



NORTH BRUNSWICK TOWNSHIP HIGH SCHOOL STUDENT AND PARENT HANDBOOK 2016-2017

NBTHS MISSION STATEMENT

The mission of North Brunswick Township High School is to provide a nurturing environment that fosters personal and academic growth, creating life-long learners who are globally aware citizens.

Respect

Integrity

Service

Excellence

We are North Brunswick!

Implementation of the mission statement requires adherence to the following beliefs:

We believe in:

- Empowering students to be active citizens in a global community through technology and curriculum;
- Offering a purposeful and comprehensive curriculum that offers a variety of opportunities to meet individual needs;
- Developing independent learners;
- Recognizing, addressing, and appreciating diversity;
- Sustaining an environment which values self-respect and respect for others;
- Providing a secure environment to ensure safety;
- Encouraging community involvement to enhance educational programs and services;
- Motivating students to be involved in the school and community;
- Fostering personal excellence and development.

NBTHS ALMA MATER

(Words and music by Mrs. Christine Krauss)

All hail to you our Alma Mater
We sing your name so strong and bold
North Brunswick Township High School
Our banners wave with blue and gold.

Our hearts are true Alma Mater
For years to come we'll sing your praise
North Brunswick Township High School
While telling of our Raider Days

School colors: Blue and Gold School Mascot: Raider Bird Athletic Conference: North Jersey Section II Group IV
White Division Greater Middlesex

This agenda belongs to: NAME/ID _____

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NORTH BRUNSWICK TOWNSHIP HIGH SCHOOL



DEAR PARENTS/GUARDIANS/STUDENTS

The Student Parent Handbook outlines expectations and guidelines for the students attending NBTHS.

NBTHS's Code of Student Conduct is provided for you and your son/daughter to be reviewed to ensure a safe and orderly environment for student learning.

Overall this booklet serves not only as information on policies and procedures, but also on our extracurricular activities that reflect the overall fabric of NBTHS.

Best of success at NBTHS!

Respectfully,

Pete Clark

WE ARE NORTH BRUNSWICK!

ADMINISTRATOR RESPONSIBILITIES

The principal must develop and implement procedures and routines to ensure that the school maintains a safe and drug-free environment. It is the principal's responsibility to make certain that the entire school environment is conducive to learning. The principal must also make sure that all students, staff, and parents are fully aware of school rules, procedures and routines for maintaining student discipline and decorum.

Every principal must:

- Develop and implement a school safety plan.
- Make available a copy of school rules and procedures to all students, staff and parents.
- Visit classrooms and other areas in and around the school regularly to monitor instruction and safety of staff and students.
- Respond to all serious cases of student misconduct and to student misbehavior that persists after other appropriate measures of progressive discipline utilized by staff have been exhausted.
- Ensure that parents and students are afforded the appropriate rights of due process prior to suspensions or expulsions.
- Ensure that various resources are available to correct academic and behavioral difficulties and that these resources are used when appropriate, prior to out-of-school suspensions.
- Communicate with parents using written, verbal, and face-to-face contact.

STAFF RESPONSIBILITIES

Each member of the school staff must understand and consistently enforce the Code of Student Conduct and all school rules and regulations. In efforts to enforce district and school rules and regulations, staff persons must respect the rights of students and parents. It is the responsibility of each staff member to utilize the various components of progressive discipline and involve students, parents and support staff in the process.

Each staff member must:

- Dress in professional and appropriate attire for school environment
- Treat each student with respect and as an individual
- Communicate with parents with both positive and constructive feedback.
- Respond to parents' communication in a timely and appropriate manner.
- Develop and implement procedures and routines to maintain school and classroom environments that are conducive to learning.
- Review school and classroom rules and regulations with students regularly.
- Notify parents and administrators when a student's misbehavior is persistent or of a serious nature.
- Maintain composure when disciplining students and avoid verbal or physical confrontation.
- Respond to disciplinary situations in the school, on school grounds or at school-sponsored events.

STUDENTS RIGHTS AND RESPONSIBILITIES IN THE HIGH SCHOOL

Rights: All students have the right to be treated with dignity and respect.

Responsibilities:

- Students are expected to respect the rights of all students to be in an environment free from physical and verbal abuse.
- Students are expected to respect authority and comply with directions from adults in the building.
- Students are expected to prepare and complete their own work, and show proper documentation.
- Students are expected to act and dress in a manner appropriate for work and study in a school setting.
- Students are expected to care for their property and the property of others.
- Students are expected to conduct themselves with the highest standards of honesty and integrity, and adhere to the laws of the community, state and nation.
- Students are expected to attend school every day and be in every class.
- Students are expected to adhere to all of the above in order to participate in extracurricular activities, clubs, and sports.

NORTH BRUNSWICK TOWNSHIP SCHOOL DISTRICT CODE OF PARENT CONDUCT

Parents should teach their children honesty and respect for the law and the property of others. When parents and schools work diligently toward these obligations, each individual benefits. Every parent must:

- Ensure that their children attend an approved educational institution, unless legally excused.
- Familiarize themselves with the Student Code of Conduct and discuss its contents with their children.
- Familiarize themselves with the student handbook of the school where their children are in attendance and discuss its contents with their children.
- Send their children to school in the proper state of health, clean and well groomed and appropriately dressed.
- Provide a proper home environment and adequate time for students to study and complete homework on a daily basis.
- Keep the school apprised of changes in factors in the home situation which may affect student conduct or performance.
- Inform the school of any changes in legal custody of the student.
- Encourage positive attitudes toward learning.
- Encourage respect for school personnel and other students.
- Familiarize themselves with the services available to students through the school, its partners, and community agencies with whom the school collaborates.
- Work cooperatively with school personnel to maintain and/or improve student attitudes and behavior.
- Motivate students in their quest for excellence.
- Promote involvement in extracurricular activities.

**NORTH BRUNSWICK TOWNSHIP
BOARD OF EDUCATION**

Gloria Gonzalez - President
Jessica McNulty - Vice President

Anthony Brooks
David Brockman
Ingrid Dillon
Gangadhara Vakkalagadda

Coleen Keefe
Amanda Guadagnino
Donna Mikolajewski

CENTRAL OFFICE ADMINISTRATION

Brian Zychowski, Ed.D. – Superintendent of Schools
John Petela – Assistant Superintendent of Schools
Jennifer Diszler – Director of Curriculum and Instruction and Staff Development
Christopher Harry – Director of Pupil Services
Amy Rumbo– Supervisor of Assessments and Grants

North Brunswick Township High School provides equal educational opportunities for all students regardless of race, color, creed, religion, gender, sexual orientation and ancestry, social or economic status.

NORTH BRUNSWICK TOWNSHIP HIGH SCHOOL

Telephone 732-289-3700
Daily Events 732-289-3700 x73388
Attendance Office 732-289-3747
Nurse’s Office 732-289-3704

Principal’s Office Fax	732-821-8342
Attendance Office Fax	732-289-3799
Guidance Office Fax	732-821-8250
Athletic Office Fax	732-821-8205
Nurse’s Office Fax	732-289-3730
Crisis Hotline	732-289-3709

Website: www.nbtschools.org/nbths

Our website contains all necessary information about NBTHS. All staff has email addresses which may be accessed through the staff portal.

