at the start of the day, the flag salute is given. 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 items must be submitted online by the faculty advisor. All announcements, fliers, posters, etc. must be reviewed and approved by an administrator. The daily announcements are given during homerun and are posted on Canvas.

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 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 3:30 PM. All students must present a pass from a teacher before they are permitted to board the late buses.

CAFETERIA AND FOOD

Students have been scheduled into one of three lunch periods. A variety of meals and snacks are available. **It is not permissible for students to order food to be delivered to the school.** Breakfast is available before school in the cafeteria. Food, snacks, and beverages are also available after school at the serving kiosk located near the gymnasium. 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 or drink (including water) is permitted in science classes, computer labs, or in the media center. 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.

CLOSED CAMPUS

For safety reasons, students are not permitted to exit the building at any time during the school day. Visitors must enter through the main entrance only.

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. **It is not permissible for students to order food to be delivered to the school.**

FIELD TRIPS

Students must receive signatures from their teachers indicating that the teacher is aware the student will be participating in a field trip. All school rules apply in any school-sponsored activities.

FIRE/SAFETY DRILLS

The law requires that we have two fire/safety drills 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 contingencies. 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. **Absolutely no cell phone use during Fire/Safety drills is allowed.**

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, 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.

LOST AND FOUND

Students who find articles are asked to take them to the lost and found in Cafeteria. Items with considerable monetary value like cellphones or earbuds should be brought to the Main Office. Items that are not retrieved from the lost and found will be periodically donated. The East Brunswick Public Schools are not responsible for losses sustained by students due to neglect or theft.

MAIN ENTRANCE

Students are to keep the main entrance and main entrance lobby clear in the morning prior to the beginning of first period. Students who arrive early to school may wait in the café for first period to begin.

MEDIA CENTER

The Media Center is home to a collection of materials and resources that supplement and extend high school 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 (Macs and PCs), 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 website](#). **The EBHS 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 7:30 AM, and Tuesdays, Wednesdays and Thursdays the Media Center is open after school until 3:30 PM. Students are invited to use the computers, printers, tables and other Media Center resources before and after school without a pass. 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. Students may also use the Media Center during study hall or their lunch period by signing in at the Circulation Desk at the start of the period. Students must remain in the Media Center for the duration of their study hall period. 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 during study hall or lunch. 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, roller-blades, or hover-boards is not permitted on school property at any time.

STUDENT DROP-OFF/PICK-UP

Parents are reminded to drop off students only in the designated area in the front of the school building, not in the middle of the parking lot. 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

All visitors must present a form of photo identification upon entering the building. Visitors are required to **park in designated areas** and report to the security desk to sign in and obtain a **visitor's badge**. 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 after 4 PM 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 available in the Main Office. Working papers will be processed only before school prior to the first bell, after school, or prior to a students' lunch period. Only students proceeding to lunch will be given passes. First time application for working papers requires the school nurse or your physician to complete a section of the form after the employer has done so. Also, proof of age in the form of a birth certificate or passport is required for first time applicants.

Working papers can be accessed electronically through the NJ Department of Labor and Workforce Development. Please [CLICK HERE](#) to access these documents.

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 grades 9-12, 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 rolls shall be:

- Gold - All grades A+ to A-
- Silver - All grades A+ to B

TABLE 1: GRADE VALUES FOR NON-HONORS COURSES

GRADE	VALUE	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.

TABLE 2: 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

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** 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 6, 2023
 - Semester 1 Course – November 15, 2022
 - Semester 2 Course – April 19, 2023
- 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 EBHS 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 next day homework assignments are due on time. 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.

LEVEL CHANGES

Changes from one level of a course to another level of the same course can be student or parent initiated from September 28, 2022 to October 25, 2022. Dropping a course after October 17, 2022 will result in a WP or WF appearing on the student’s transcript. Any level changes between October 25, 2022 and November 15, 2022 must be teacher initiated. The last day for level changes will be November 15, 2022. Students may not drop a full year course unless they are making a level change according to guidelines established by the administration. It is the high school’s responsibility to report any

significant changes in academic status or qualifications between the time of application to the college and graduation consistent with “The Principles of Good Practices” of the National Association of College Admissions Counselors. Therefore, we will inform the colleges in writing of all senior class changes after the last school day in September.