NBTHS ADMINISTRATION 2016-2017

<p>Mr. J. Peter Clark, Principal pclark@nbtschools.org 732-289-3701 Ms Rose Burtnick, Secretary 732-289-3700 x73002</p>	
<p>Mrs. Suzan Ezdinli-Palazzo Assistant Principal/Class of 2019, Supervisor of World Languages sezdinli@nbtschools.org 732-289-3727 Mr. Mike Kneller Assistant Principal/Class of 2017, Supervisor of Social Studies 732-289-3700 x73048 Mrs. Patti Sierotowicz, Secretary 732-289-3700 x73026</p>	
<p>Ms Amy Rafano Assistant Principal/Class of 2020, Student Activities arafano@nbtschools.org 732-289-3700 x73056 Mr. Aaron Speller Assistant Principal/Class of 2018, Supervisor of Business and Industrial Technology/Fine Arts aspeller@nbtschools.org 732 289-3700 x73050 Mrs. Michelle Ameduri, Secretary 732-289-3700 x73045</p>	
<p>Mr. Kevin Farrell, Director of Guidance kfarrell@nbtschools.org 732-289-3700 x73018</p>	
<p>Mrs. Kari Aloisio, Supervisor of Mathematics kaloisio@nbtschools.org 732-289-3700 x73054</p>	
<p>Mrs. Andrea LaMagra, Supervisor of Science alamagra@nbtschools.org 732-289-3700 x73049</p>	
<p>Dr. Kayne Ellis, Supervisor of English kellis@nbtschools.org 732-289-3700 x73052</p>	
<p>Mrs. Patricia Van Langen, Supervisor of the Learning Center pvanlangen@nbtschools.org 732-289-3700 x73042</p>	
<p>Mr. Louis Emanuel, Director of Athletics/Supervisor of Physical Education and Health lemanuel@nbtschools.org 732-289-3700 x73008 Mrs. Sue Laffey, Secretary 732-289-3700 x73011</p>	
<p>Mr. Jamie Egan, K-12 Supervisor of Music jegan@nbtschools.org 732-289-3700 x73037</p>	
<p>Mrs. Rebecca Petronko Dean of Students Class of 2017 and Class of 2020 rpetronko@nbtschools.org 732-289-3700 x73098</p>	<p>Mrs. Kate Bloemer Dean of Students Class of 2019 and Class of 2018 kbloemer@nbtschools.org 732-289-3700 x73089</p>

HIGH SCHOOL CALENDAR 2016-2017

September

Tuesday, September 6 Schools Open
Thursday, September 22 12:03 Closing Open House 7:00-9:00

October

Monday, Oct. 3 Rosh Hashanah (Schools closed)
Tuesday, Oct. 4 Rosh Hashanah (Schools closed)
Wednesday, Oct. 12 School closed Yom Kippur
Thursday, Oct. 20 12:03 Closing/Staff Development
Wednesday, October 26 12:03 Closing Parent Conferences (6:30-8:30 PM)
Thursday, October 27 12:03 Closing Parent Conferences (6:30-8:30 PM)
Friday, October 28 12:03 Closing Parent Conferences (12:30-2:30 PM)

November

Tuesday, November 8 Election Day (Schools closed)
Thursday, November 10 N.J.E.A. Convention (Schools Closed)
Friday, November 11 N.J.E.A. Convention (Schools Closed)
Tuesday, November 15 First Marking Period Ends
Wednesday, November 16 Second Marking Period Begins
Friday, November 18 Report Cards Posted
Wednesday, November 23 12:03 Closing
Thursday, November 24 Thanksgiving (Schools Closed)
Friday, November 25 Thanksgiving Recess (Schools Closed)

December

Thursday, Dec. 1 12:03 Closing/Staff Development
Friday, December 23 12:03 Closing
Monday, December 26 to Winter Recess (Schools Closed)
Friday, Dec. 30

January

Monday, January 2 Schools Reopen
Monday, January 16 Martin Luther King's Birthday (Schools Closed)
Friday, January 27 Second Marking Period Ends
Monday, January 30 Third Marking Period/Second Semester begin

February

Thursday, February 9 12:03 Closing/Staff Development
Friday, February 17 12:03 Closing
Monday, February 20 February Recess (Schools Closed)

March

Thursday, March 9 12:03 Closing Parent Conferences (6:30-8:30 PM)
Friday, March 10 12:03 Closing Parent Conferences (12:30-2:30 PM)
Thursday, March 16 12:03 Closing/Staff Development

April

Monday, April 4 Schools Reopen
Monday, April 3 Third Marking period ends
Tuesday, April 4 Fourth Marking Period begins
Monday, April 10 through Spring Recess (Schools Closed)
Friday, April 14

May

Monday, May 1 through Advanced Placement Testing

Friday May 12
 Thursday, May 18 12:03 Closing/Staff Development
 Friday, May 19 12:03 Closing Junior Prom
 Friday, May 26 12:03 Closing
 Monday, May 29 Memorial Day (Schools Closed)
 Wednesday, May 31-Thursday, June 1 NJ Biology Competency Test (Make-up Testing June 7-8)

June
 Friday, June 9 12:03 Closing Senior Prom
 Tuesday, June 13 12:03 Closing (Final Exams)
 Wednesday, June 14 12:03 Closing (Final Exams)
 Thursday, June 15 12:03 Closing (Final Exams)
 Friday, June 16 12:03 Closing (Final Exams)
 Last Day for Students/4th Marking Period ends
 Tuesday, June 23 Graduation, 11:00 AM Sun National Bank Center

HIGH SCHOOL BELL SCHEDULES

	REGULAR 54 min. class 5 min. passing 4 min. HR 33 min lunch	DELAYED OPENING 39 min. class 5 min. passing 4 min. HR 33 min. lunch	EXTENDED HR 50 min. class 5 min. passing 28 min. HR 33 min. lunch	12:03 Closing 33 min. class 5 min. passing 4 min. HR 30 min. lunch	PEP RALLY 44 mi. class 5 min. passing 4 min. HR 33 min. lunch
HOMEROOM	7:36 – 7:40	9:06 – 9:10	7:36 – 8:04	7:36 – 7:40	7:36 – 7:40
SESSION 1	7:45 – 8:39	9:15 – 9:54	8:09 – 8:59	7:45 – 8:18	7:45 – 8:29
SESSION 2	8:44 – 9:38	9:59 – 10:38	9:04 – 9:54	8:23 – 8:56	8:34 – 9:18
SESSION 3	9:43 – 10:37	10:43 – 11:22	9:59 – 10:49	9:01 – 9:34	9:23 – 10:07
SESSION 4	Follow A or B: A–First Lunch • Lunch 10:42 – 11:15 • Class 11:20 – 12:14 B–Second Lunch • Class 10:42 – 11:36 • Lunch 11:41 – 12:14	Follow A or B: A–First Lunch • Lunch 11:27 – 12:00 • Class 12:05 – 12:44 B–Second Lunch • Class 11:27 – 12:06 • Lunch 12:11 – 12:44	Follow A or B: A–First Lunch • Lunch 10:54 – 11:27 • Class 11:32 – 12:22 B–Second Lunch • Class 10:54 – 11:44 • Lunch 11:49 – 12:22	Follow A or B: A–First Lunch • Lunch 9:39 – 10:09 • Class 10:14 – 10:47 B–Second Lunch • Class 9:39 – 10:12 • Lunch 10:17 – 10:47	Follow A or B: A–First Lunch • Lunch 10:12 – 10:45 • Class 10:50 – 11:34 B–Second Lunch • Class 10:12 – 10:56 • Lunch 11:01 – 11:34
SESSION 5	12:19 – 1:13	12:49 – 1:28	12:27 – 1:17	10:52 – 11:25	11:39 – 12:23
SESSION 6	1:18– 2:12	1:33 – 2:12	1:22 – 2:12	11:30 – 12:03	12:28 – 1:12
					1:17 – 2:12 PEP RALLY

ROTATIONAL SCHEDULE

	TIME/DAY	DAY 1	DAY 2	DAY 3	DAY 4
HOMEROOM	7:36 – 7:40	Homeroom	Homeroom	Homeroom	Homeroom
SESSION 1	7:45 – 8:39	PD 1	PD 2	PD 3	PD 4
SESSION 2	8:44 – 9:38	PD 2	PD 3	PD 4	PD 1
SESSION 3	9:43 – 10:37	PD 3	PD 4	PD 1	PD 2
SESSION 4	<p>Follow A or B:</p> <p>A–First Lunch Lunch 10:42 – 11:15 Class 11:20 – 12:14</p> <p>B–Second Lunch Class 10:42 – 11:36 Lunch 11:41 – 12:14</p>	PD5	PD6	PD5	PD5
SESSION 5	12:19 – 1:13	PD 6	PD 7	PD 7	PD 6
SESSION 6	1:18 – 2:12	PD 7	PD 8	PD 8	PD 8
DROPPED PERIOD		PD 4, PD 8	PD 1, PD 5	PD 2, PD 6	PD 3, PD 7

GUIDANCE SERVICES

The Guidance Department offers a number of services to the students of NBTHS, including individual and career counseling. Guidance also provides course advisement, college and financial aid advisement, and official records such as transcripts, working papers and testing information for college admission. In addition, the Guidance Department also coordinates PSAT and AP testing, the Annual College Fair, Monthly Scholarship Bulletins, post-secondary planning. NCAA recruitment, college visits, ASVAB testing, 1 & RS, 504 meetings and Governor’s School applications.

GUIDANCE OFFICE

Mr. Kevin P. Farrell, Director 732-289-3700 x73018
 Mrs. Ann Rockenstein, Secretary 732-289-3700 x73021
 Mrs. Susan Baldini, Secretary 732-289-3700 x73014

Counselors

Ms. Allison Sadowski
 Mr. Stephen Bitalla
 Mrs. Rachael Darge
 Ms. Jennifer Quiwa-Sowinski
 Ms. Tracy Latchaw
 Mrs. Ramona Coleman-Cruz
 Mrs. Monica Anderson

Telephone numbers

732-289-3700 x73020
 732-289-3700 x73055
 732-289-3700 x73019
 732-289-3700 x73024
 732-289-3700 x73016
 732-289-3700 x73017
 732-289-3700 x73067

Email Addresses

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 sbitalla@nbtschools.org
 rdarge@nbtschools.org
 jquiwa-sowinski@nbtschools.org
 tlatchaw@nbtschools.org
 rcoleman-cruz@nbtschools.org
 manderson@nbtschools.org

GUIDANCE COUNSELOR STUDENT ASSIGNMENTS

Counselors are assigned to students in all four grade levels by last name. The breakdown may change slightly to keep the student to counselor ratio equitable, but, every effort is made to have students work with the same counselor for four years.

GUIDANCE APPOINTMENTS

Appointments to see counselors may be made by students before school, during lunch or after school. Guidance counselors will issue passes to students for their scheduled appointments. If the pass is for a class period, the student must present the pass to his/her teacher at the beginning of the period and then report to the guidance office. All students must sign in and out of

the Guidance Office for each visit. Students may not come down to the Guidance Office during class time or from Study Hall. Students must have scheduled appointments to see counselors for non-emergencies (not limited to: needing working papers, transcripts, copies made, schedule change requests, etc.)

TESTING DATES

Test Given	Testing Date	Test Given	Testing Date
SAT	October 1	ACT	September 10
SAT	November 5	ACT	October 22
SAT	December 3	ACT	December 10
SAT	March 11	ACT	April 8
SAT	May 6	ACT	June 10
SAT	June 3	PSAT	October 19 (in school)

These are the tentative testing dates for PSAT, SAT and ACT tests offered at NBTHS. There are additional testing dates at other locations throughout the state. More information is available online at: collegeboard.com or act.org. Students should register for tests online. See your counselor for more information.

PERSONALIZED STUDENT LEARNING PLANS (PSLP)

North Brunswick uses Naviance (a web-based product) to implement the Personalized Student Learning Plans supported by the New Jersey Department of Education. Students and parents have access to the Naviance website from school or home, which has versions available in English as well as Spanish. Naviance provides interest, skills and personality assessments, a career interest profile, career matchmaker, and an extensive career exploration component that helps students match their strengths and interests with future careers. By senior year in high school each student will have had the opportunity to determine a specific career of interest, taken the appropriate high school courses in preparation for their post-secondary plans, and maintain a complete student portfolio and resume.

GRADUATION REQUIREMENTS

To be eligible for graduation, every North Brunswick Township High School student must successfully complete the following course credit requirements:

Course	Years	Minimum Total Credits
English	4	20
Mathematics	3	15
Science	3	15
Social Studies	3	15
Physical Education /Health	4	20
*World Language Class of 2017 and 2018	1	5
World Language Class of 2019 and beyond	2	10
*Visual/Performing Arts (Fine Arts)	1	5
*Business/Career Education (Consumer, Family, and Life Skills or Vocational Technical Education- (including 2.5 credit computer requirement)	1	5
Financial Literacy	Semester	2.5
Additional course work		17.5
Total		120

* Class of 2017 and 2018 students who only complete 5 credits in World Language must also take an additional 5 credits of coursework in either the Visual or Performing Arts (Fine Arts) or in Business/Career Education making one of those disciplines have a minimum requirement of 10 credits.

- 1.25 credits are awarded for a health course
- 3.75 credits are awarded for physical education
- 2.5 credits are awarded for a course taken daily for one semester.
- 5 credits are awarded for a course taken daily for a full year.
- 6 credits are awarded for a science lab course. The lab is attended once a week and the course is attended daily, both for the full year.
- 10 credits are awarded for full-year courses that meet two periods daily.

TOTAL CREDITS REQUIRED FOR GRADUATION120

REQUIREMENTS REGARDING COURSE SELECTION

1. Each student must plan a schedule that includes 35 credits.
2. Specific courses that are noted in the Course of Studies booklet that are required for a particular grade level must be taken at that level.
3. Take note of required course offerings, elective course offerings, and prerequisites for taking courses.
4. Read all course descriptions carefully before making selections.
5. Students are not permitted to submit course waiver forms after June 1, 2017.
6. A link to the online Course Guide may be found on the school website. Hard copies are no longer published.