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 732-613-6909. 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 9 35 credits
- Grade 10-11 70 credits (cumulative)
- Grade 11-12 105 credits (cumulative)
- Grade 12 - 140 credits (cumulative)

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. EBHS does not provide 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.

CLASS RANK

- East Brunswick Public Schools shall not rank its students according to grade point average (GPA), except as provided for in East Brunswick Board of Education [Policy #5460](#).
- No information regarding rank in class shall be released to colleges, universities, or other external parties except as follows:
- The National Merit Scholarship program shall be provided with rank in class for those students it identifies as eligible for scholarship consideration.
- The New Jersey Department of Education shall be provided with a list of students who may be eligible for either Garden State or Bloustein Scholarship awards.
- The United States military academies shall be provided with a class rank. Such data shall be provided upon request of an applicant or an applicant’s parent.

- Other scholarship programs external to colleges and universities to which a student has applied may be provided with either a class rank or a decile approximation of class rank as noted above if such data is required by the scholarship program.
- Determination of the graduating valedictorian and salutatorian.

GRADUATION REQUIREMENTS

A student shall be regarded as having successfully completed the high school program of studies (Grades 9-12) when the following curriculum requirements have been met:

- 15 credits of Mathematics
- 20 credits of English
- At least 4 credits of Health, Safety and Physical Education for each year enrolled
- 5 credits of World History and Cultures
- 10 credits of U.S. History
- 15 credits from the Arts: 5 from Fine and Performing Arts, 5 from Practical Arts, and 5 from either.
- 15 credits of Science
- 10 credits of World Language or student demonstration of proficiency
- Sufficient electives to meet the total number of 140 credits required for graduation
- 2.5 credits in Financial Literacy

VALEDICTORIAN/SALUTATORIAN AND HIGH HONORS

The highest honors group is defined as those pupils who have achieved all “A’s” in final grades up to the end of junior year and all “A’s” in semester and/or final grades for courses taken during the first semester of senior year. All ninth grade final grades are included in the determination of the highest honors group. All “A’s” shall mean A+, A, and A- to be included in determining the highest honors group; except for courses where grades are restricted to “Pass” (P) or “Fail” (F), a grade of “P” shall not be applicable in determining the pupils eligible for highest honors. In addition, pupils eligible for highest honors recognition will not have had any violations in regard to academic integrity, ethics or conduct. 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. **In order to earn Valedictorian, Salutatorian, or High Honors distinction, students must not have any academic integrity infractions** and must have enrolled in East Brunswick High School by September 30 of their Sophomore year. [CLICK HERE](#) to review the EBHS Academic Integrity/Honor Code.

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING OFFICE

SCHOOL COUNSELING

The main purpose of the school counseling department is to support and encourage the whole child. The Counselors assist students in attaining their academic and personal potential. A counselor's primary concern is to give support and guidance, there is no problem too large or small to discuss. Students are encouraged to seek out the assistance, support and services of their school counselor whenever needed. The school counseling department also presents developmental programs, these programs take the form of individual counseling sessions, small group or large group sessions. In addition, counselors may provide a variety of support groups for students. Evening meetings for parents are held annually. If there is a need to meet with a counselor, students are to stop in the school counseling office to set up an appointment. Whenever possible, appointments are to be made during a non-core academic class. If a counselor cannot keep an appointment, the appointment will be rescheduled with the student, and the student will return to class. Each student is alphabetically assigned to a counselor and will remain with that counselor for the duration of his or her high school years.

East Brunswick public schools have a developmental counseling program. Our program will support students to achieve success in school and to develop into contributing members of society. Counselors recognize the uniqueness and personal worth of each child. Our counseling program focuses on each student's potential for growth within the context of his/her individual family cultural perspective. This program adheres to the National Standards for School Counseling programs and Ethical Standards as set forth by the American School Counseling Association. Also incorporated into this program are the New Jersey Core Curriculum Content Standards this program supports academic, career and social development.

A comprehensive program addresses student needs as the primary focus. The program focuses on activities that help students acquire knowledge, skills, and understanding to cope with the developmental stages of life. The purpose of the counseling program is to promote and enhance learning for all students. School Counselors work with students individually and in groups, assisting with school-related and personal concerns. They also help high school students with specific college and vocational planning and placement. In addition, they interpret test results for teachers and parents, and work with teachers to plan effective methods for helping students to improve in areas where they are having difficulty.