COURSE SELECTION

The selection of courses by students is one of the most important events in a student’s high school career. It is not only important because it affects career goals but it also determines staffing and how financial resources are allocated within North Brunswick Township High School. For these reasons, the dropping or adding of courses in a student’s schedule will be considered only under extenuating circumstances. Therefore, we have developed a process whereby students and their parents/guardians are required to sign a contract which commits them to the courses they have selected. These commitments must not be taken lightly. **It is strongly recommended that students and parents thoroughly review the required course offerings, elective course offerings, pre- and co- requisites before finalizing course selections.**

The course selection process will occur in late winter/early spring each school year. Students are encouraged to discuss the specifics of a course with teachers within each department. The course selection process involves students, parents/guardians, faculty, counselors, and administrators. The primary interest is each student's advancement towards reaching his/her educational and career goals.

There are a number of steps in this procedure including:

1. Teacher recommendations relative to all future course placements.
2. Opportunities for students to discuss course offerings with teachers and supervisors in all departments.
3. Meetings with counselors to review programs and make recommendations.
4. Parent/guardian approval and/or input on course selections.

No changes will be allowed after the initial requests have been submitted. However, there will be an opportunity provided during announced times to make revisions if a student’s plans have changed. Only in the most extreme circumstances will schedule changes be considered after the start of the new school year. No changes will be made to accommodate teacher, period or social preferences.

OPTION II

Option II offers alternative paths to credits that meet or exceed the New Jersey Core Curriculum Content Standards and are based on students’ interests or career goals. Students may elect to apply for NBTHS credit or NBTHS credit and advancement of a course level through distance learning, college course work or course work taken outside of NBTHS. All learning opportunities must be pre-approved by the Option II Committee or certified by the principal under N.J.A.C. 6A:8-5.1(a) 1.ii. Several stipulations exist for students wishing to complete high school course work in an academic setting other than at NBTHS. Please see your counselor for more information.

ADVANCED PLACEMENT COURSE INFORMATION

Students enrolled in AP classes are afforded with the unique opportunity to study and learn in a setting that closely mimics a college level environment. Taking an AP level course is something that needs to be taken seriously. In May, the College Board

offers AP Examinations in every discipline offering AP level classes. **All students who take AP level classes are required to sit for AP exams. The District will assume the costs of examinations.**

SCHEDULING CONSIDERATIONS

Students must complete a Schedule Change Request Form which is in the Guidance Office. Consideration will not be given to requests such as lunch period change, “early out” placement or change of mind. If given administrative approval, the counselor shall arrange the earliest convenient appointment and issue a pass through the homeroom teacher. **In the meantime, students are to attend all scheduled classes as listed on the original schedule.** If a schedule change is made, students are responsible for returning texts and materials. Failure to do so will result in student fines, which will impact graduation eligibility if left open.

ELIGIBILITY

Students who do not accumulate the required number of credits for advancement will be retained at their current grade levels and may be ineligible for athletics, activities, and class related events.

Grade 9	Freshman	0 to 29 credits
Grade 10	Sophomore	30 to 59 credits
Grade 11	Junior	60 to 79 credits
Grade 12	Senior	80 to 120 credits

STATE TESTING REQUIREMENTS NEEDED FOR GRADUATION

All students who are scheduled to graduate in June 2017 must pass the PARCC (Partnership for Assessment of Readiness for College and Careers), or one of the state approved alternative assessments, or they will not be issued a diploma, regardless of academic achievement. The PARCC will be administered to all 9-11th grade students and select 12th grade students in the spring. More information will be forthcoming.

ATTENDANCE

Since student participation is an integral part of each course, the Board of Education, in compliance with the State of New Jersey, has an attendance policy, which requires regular attendance if a student is to be awarded full credit for any course. Failure to attend class regularly can result in an automatic grade of “FA” (attendance failure). North Brunswick’s policy is described in detail under the Rules and Regulations section of this handbook (p. 22).

TRANSCRIPTS

Parents/guardians must complete and sign a Transcript Release Form in order for the school to have permission to send out transcripts. Students must get a Transcript Request Form from the Guidance Office and fill out the form completely and paperclip it to an addressed business size envelope with two postage stamps.

TRANSFER TRANSCRIPTS

Students who are transferring to another school district must have their parent/guardian sign the required documents in the Guidance Office. These documents list the new school and give NBTHS permission to forward students’ official transcripts. An appointment must be made by calling the Guidance Office at (732) 289-3700 x73014. All books must be returned and fines paid at or before the scheduled appointment.

COURSE DROP/ADD POLICY

There are specific deadlines in place regarding course and level changes. Course requests do not guarantee placement in a particular course. Scheduling conflicts frequently occur, especially when students request courses that have very few sections. Students will not be given the opportunity to select teachers, class periods, or lunch periods. Time periods for courses and lunches are automatically determined by the computerized scheduling system we use.

Students register for classes in the spring by entering elective requests in the “Student Portal.” If a student does not do this, the elective courses will be chosen by the counselor and no changes will be made. Parents must sign the student course request form the student was given during his/her scheduling appointment. The signature on the Course Request Form indicates an understanding of the recommended courses and selected electives.

It should also be noted that course credits are final. Credits assigned to a course are defined by the curriculum content and the length of the course (full year or semester). Course credits will not be adjusted (i.e., a 5 credit course cannot be assigned 2.5 credits).

At the time of selecting courses, rising seniors may request early-out. Early-out is an option for qualifying seniors who are in good standing and not deficient in credits or requirements. Schedules will not be changed to accommodate early-out requests after schedules are printed. If a change in courses is still desired, all procedures and steps as outlined in the *Course Change Form* must be followed. Once the school year begins, courses may not be dropped unless careful review is completed by the counselor. The **final** approval for a change must come from the Director of Guidance and/or the Principal. Dropping a course is considered a last resort after all other measures to remediate the problem have proven unsuccessful. Students will have the first full week of each semester to request any changes. Changes may only occur if they meet approved guidelines, deadlines and as space permits.

1. After the start of the school year, no course may be dropped unless the situation meets the criteria established below. This review will include approval of the teacher, subject area supervisor, counselor and parent. The final approval for a change must come from the Director of Guidance and/or the Principal or his/her designee. All procedures and steps outlined on the course change forms should be followed. Dropping a course is a last resort to be considered after all measures to improve performance have been unsuccessful.
2. Requests for course changes that meet the criteria below will only be processed if a Course Add/Drop form is filled out and brought to the Guidance Office. For full year courses, students must submit requests to their Guidance Counselor between September 6-12 and changes will be finalized shortly after those dates. For any half year, second semester courses, students will have one week from the start of the semester to submit course change forms to Guidance.
3. Acceptable reasons for a schedule change:
 - Successful summer school course completion allowing the student to progress into the next sequential course.
 - Senior students who are in need of a course or courses to fulfill a graduation requirement or a college entrance requirement
 - Assignment to a teacher in whose class student previously failed
 - Erroneous course placement (e.g.: English II instead of English III)
 - Any special requests or extenuating circumstances deemed essential by the Director of Guidance and/or the Principal
4. Unacceptable reasons for a schedule change:
 - Social reasons
 - Lunch period preferences
 - Teacher preference
 - Personality conflicts (unless serious and documented)
 - Study hall preferences
 - Removing mandatory English Lab and/or Math Common Core Support classes, as necessitated by HSPA and School Standardized Test results.
 - Any other reason deemed unnecessary by the counselor, Director of Guidance and/or Principal.
5. In order to make up a failed class, underclassmen (grades 9, 10 and 11) may only attend an “accredited” regular summer school or be assigned the failed course(s) as part of their regular schedule the following year(s), if space permits. Students should not sign up for summer school to make up a course without first checking with the Guidance Department. Only seniors may seek alternative options in consultation with their counselor and with the approval of the respective Department Supervisor and Director of Guidance.
6. When students fail classes and make up those classes in an accredited summer school, summer school grades will be included in the calculation of the grade point average. Please note that both the original failure(s) and new grade(s) will appear on transcripts. In the event that a course is failed due to excessive cutting, the course may not be made up during summer school. Students may only retake failed courses in summer school.

STUDY HALLS

All students are allowed only one assigned study hall per semester. Ninth grade students are required to have a study hall unless they are involved in the music program - band, orchestra or choir.

WITHDRAWAL GRADES

Requests for course withdrawal are strongly discouraged and demand legitimate facts in order to be considered. Students who withdraw from a class after schedule change deadlines will receive a grade of WP (Withdrawal Passing) or WF (Withdrawal

Failing) based on a student's current standing in the class. Students automatically receive a "WF" if the withdrawal is due to cuts. The teacher, supervisor, counselor and parent must approve all final decisions for student-requested withdrawals before the withdrawals can be processed and executed. Any student withdrawing from a course, for any reason, may not take that course during summer school. Grades of WP or WF reflect negatively upon students as they appear on final transcripts.

EARLY GRADUATION

All requests for early graduation must be submitted and approved by June of the preceding year by the Principal. An individual decision will be made for each request on the basis of the academic and personal needs of each candidate. Teacher, parent, and administrative approval are all necessary prior to granting early graduation requests.

FOREIGN EXCHANGE PROGRAMS

Students must apply at least one semester in advance before planning to study abroad. The school reserves the right to grant or deny approval of such programs. Courses that do not align with courses overseas may not earn full credit at NBTHS. Full year course credits from NBTHS cannot be cut in half to accommodate foreign exchange plans.

INDEPENDENT STUDY

This option is for students wishing to investigate an area of interest in a creative, unique way. Students must have an advisor, who must be on the high school staff. Guidance counselors, teachers and administrators may serve as resources for ideas and suggestions. Independent study projects must be academic; the program exists as a way to stimulate different ways of learning. Students must have an assigned period and teacher for their independent study work. The assigned teacher will issue the final grade. Only grades of "P" or "F" are issued for Independent Studies and there is no GPA weighting.

Students will need to fill out contracts stating what they will accomplish, where and with whom they will work, how they will be evaluated and by what date. This contract will need to be approved by students' guidance counselors, the Director of Guidance, the teachers of record and appropriate department supervisors. During the course of independent study work, students will be required to give periodic reviews to their assigned teachers. Students may not have an independent study in any course that already exists at NBTHS.

TYPES OF INDEPENDENT STUDY

Non-traditional Course - This option is for students who wish to expand their educational experiences by taking advantage of the many specialized courses offered by adult schools, art schools, community colleges, etc. Although an advisor is not needed, students must provide a catalog description of the course to receive credit. Students will not be allowed to take courses elsewhere that are currently offered at NBTHS for credit, nor will they be able to use non-traditional credits to meet prerequisites at NBTHS. Courses taken outside of NBTHS must not interfere with full day attendance and can only be graded as "P" or "F".

High school credit is determined by NBTHS and depends on the total hours of the course offered by the college. This must be discussed with, and approved by, the student's counselor prior to enrolling in any course outside of NBTHS. (Under no circumstances can a non-traditional course taken outside of NBTHS for the first time be considered for inclusion in a student's grade point average. If a course is taken outside of NBTHS, that course cannot fulfill graduation requirements).

GENESIS PARENT AND STUDENT PORTAL

The North Brunswick Township Public School Parent and Student Portals are available for students in grades 9-12. Parents/guardians with current email addresses on file can access student information by visiting <https://parents.nbtschools.org> and entering the username/password obtained in the activation email. **REMINDER ALL STUDENT INTERIMS AND REPORT CARDS WILL NO LONGER BE MAILED OUT. PARENTS WILL GO TO THE PARENT PORTAL FOR THIS INFORMATION.**

HOMEWORK PORTAL

The North Brunswick Township Public School Homework Portal is available for students in grades 9-12. Parents/guardians with Internet access can access daily homework assignments, posted by 4:00 PM each day, by visiting the Homework Portal link on the District website.

FRIDAY FOLDER/EMAIL NOTIFICATIONS

Friday Folder will be used to send important information home to the parents electronically. All school notifications can be accessed through the district website at www.nbtschools.org. Once on the website, click on the High School page that can be

found under “Schools”. You will then be able to click on the “Friday Folder” listed in the left hand column of the High School webpage. All special notifications will be sent to you via email. If we do not have an email address for you, please provide us with one on the Emergency Form distributed in the beginning of the school year. Parents/Guardians who do not have access to a computer must contact the Main Office/Principal’s Office to ask for hard copies by mail. In emergency school situations, all parents/guardians will be notified by a phone blast message. Please be sure that we have your correct **contact number**.

REPORT CARDS

Student report cards are posted four times each year at approximately the following times (Please see school calendar for student interim and report card dates of postings). If students have outstanding fines, grades will be withheld. If you do not have access to a computer, please contact the Main Office to set up procedures to receive information by mail.

INTERIMS

Each marking period is approximately forty-five days. At the mid-point of each marking period, interim progress reports will be available to students/parents on the Parent/Student Portals in Genesis.

GRADING SYSTEM

The following grading system will be used to report the level of achievement of each student’s work at North Brunswick Township High School.

Letter Grade	Numerical Range	Grade Abbreviations
A+	98-100	I = Incomplete
A	93-97	WF = Withdraw Failure
A-	90-92	EX = Excused
B+	87-89	WP = Withdrawn Pass
B	83-86	FA = Attendance Failure
B-	80-82	M = Medically Excused* (*Physical Education only. May not be used as a final grade.)
C+	77-79	NG = No grade
C	73-76	HI = Home Instruction
C-	70-72	
D	65-69	
F	64.5 and below	

Any student who receives the equivalent of an “F” for the third marking period, an “F” for the fourth marking period and an “F” for the final exam in any course could fail the course for the year.