SCHOOL COUNSELOR ASSIGNMENTS-2022-2023

ADMINISTRATOR ----- COUNSELOR	Mr. Chris Yanazzo (1614) 2021-22 – 10th Grade 732-613-6907	Mr. Glen Pazinko (Main Office) 2021-22 – 11th Grade 732-613-6902	Mr. Russell Petronko (1814) 2021-22 - 12th Grade 732-613-6909
MS. BOLLACI x 6946 danielle.bollaci@ebnet.org	A - Beck	A - Barsa	A – Be
MS. MARIANI x6950 jmariani@ebnet.org	Becl-Coh	Barsb-Che	Bf-Con
MS. VIOLETT x6951 mviolett@ebnet.org	Coi-Ghal	Chf-Ear	Coo-Fab
MS. LIPARITI x6956 jennifer.lipariti@ebnet.org	Har-Jad	Fo-Ghat	Friedm-Gom
MS. WILLIS x6954 cwillis@ebnet.org	Jae-Lam	Ghau-Ka	Gon-J

MR. WICHELMAN x6957 bryan.wichelman@ebnet.org	Lan-Math	Kb-Mac	K-Loh
DR. HELLER x 6945 rheller@ebnet.org	Mati-Ng	Mad-Nan	Loi-More
MR. KAPLANSKY x6947 ekaplansky@ebnet.org	Nh-Rafa	Nao-Ram	Morf-Pom
MS. NELSON x6952 lnelson@ebnet.org	Rafb-Sei	Ran-Sh	Pon-Schl
MS. RICE x6948 lrice@ebnet.org	Sej-Udd	Si-Tawa	Schm-Stef
MS. Allen x6944 jallen@ebnet.org	Ude-W	Tawb-Wol	Fac-Fern, Steg-We
MS. Iorillo x6949 sara.iorillo@ebnet.org	Sham-Haq, X-Z	Eas-Fn, Wom-Z	Fero-Friedl, Wf-Z

APPLYING TO COLLEGES

Counselors visit junior English classes and home rooms in the spring to discuss the college selection process. Counselors then schedule individual junior interviews with their students. Students are encouraged to start their research and to develop lists of prospective colleges utilizing *Naviance*, our School Counseling software program. College visits can be a useful part of vacation plans between junior and senior years. The summer before senior year, the counselors will run a college application boot camp to kick off the season. In September, the process intensifies for seniors. Individual meetings are scheduled for each senior, and counselors detail the application process at these sessions. Student applications are processed through *Naviance*. All counselors have been through this experience many times and offer valuable advice to both students and parents. The counselors and the seniors work closely at this time, meeting important deadlines and preparing college applications for processing. Students are responsible for the variety of deadlines to be met; therefore, they should have all of their applications completed by the winter vacation. The East Brunswick High School College Code is: 310283.

STAFF RECOMMENDATION LETTERS

During the course of the year, the faculty writes numerous college and employment recommendations. Students are asked to request the recommendations with ample time before the deadline and, if necessary, to supply a stamped, addressed envelope to the staff member writing the recommendation. If the conditions under which the original recommendations change, the staff reserves the right to send a follow-up letter.

RELEASE OF STUDENT INFORMATION

Under the provisions of the No Child Left Behind Act of 2001, the high school is required to release a directory of students for use by the military, colleges, and other agencies for recruitment purposes. Any parent/guardian who does not wish to have their child's name published in the directory must submit the form entitled "Exemption from the Student Directory for Release" that is included in the information packet that is provided at the beginning of the school year. Please return the form to Ms. Vanessa Amaturio, Supervisor of School Counseling at (X6943).

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 except for emergencies. The nurses' office can be reached by dialing 732-613-6960.

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/EPIPEN (Epinephrine) – Before any student shall be authorized to carry and/or use an inhaler or EpiPen 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 EpiPen. The physician shall also certify that the patient is trained in the use of the inhaler or EpiPen and is capable of self-administration of the medication.

- The parent or guardian must provide an additional inhaler or EpiPen, 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 a student shall make a written request of the school district for permission to have the student carry and use an inhaler or EpiPen. The request shall also include a statement which shall release, indemnify, and hold harmless the Board of Education against 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 EpiPen 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.

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 student assistance specialists at the 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. **Ms. Ruditsky (10th), Ms. Haas (11th), and Mr. Ferraro (12th),** are located in the school counseling office. They can be reached by dialing 732-613-6988.