GRADE POINT AVERAGE (GPA)

Grading will appear numerically on students’ Report Cards but will convert to letter grades (using the scale from our Grading System) on final transcripts annually. The GPA is computed by multiplying the numerical grade equivalent (A+ = 4.3, A = 4, A- = 3.6, B+ = 3.3, B = 3, B- = 2.6, C+ = 2.3, C = 2, C- = 1.6, D = 1, F = 0) times the credits attempted and then divided by the total amount of credits attempted. Advanced Placement (AP) classes are given 1.0 higher numerical grade equivalent if the grade is at least a “C” or better (i.e. a B+ (3.3) would earn the GPA equivalent of 4.3). Honors (H) courses are given .5 higher numerical grade equivalent if the grade is at least a “C” or better (i.e., a B+ (3.3) would earn the GPA equivalent of 3.8.) All graded subjects are counted in the averaging process.

MINIMUM GRADES FOR MARKING PERIODS 1, 2 & 3

Students who earn less than a 50% for the first three marking periods will see a 50% on their report cards. Teachers do not need to alter their grades in any way for marking periods 1, 2 & 3; Genesis will automatically adjust the reported grades per the grading policy when report cards are generated. Grades for finals can range from 0-100% and will appear as such.

MIDDLE OF RANGE AVERAGES

In certain course that are graded more on subjectivity (one example: Fine Arts), it is not always possible to distinguish grades numerically. In such cases, students may receive a Middle of Range score for marking periods, midterms and finals as follows:

Letter Grade	Grade Range	Min-Max	Middle of Range
A+	98-100	97.5-99.5	99
A	93-97	92.5-97.4	96
A-	90-92	89.5-92.4	91
B+	87-89	86.5-89.4	88
B	83-86	82.5-86.4	85
B-	80-82	79.5-82.4	81
C+	77-79	76.5-79.4	78
C	73-76	72.5-76.4	75
C-	70-72	69.5-72.4	71
D	65-69	64.5-69.4	68
F	<64.5 min grade		64 50

The Middle of Range average will also be used for reporting grades for students who transfer to NBTHS from schools that use an alphabetical grading system for marking periods.

OVERALL GRADE DERIVATION

Marking period and final grades are determined by a student's performance in the following: class work, homework, projects, quizzes and tests. Each department has a unique formula used to calculate grades.

INCOMPLETE GRADE

Incomplete work must be completed within **two weeks** of its assignment (or after the end of the marking period, whichever comes first). Incomplete grades are granted for documented extended illness and home instruction. Administrative approval is required for any other consideration. Failure to complete the work within the specified time will result in a failing grade. **At the end of the year, outstanding incompletes will convert to failures.**

AWARDS/SCHOLARSHIPS

Senior award and scholarship information is mailed home during the second semester of senior year. This information packet will include an application form which must be returned to the Guidance Office in order to be considered for school and community generated awards and scholarships. Due to processing timelines, NO applications will be accepted after the established date. The student assumes responsibility for completing and returning the application form on time.

VALEDICTORIAN/SALUTATORIAN

The student with the highest cumulative grade point average at the end of the third quarter of the senior year will be the valedictorian. The student with the second highest average will be the salutatorian. Eligible student(s) must have attended North Brunswick Township High School for seven consecutive marking periods.

GRADING POLICY FOR TRANSFER STUDENTS

The following are the procedures used at NBTHS:

- A transfer student to NBTHS from any school that uses a straight numerical system will have grades changed according to the grading system utilized by NBTHS. If the sending school declares "F" to be a higher percentage grade than an "F" at NBTHS, the grade will count and be recorded as an "F".
- Students transferring to NBTHS will be given a grade equivalent to according to the NBTHS grading system.
- Weighted grading will not be applied to any course that is not weighted at NBTHS.

HIGH SCHOOL REGISTRANTS WITH HIGH SCHOOL FOREIGN RECORDS

All overseas student records from a student's former school – (official copy of most recent transcript, current report card, current schedule, standardized test scores and IEP or 504, if applicable) – **MUST** be translated into English and certified. It is advisable for foreign records to be translated and converted to an American system by World Education Services. Those translations can then be used by students when they apply to colleges and universities. All overseas grades will be reflected as a PASS or FAIL on the students North Brunswick Township High School transcript.

CHAIN OF COMMAND: ACADEMIC MATTERS

Every organization has and needs an orderly process to use when problems/issues arise. Please reference the Chain of Command regarding all academic matters at North Brunswick High School:

Student contacts Teacher
Parent contacts Teacher
Parents contact Subject Area Supervisor
Parents contact grade level Assistant Principal
Parents contact High School Principal
Parents contact Superintendent of Schools
Parents contact Board of Education

Parents and students are strongly encouraged to follow this chain of command whenever an issue arises concerning an academic matter. If a concern is not resolved to your satisfaction at one level, you are encouraged to go to the next level in the chain of command. However, all concerns should begin with the teacher and then advance up the chain of command.

RETAKING A COURSE IN SUMMER SCHOOL

Students may only retake a course in summer school which they have already taken and failed at NBTHS. No extra credit is assigned as a result of retaking the course, and the old grade will still be kept on record. The new grade is averaged in and could raise the student’s grade point average. This shows colleges and specialized schools that the student has a better mastery of the work. Students may not retake any course in summer school from which they were removed for disciplinary reasons.

COURSE ADVANCEMENT

Students who wish to take a new course in summer school for advancement must have approval from the NBTHS subject area department supervisor and from the Director of Guidance, after the student’s counselor reviews the request. All requests must be submitted by June 1. If approved, upon completion of the summer school course, the student may be required to take the NBTHS final exam in order to take the next sequential class. If the student passes the outside course, he or she will receive a grade of “P” for pass and credit for the course, according to state guidelines for course credit. If a student fails a summer school course that s/he received approval to take, that “F” (failure) will be noted on the student’s official transcript. Students about to enter 9th grade are not permitted to take advancing courses in the summer before 9th grade begins unless they have permission from the appropriate HS department supervisor by June 1. Students may not enroll in online courses for “advancement”. Students may enroll in Enrichment Courses (not for credit) without prior approval. These courses will not appear on transcripts. Summer school classes will not be weighted.

If a student is approved to take an online course (at his/her expense) for advancement during the school year, that course will not be weighted and the final grade will either be “P” pass or “F” fail as described above. However, if a student is taking an online course through NJ Virtual School either because a course did not fit into his/her schedule or because the student enrolled in a special program-AND the course is paid for by the Board of Education, traditional grades will post and any necessary weighting will apply and be factored into the GPA. The advancing course must not cause the student to exceed a 40 credit maximum load and the student must also be enrolled in a study hall.

EXAM POLICY

- Final exams must be administered in all courses.

- Attending school is priority number one - students must attend school and plan to take all final exams. **Final Exams may not be taken early for any reason.** For emergency situations that prevent students from coming to school – sicknesses (with doctors' note) or documented deaths in families – students will be permitted to take missed exams in the summer. **Family trips or vacations are not considered emergencies; they must be planned for after the school year ends - even if the school calendar changes - and after all final exams have been administered. Therefore, requests for summer exams to be taken due to trips or vacations will not be entertained.** Requests to take exams after the school year ends (due to emergency situations described above) must be made in writing to the Principal and/or Director of Guidance. If approved, students must make arrangements by calling the main office upon their return. Please take note: Any missed exams will be graded as “0” (zero) and those grades will calculate into a student’s final averages. Exams of students who have permission to take exams in the summer will be graded in September. At that time, any zeros will be replaced with the earned exam grades and new course averages will be calculated. If exams are not made up by the last business day in August, zero grades will remain.
 - Failure to provide documentation to excuse an absence as per school policy will result in a 0 % (F) on the exam
 - Seniors who have an “A” or better overall average in classes for the first three marking periods and who earn an “A” in the 4th marking period, will be exempt from the final exam.
 - Seniors who have an “A” average in both marking periods of a semester course will be exempt from the final exam.
 - Seniors who accumulate more than 4 unexcused absences to school during a semester may lose their exam exemptions for their semester courses.
 - Seniors who accumulate more than 8 unexcused absences to school during the entire school year may lose their exam exemptions for their full year courses.

HONOR ROLL/HONOR SOCIETY

There are two honors for student academic achievement at NBTHS. The following explains the selection process for each.

HONOR ROLL

High Honor Roll and Honor Roll lists are generated for each marking period. Students on the High Honor Roll are those students who have attained the numerical equivalent of all “A's” for the marking period. Students on the Honor Roll are those students who have attained the numerical equivalents of all “A's” and “B's” for the marking period.

NATIONAL HONOR SOCIETY

Membership is based on the four qualities required by the National Constitution: scholarship, leadership, character, and service. The selection process begins approximately eight weeks before the scheduled induction ceremony, which takes place in December. The advisor of the National Honor Society, in cooperation with the Guidance Department, prepares a list of students who have met the minimum academic requirement of a 3.4 grade point average. All students who begin either their junior or senior years with a cumulative GPA of 3.4 or better will be notified of their eligibility by mail and will receive instructions and a form to be completed as part of the selection process. Documentation of **30 hours of required community service** must also be submitted along with the form. Additionally, candidates must be active participants of five extracurricular activities by their junior year. The Faculty Council, which is comprised of teachers from different subject areas, reviews and evaluates all of this information as part of the selection process. Input is also submitted from the entire faculty. All deadlines must be met to be considered for admission. Students have the right to appeal all decisions regarding the National Honor Society to the high school principal. Members who violate the tenets of the National Honor Society will be subject to disciplinary action and/or expulsion from the organization.

MAKE UP WORK DUE TO ABSENCE

When a student is absent, the student is given the number of days to make up the missed work equal to the number of days the student was absent. For example, if a student is absent for two days, the student has two days in which to submit make up work. However, if the student was scheduled to take a test or quiz and is absent from class/school on that day, the student is expected to be prepared to take the test or quiz on the first day the student returns to class/school. If a student is suspended from school, it is the student’s responsibility to remain aware of all assignments during the suspension period. All work is due on the day that the student returns to school. No additional time to complete assignments will be granted.

HOMEWORK REQUESTS DUE TO EXCUSED ABSENCE

Requests for homework should be made through the Guidance Office according to the following procedure:

- Requests for homework assignments should be made only if the anticipated absence is for more than five days.
- Work may be picked up in the Guidance Office within 2 business days after the request is made.

- Parents are encouraged to email teachers directly; consult website directly for email addresses.
- Students are encouraged to reach out to classmates for missed assignments.
- Teachers are not required to provide work for students who have extended unexcused absences; that is up to the discretion of the teacher.

EXTRA HELP

Students having academic problems in classes should consult with their teachers early in the marking period. Teachers are willing to assist, provided that the students take the responsibility to arrange the appointments. A 4:00 p.m. late bus is available for students Tuesdays through Fridays.

Students failing two or more core subjects will be assigned mandatory lunchtime and/or afterschool tutoring sessions. A late bus is provided for students involved in the afterschool session at 4:00 pm. Mr. Garcia is the point contact for further details.

WORKING PAPERS

Students who work are required to have working papers as required by law. Students should obtain the application for working papers from the Guidance Office during their lunch periods or after school. It is school policy that students must have a promise of employment (job is secured) prior to requesting working papers.

School officials will withhold approval for the issuance of working papers to a student for the following reasons:

1. The student has failed more than one full year course during the previous school year. This criterion may be set aside if a review of the student's current academic record indicates a significant improvement has occurred during the two most recent marking periods.
2. The student's grades for the most recent marking period and/or the student's current academic standing indicate that the student is failing or is in danger of failing more than one full year course.

School officials may withdraw approval for working papers from a student who meets the criteria above. Notice of withdrawal of approval will be given promptly to the student, the student's employer, the student's parents, and the New Jersey Department of Labor. This policy will not affect the issuance of working papers to students for summer employment. Working papers are available during the summer in the Guidance Office. Students 18 or older do not need working papers.

AFFIRMATIVE ACTION

It is the policy of the North Brunswick Township High School District not to discriminate on the basis of race, color, creed, religion, sex, handicap, ancestry, age, national origin, or social or economic status in its educational programs or activities and employment policies as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, NBAC 6:1.1 et seq., Public Law 101-336, The Americans with Disabilities Act of 1990. Inquiries regarding compliance may be directed to John Petela at Central Office.

PPRA NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES

The protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 123h, requires North Brunswick Township School District to notify parents/guardians and obtain consent or allow parents/guardians to opt their children out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student's parent
2. Mental or psychological problems of the student or student's family
3. Sex behavior or attitudes
4. Illegal, antisocial, self-incriminating, or demanding behavior
5. Critical appraisals of others with whom respondents have close family relationships
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents or
8. Income, other than as required by law to determine program eligibility.

For surveys and activities scheduled after the school year starts, the North Brunswick Township School District will provide parents/guardians, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities, and parents/guardians will be provided an opportunity to opt their children out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

DISSECTION OPT-OUT POLICY

P.L. 2005, CHAPTER 266 (C.18A:35-4.24 & C.18A:35-4.25) requires school districts to provide alternative education projects for those pupils who choose not to participate in dissection and related activities. If a parent/student chooses to opt out of a dissection, videos, models, computer programs, books, and other manipulatives may be used to teach the knowledge and skills required by the course of study. Students' grades may not be affected by their decision not to participate in the lab experience. Their grades may be impacted if they do not master the agreed-upon learning objectives and expectations on the alternative project or assignment. Please note the process is to "opt out" not "opt in"; therefore, the parent/guardian must notify the Science Supervisor in writing within two weeks of distribution of this handbook.

NOTIFICATION OF RIGHTS UNDER FERPA FOR SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records.

These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Chief School Administrator, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to opt out of making student records available to military recruiters.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are:

Family Policy Compliancy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

INTERVENTION AND REFERRAL SERVICES/504 COMMITTEE

The Intervention and Referral Services (I&RS) Committee is designed to assist non classified students who are experiencing learning, behavior or health issues. The goal of the Committee is to seek strategies and/or interventions to facilitate a more successful academic experience for the student. Examples of possible strategies and interventions could be program changes, new instructional methods and recommendations for parents. Teachers, counselors or administrators may refer students to the I&RS committee through the office of the Director of Guidance. Review of eligibility for Section 504 accommodations will also be conducted by the I&RS/504 Committee.