HEALTH AND SAFETY PHONE NUMBERS AND SUPPORT SYSTEMS

EAST BRUNSWICK POLICE – 732-390-6900

SCHOOL SAFETY AND SECURITY OFFICER – 732-613-6955

AIDS HOTLINE - 1-800-433-0254

**AL-ATEEN and AL-ANON – For teens and other family members when someone in the family has an alcohol problem
1-973-744-8686**

ALCOHOLICS ANONYMOUS (AA) – For people with alcohol problems - 1-800-245-1377

DCP&P (Division of Child Protection and Permanency) – For reporting suspected abuse – 1- 800-652-2873

GAMBLER HELPLINE – 1-800-426-2537

GAY & LESBIAN YOUTH OF NJ (GALY) – 1-973-285-1595

NARCOTICS ANONYMOUS (NA) – 732-845-2919

PERFORM CARE - 1-877-652-7624

RUNAWAY HOTLINE – 1-800-621-4000

SUICIDE HOTLINE – 1-800-784-2433

STUDENT/PARENT HOTLINE (Anonymous)

A hotline has been established to leave calls for the school administration regarding any information to help ensure the safety of our students and staff. If you are aware of anyone who indicates that they plan/intend to harm themselves or others at EBHS, we encourage you to contact the school administration directly or leave the information anonymously on the hotline: **732-613-6920**.

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 the days and hours that the high school is in session. Students scheduled for Period 1 classes are required to report at 8:00 AM. Students arriving after the bell rings up until 8:30 AM will be considered tardy. **Students arriving after 8:30 AM will be considered absent from Period 1/5 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.**

Seniors scheduled to start their school day later (“Late-in”) class must arrive by 9:00 AM. Students are to enter through the cafeteria or the I-Hall entrance. Students with late-in privilege who arrive after 9:00 AM will be required to enter through the main entrance. Repeated late arrival will result in the loss of the senior late-in privilege. Official school attendance will be taken in Homeroom at 9:27 AM. Students arriving after 9:27 AM will be considered absent from Period 2 and will be required to get a pass from the attendance office. 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 9:00 AM with the reason for the absence. Students who are 18 years of age or older may call in their own reasons for absence. The school reserves the right to verify all statements regarding absences and may determine whether the absence is excused or unexcused. If the Attendance Office does not receive a call by 9:00 AM, the parent/guardian may receive an automated call from the attendance office notifying them of an absence. **For an absence to be considered excused, a follow-up note signed by the parent or an email originating from an email account connected in Genesis to the student, must be submitted to the homeroom teacher or the attendance office within five school days following the absence.** The correspondence must include the student’s name, ID number, date of absence, reason for absence, and parent signature. **Emails sent from a student account will not be accepted.** Notes should be turned in to the Attendance Office, in the box located next to the reception desk, 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, death in the family, religious holidays, court appearances, 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 except for 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 extracurricular 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](#)):

In order to receive credit for courses in grades 9-12, a pupil's total number of absences must be no more than 10 days for a full year course (no more than 5 of which may be unexcused), no more than 5 days for a semester course (no more than 3 of which may be unexcused), and no more than 3 days for a quarter course which applies to Health and Physical Education.

Pupils in grades 9-12 who accumulate 3 cuts in a class may be placed in loss of credit status and may become ineligible to attend summer school in that subject.

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 on page 27 of 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 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, in the box located next to the reception desk 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 ([Regulation #5200](#)):

The teacher will determine the credit to be awarded to 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 pupil will be denied course credit for a course when he/she has been absent from a full year class more than 10 ten days or more of the class sessions, or has been absent from a semester class more than 5 five days of the class sessions, or absent from a quarter course more than 3 three days, or more, 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.

A secondary student denied course credit 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 on non-credit status may appeal this decision by appearing before an Attendance Review Committee which may be composed 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. However, if the student does not remain in the class and chooses to take a study hall instead, he/she cannot make up the course in summer school.

COLLEGE VISITATIONS must receive prior approval and must be verified on college letterhead stationery as confirmation of attendance OR must have an email/written confirmation from the college/university of a scheduled visit that is followed by a parent/guardian letter verifying the student was on that scheduled official visit. Failure to provide documentation will result in an unexcused absence.

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. ([Policy #5200](#)) Car problems, 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 can be contacted. **STUDENTS LEAVING WITHOUT THE PERMISSION OF THE NURSE OR ATTENDANCE OFFICER ARE CONSIDERED CUTTING.** 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 in order for it to be changed to an excused absence. Eighteen-year-old students may legally sign themselves out of school, but such absences are subject to all the policies above. The attendance office reserves the right to contact parents/guardians to advise them of the student's decision to leave school.

Bell Schedules

EBHS BLOCK A/B BELL SCHEDULES

Block A Bell Schedule (Per 1-4)		Block B Bell Schedule (Per 5-8)	
1	8:00 – 9:22	5	8:00 – 9:22
HOMEROOM	9:27 – 9:42	HOMEROOM	9:27 – 9:42
2	9:47 – 11:09	6	9:47 – 11:09
Lunch 3A		Lunch 7A	
Lunch 3A	11:14 – 11:50	Lunch 7A	11:14 – 11:50
3BC	11:56 – 1:18	7BC	11:56 – 1:18
Lunch 3B		Lunch 7B	
3A	11:14 – 11:55	7A	11:14 – 11:55
Lunch 3B	11:59 – 12:33	Lunch 7B	11:59 – 12:33
73C	12:37 – 1:18	7C	12:37 – 1:18
Lunch 3C		Lunch 7C	
3AB	11:14 – 12:36	7AB	11:14 – 12:36
Lunch 3C	12:42 – 1:18	Lunch 7C	12:42 – 1:18
4	1:23 – 2:45	8	1:23 – 2:45

*Additional Bell Schedules provided as needed. Updated Bell Schedules are available on the School website: <https://www.ebnet.org/Domain/18>

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 consider 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, EBHS has 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 EBHS Academic Integrity/Honor Code.

DRESS CODE

It is expected that students will avoid wearing any clothing or related items disruptive to the educational process. It is further expected that all Students are required to abide by any dress requirements that protect the health and safety of students and staff. The Dress Code is as follows:

Masks which cover the nose and face must be worn by all Students when inside the building. Bandana type masks or those with valves are not permitted.

- Hats or any head covering (except for religious) are not permitted to be worn or visible in the school during the school day.
- 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 schoolwork. Detention is held on Tuesdays, Wednesdays, and Thursdays from 2:55 PM until 3:25 PM.

MORNING DETENTION – Detentions will not be rescheduled. Students who must miss detention because of sports, doctor's appointments, work, and the like have the option to go to morning detention. Morning detention is held Monday – Friday at 7:20 AM until 7:50 AM. Students choosing AM detention must attend on the first available morning after the scheduled date of an office assigned detention. Students will not be admitted after 7:20 AM.

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
 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. 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 if 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 including exterior grounds/parking areas.

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. ([CLICK HERE](#) to review the EBHS Academic Integrity/Honor Code)

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 may result in an in-school suspension; the student may be placed in a loss of credit status and may be ineligible for summer school. Subsequent cuts in the course will result in additional disciplinary action.

Students are required to attend study hall. Students who cut study hall will be treated as if they "cut" any other class. 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 defend himself or herself, administrative discretion will be exercised. See Administrative Action.

FORGERY

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

GAMBLING

Gambling is not permitted on school property or while attending school-sponsored events or activities. This includes card playing, rolling dice or any other activity construed by the school administration as gambling. Violators will be subject to suspension and possible legal action.

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 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 study hall and lunch) because of being detained by a teacher must obtain a note 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](#))

LEAVING SCHOOL GROUNDS

Students leaving school grounds during school hours without permission will receive the following consequences

- **First offense:** Saturday detention
- **Second offense:** Saturday detention – 3 days of out-of-school suspension (as appropriate)
- **Third offense:** 3-9 days of out-of-school suspension (as appropriate)

PARKING

Sophomores and juniors found parking on school grounds will be issued a fine, assigned Saturday detention, and will have their parking privileges revoked for the first semester of their senior year.

Co-op students may park on school grounds provided they have properly registered their cars with the school.

PROPER IDENTIFICATION

Students will be issued an identification card and a grade specific, color-coded lanyard. **Identification cards must be worn above the waist and be visible at all times** in the high school. 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. Co-op students must have a separate I.D. in addition to their class I.D. If an I.D. is lost or defaced, the student must purchase another one from the Main Office. There is a replacement fee of \$5.00 for a new I.D. There is a replacement fee of \$3.00 for a lanyard. 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 will 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. EBHS is patrolled daily by East Brunswick police officers who may issue municipal summonses for smoking on school grounds without 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 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.

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 may 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 3:30 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 3:30 PM from the Rear of the Building. Students will be directed to leave the building by a staff member or police officer if the student cannot substantiate the reason, 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 8-12

- 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 fund-raising activities must be approved by the Assistant Principal in charge of Student Activities. The request for the fund-raising project must be submitted to this Assistant Principal in writing with the signature of the sponsor of the club conducting the fund raising activity. Door-to-door solicitation and incentives are strictly prohibited.

COMMUNITY SERVICE

Students who wish to have community service added to their transcripts must follow the following procedure:

1. Pick up an application from the grade level administrator's office or by [CLICKING HERE](#)
2. Complete the Community Service Program Request for Approval of Service/Parental Permission Form and submit it to the grade level administrator. Requests can also be submitted electronically to the grade level administrator's office as follows:

10th Grade: SALLY.MEDJIDBADRAN@ebnet.org 11th Grade: mcioffi.ebnet.org 12th Grade: pbarbatto@ebnet.org

NOTE: Steps 1 and 2 must be completed and the community service must be approved by the grade level administrator BEFORE beginning the community service.

3. Complete a timesheet to log the hours of community service.
4. Prepare a demonstration, newspaper article, essay, or report describing the experience to the grade level administrator. All paperwork must be completed and submitted by May 15th.

STUDENT COUNCIL AND CLASS OFFICERS

The Student Council strives to provide a common ground among students and a means of communication between students, staff and the community. Officers for the senior and junior classes are elected in the spring of the previous year. Sophomore officers are elected in October of the sophomore year. These officers work to promote activities and to raise money for their respective classes.

INTERSCHOLASTIC SPORTS

Additional Information regarding Athletics: <https://www.ebnet.org/Page/271>

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:

BOYS: Baseball, Basketball, Bowling, Cheerleading, Cross Country, Football, Golf, Lacrosse, Soccer, Spring Track, Swimming, Tennis, Volleyball, Winter Track and Wrestling.

GIRLS: Basketball, Bowling, Cheerleading, Cross Country, Field Hockey, Golf, Gymnastics, Lacrosse, Soccer, Softball, Spring Track, Swimming, Tennis, Volleyball, Winter Track, and Wrestling.

Sports practices/tryouts begin:

- Fall Sports

Football	(August 9, 2022 @8:00AM)
Boys' Soccer	(August 22, 2022@8:00AM)
Girls' Soccer	(August 22, 2022@8:00AM)
Girls' Tennis	(August 16, 2022@8:00AM)
Cross Country	(August 22, 2022@8:00AM)
Field Hockey	(August 22, 2022@8:00AM)
Girls' Volleyball	(August 22, 2022@8:00AM)
Gymnastics	(August 22, 2022@8:00AM)

- Winter Sports

Swimming	(November 21, 2022 @3:00PM)
Bowling	(November 21, 2022 @3:00PM)
Basketball (boys and girls)	(Nov. 21, 2022 @3:00PM)
Wrestling (boys and girls)	(Nov. 21, 2022 @3:00PM)
Winter Track	(Nov. 21, 2022 @3:00PM)
Cheer	(Nov. 21, 2022 @3:00PM)

- Spring Sports

Tennis, Baseball, Softball (March 13, 2023 @3:00PM)
All Sports (March 16, 2023 @3:00PM)

Sports physicals/updates due before:

- | | | |
|-----------------|-------------------|--------------------------------------|
| ● Fall Sports | July 8, 2022 | 4:00 PM @ Board of Education Offices |
| ● Winter Sports | October 21, 2022 | 4:00 PM @ Board of Education Offices |
| ● Spring Sports | February 10, 2023 | 4:00 PM @ Board of Education Offices |

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 always remain off athletic fields and courts. 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.

TECHNOLOGY & COMMUNICATION

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.

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 regardless of a student's individual schedule. 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 following additional disciplinary actions will be taken for inappropriate cell phone use:

- **First Offense:** Teacher confiscates device. The device will be returned to the student at the end of the period. Teacher may inform GLA
- **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.

Any student who refuses to turn over a cell phone to a staff member will be issued disciplinary consequences for insubordination. Refusal to turn over a cell phone to an administrator is considered gross insubordination and may result in suspension. Other disciplinary consequences may be assigned if a student acts in a disrespectful or insubordinate manner toward school staff as a result of a cell-phone issue.

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 later 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 Genius Bar in the EBHS Media Center for assistance with your username and password. 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 to access them from home or another school computer. All student accounts, files and folders will be deleted within four months

of graduation. It is not recommended that you save files to the desktop on your school issued device. If your device needs to be re-imaged, files stored on the desktop will be lost if they are not backed-up to One Drive.

DISTRIBUTION OF LITERATURE

You have the right to publish any magazine, newspaper, petition or leaflet; your right to distribute this literature in school is subject to certain restrictions. Distribution of publications next to school property is subject to the same rules governing other citizens' rights to distribute literature on public property. You are prohibited from blocking pedestrian traffic or the entrances to buildings. Publications distributed in school are subject to certain guidelines; your material is subject to laws on libel. Salacious material, material advocating disruption of school and partisan political literature supporting or opposing candidates for public election are prohibited.

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 have 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 Genius Bar located in the EBHS Media Center. Refer to the Media Center Section.	parentsupport@ebnet.org
<i>ParentAccess</i>	Ms. Paulette Barbato – 1814	pbarbato@ebnet.org ; 732-613-6909
<i>Canvas - Learning Management System</i>	Students, Please visit the Genius Bar located in the EBHS 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 high 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 Handbook 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 EBHS Genius Bar in the high school media center or email parentsupport@ebnet.org. Questions or log-in issues related to your ParentAccess account should be referred to Ms. Paulette Barbato at pbarbato@ebnet.org.

TELEPHONES

Students are not permitted to use the landline phones in classrooms. Students should ask a staff member for a pass to their Grade Level Administrator's office in the event he or she needs to make a phone call during the school day.

SENIOR SECTION

SENIOR STATUS

Senior privileges are for students who have achieved senior status only (105 earned credits). Non-seniors who attempt to assume senior privileges will be issued a Saturday Detention and their senior privileges will be suspended or forfeited when they become seniors.

PARKING

Parking is a privilege and is limited to seniors and co-op students only. Parking hangtags will not be granted to seniors until all required forms and fees are submitted (including Diploma Verification Form and EBHS Academic Integrity / Attendance Procedures Form). Students are not permitted to go to their car during the school day. The only exception is for co-op students leaving for work. Students are not to drive or be driven around the school during the school day. Parking hangtags are not transferable. Students who are in violation of any of the parking rules will be disciplined by an administrator. Temporary or permanent loss of parking privileges and/or other discipline may occur. Stolen hangtags may result in additional consequences including police disciplinary actions.

Parking hangtags are issued by Mr. Yannazzo's office (1614). Applications will be available via Community Pass and hangtags will be issued during homeroom periods the first week of school and as per administrative decision thereafter. Co-op hangtags may be issued before school in room 1614. All students may register up to three cars at the initial time of registration, provided ORIGINAL registration is presented for at least one vehicle.

All eligible students who have the following information with them on the day of issuance will receive a permit:

- A valid NJ Driver's License
- NJ Registration for each vehicle (one original)
- Proof of Insurance for each vehicle (one original)
- School I.D. Card with picture
- \$5 fee for hangtag
- Hangtag request form signed by parent or guardian and student

Once a hangtag has been issued, additional cars or temporary cars must be registered in 1614 before 8:00 AM to park on property that same day, or after 2:45 PM to be eligible to park the next school day. The original registration and insurance card must be presented at this time. If your registration and insurance card address does not match your resident address, you must apply for approval at least 24 hours in advance. In addition to registering the additional or temporary car, the original hangtag must be transferred to the car. There are no temporary hangtags.

The parking hangtag issued is to be used only by the person who is registered to use it. The hangtag must be displayed behind the rearview mirror, so it is visible from outside the car through the front windshield. Only one parking hangtag will be issued per student. The vehicle is to be parked legally in the areas authorized for student parking only. **No student vehicles are to be parked in areas designated for staff or visitor parking.** Parking hangtags are the property of EBHS from the time of issuance until the last day of the school year.

Cars that are in violation of the following may be ticketed by the police or school security officer, or towed away at driver's or owner's expense. It is not within our authority to void a police summons. The following parking violations will be enforced:

- If the vehicle is parked in staff lots, visitors' parking, handicapped spaces, fire zones, or any other "no parking" area, the car will be ticketed, and parking privileges will be suspended for 30 days. A subsequent violation will result in the LOSS of parking privileges for the remainder of the school year.
- For failure to obey posted road and speed signs, or driving rules and regulations, the car will be ticketed, and parking privileges may be revoked.

- If students sit in cars or loiter in the parking lot during school hours, the students' parking privilege will be suspended for 10 school days for the first offense and 20 school days for a second offense.
- If a parking decal is transferred to another person and/or vehicle, or if a person uses an unauthorized decal, the student's parking privilege will be revoked.
- Students who park without a permit appropriately displayed will be ticketed and their parking privilege may be suspended or revoked.

SPEED LIMIT / DRIVING LANES

The posted speed limit on the entire EBHS campus is 15 mph. Students exceeding this speed limit may be ticketed by law enforcement and have their parking privilege suspended or revoked in addition to other disciplinary consequences for unsafe behavior. Students are not permitted to drive in the yellow fire / bus lane located behind the school. In addition, students are not permitted to drive in the bus lane in front of the main entrance. Failure to maintain appropriate lanes will result in a suspension or parking privileges.

NOTE: ANY VIOLATION OF THESE RULES MAY RESULT IN THE SUSPENSION OR LOSS OF PARKING PRIVILEGES.

Students who have any discipline issues may have their parking privileges suspended or revoked at the discretion of the administration.

Lost or stolen parking permits must be reported in writing to the appropriate administrator. If approved, a second hangtag may be issued after five (5) school days. **KEEP DOORS TO CARS LOCKED.**

Vehicles on campus are subject to search with reasonable suspicion by school officials or Police Officers. The search may include all parts of the vehicle.

EXAM EXEMPTIONS

Seniors with an A-minus average or higher at the end of a semester or full year course **and** whose class attendance does not exceed 5 cumulative / 3 unexcused absences in a semester course or 10 cumulative / 5 unexcused absences in a full year course may be exempt from taking the written final exam, subject to parent and teacher consent, and maintaining a marking period average no lower than a B. Exemption forms will be given to eligible students by their teachers several days before the exam period.

CAFETERIA SENIOR SECTION

Seniors are permitted to sit in the "Senior" area of the cafeteria and outdoors on the patio. Staff members may ask students for their ID when entering the "Senior" area of the patio to ensure that only students who have reached senior status are seated in these areas.

GRADUATION – DIPLOMAS

A Diploma Verification form (mailed prior to the start of senior year) must be completed by the parent and returned to EBHS by the date indicated on the form if the student would like his or her legal name printed differently than what appears in the Genesis Student Information System. If a form is not received, Diplomas will be issued with students' names as they appear in our school system. There is a \$20.00 charge for name changes requested after the deadline for form submission (i.e. middle name, etc.). Names of graduates will be posted sometime after February 1st. It is a student's responsibility to check for inclusion and correct spelling of his or her name. If there is an error or omission, students are to advise the Principal. (Announcements will be made as a reminder.)

GRADUATION DRESS CODE

Proper attire is required of seniors who will be participating in the graduation ceremony. Boys must be dressed in a shirt with a collar, preferably a dress shirt; tie; long pants, preferably dress slacks (no jeans); dress shoes and dress socks. No sneakers, boots, or sandals. Girls should wear a dress or blouse with a skirt or pants (no jeans) and dress shoes/sandals. No sneakers, boots, or bare feet. Girls are advised to leave their pocketbooks with their parents or in their cars. **Students are not permitted to make any alterations to their graduation regalia including their cap, gown, or tassel.**

Students will receive important information about how to order their cap, gown, and tassel during the month of October in their senior English classes. Please follow all deadlines to ensure that you are not charged a late fee for the cap and gown. Additionally, this paperwork must be returned on time for a cap and gown to be ordered.

LATE IN/EARLY OUT

Students are to follow the signed contract. Privileges may be revoked at any time due to excessive absences or tardiness.

Late In: Students **should arrive by 9:00 AM**. Students report to the Cafe via the Senior Patio entrance or the 1800-Hall entrance.

Early Out: Students leave after their last scheduled period 3/7 class.