SPECIAL EDUCATION

All staff can access and review the district's policies and procedures related to general and special education student records. Policies and procedures ensuring a free and appropriate public education to students with disabilities under the Individuals with Disabilities Education Act (IDEA) and NJAC 6A:14 are located in the Superintendent's Office.

- N.J.A.C. 6A:14-3.3(b) Interventions in the general education setting shall be provided to students exhibiting academic difficulties and shall be utilized, as appropriate, prior to referring a student for an evaluation of eligibility for special education and related services
- N.J.A.C. 6A:14-3.3(d) A direct referral to the child study team may be made when it can be documented that the nature of the student's educational problem(s) is such that evaluation to determine eligibility for special education services under this chapter is warranted without delay.
- N.J.A.C. 6A:14 (d) 1 The parent may make a written request for an evaluation to determine eligibility for services under this chapter. Such a request shall be considered a referral and shall be forwarded without delay to the child study team for consideration.

2NDFLOOR® New Jersey's Youth Helpline

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit www.2NDFLOOR.org for more information and try the message board.

DCPP/CHILD/STUDENT ABUSE

The Division of Child Protection and Permanence (DCPP) is New Jersey's child protection and child welfare agency within the Department of Children and Families. Its mission is to ensure the safety and well-being of children and their families. DCPP is responsible for investigating allegations of child abuse and neglect and, if necessary, arranging for the child's protection and the family's treatment. DCPP operates a 24-hour, 7-days a week child abuse hotline to receive all reports of suspected child abuse and neglect. The hotline is linked with a statewide network of Special Response Units charged with the responsibility of responding to reports received after normal business hours and on holidays. Any concerns regarding child abuse or neglect should be reported by calling 1-877-NJ-ABUSE. Find more information on the child abuse hotline and contact information for [HTTP://www.state.nj.us/dce/about/divisions/dcpp/](http://www.state.nj.us/dce/about/divisions/dcpp/)

ATTENDANCE PROCEDURES

All students are to adhere to the following guidelines regarding absences from school. Students/Parent responsibilities when an absence occurs: **Students** are responsible for attending school each day and for attending all classes (including study halls and lunch) during the school day. When a student is absent from school, he/she must bring a parent or doctor's note indicating the reason for the absence to the Attendance Office before the start of the school day. Students are responsible for contacting their teachers and going to the Homework Portal for making up missed class work or tests. In case of an anticipated absence, the assignments should be obtained in advance and completed upon the student's return to school. **Parents are responsible for their son/daughter's daily attendance to school. If the student is going to be absent from school, a parent/guardian must notify the school by calling the attendance office at 732-289-3700 x73047 prior to 7:55 am on the day of the absence. (This does not excuse the absence).** If the nurse sends a student home, a parental note is not necessary for that day. **If students are absent, they may not be on school premises any time during the day. They may not pick up any students; attend school functions/practices/games, etc. To be eligible to participate in school sponsored athletic/activity events, students must be in attendance for a minimum of four hours.*Students who are not present in school for a minimum of 4 hours, will be considered absent from school for the full day.**

Parental notes must include:

- Student's first and last name
- Date(s) of absence
- Reason for absence
- Parent signature

This does not constitute an excused absence

The Principal and the Attendance Review Committee may consider the nature of any absences and the reasons for which some of the absences may have occurred in deciding whether credits should be awarded or denied in cases in which the threshold number of absences is exceeded. Absences due to OSS, ISS or early dismissal because of NBTHS Athletic Department school trips will not be considered as part of school absences. Information is provided on the Parent Portal and attendance warning letters.

In NJSA 18:38:2.6 Legal (excused) absence from school is defined as:

- student illness with a doctor's note;
- illness of a chronic or persistent nature requiring regularly scheduled medical treatment over a prolonged period. (Specific medical verification is required. Such cases will be subject to periodic review by the school nurse or doctor.)
- death in the family (three days) (documented);
- religious holy days (reference <http://www.state.nj.us/education/genfo/holidays.pdf> for official statement from NJ Department of Education)
- verified driver's license test appointments;
- documented college visitations (5 days total) (juniors and seniors only);
- verified medical or dental appointments
- court appearances with proper documentation
- take your son/daughter to work day (with proper documentation)

For pupils with disabilities, the school district shall require the attendance plans and punitive and remedial measures in accordance with the pupil's:

- IEP, pursuant to USC 1400 et. Seq.,the IDEIA;
- Procedural protections set forth in N.J.A.C. 6A:14;
- Accommodation plans under 29 USC 794 and 705 (20);
- Individualized health care plans, pursuant to N.J.A.C. 6A: 16-2.362ix.

*In addition, absences from school due to school sponsored educational activities will be considered excused at the discretion of the administration.

Doctor's notes should be provided on the day the student returns to school from an illness. **Any note from a doctor must be on doctor's stationary and must be turned into the Attendance Office within 5 school days of an absence.** Notes submitted in excess of 5 days for the absence in question will not be accepted. Letters may be sent via fax to the Attendance Office at (732) 821-8342. Vacations and family travel are not excused absences. Students who are absent from school are not permitted to participate in any school-sponsored sport/activity on that date, unless they have a verified excuse in accordance with the published attendance policy as stated. Students who are absent from school and are found on school grounds are subject to disciplinary action. **To be eligible to participate in a school-sponsored sport/activity, students must be in attendance for a minimum of four hours.**

TARDINESS (LATES)

- Students are considered late to class when they arrive after the bell without an authorized pass. Refer to infractions chart for minimum penalty. Any student arriving late to school must report directly to the Attendance Office. In the event that a parent accompanies a student who is late to school into the Attendance Office, the late will be considered excused. ***Parent phone calls will not excuse a student's late to school.** Students arriving to school after 10:12 will be considered absent, unexcused from school unless proper documentation to excuse the tardy/absence is provided.
- Excessive late arrival to school may result in loss of credit.

Tardiness is cumulative and will not be cleared at the end of the first semester.

EXCESSIVE ABSENCES

Attendance letters are posted on the Parent Portal on a monthly basis, enabling students to keep track of all absences from school.

- a) Excessive absence from any given class will result in no credit for that class.
- b) Students will lose credits for courses in accordance with Board Policy #505, if the unexcused absences exceed:
 - 16 DAYS IN A FULL-YEAR COURSE
 - 12 DAYS IN A THREE QUARTER COURSE
 - 8 DAYS IN A HALF-YEAR COURSE
 - 4 DAYS IN A QUARTER COURSE
- c) Unexcused lates to school resulting in missed individual classes due to late sign-in will be considered unexcused absences in those classes. This is also true for unexcused early dismissals.

- d) For cumulative absences of more than 16 days (full year course), more than 12 days (three quarter course), more than 8 days (semester course) and more than four days (Health), parents will be notified of loss of credits by mail by the respective grade level administrative office.
- e) When the number of absences results in loss of credits, an appeal may be filed with the Principal or his/her designee.
- f) Those students who lose credits due to excessive absences must remain in the scheduled class for the remainder of the course in order to be eligible for summer school.

NOTIFICATION PROCEDURE RELATED TO POSSIBLE LOSS OF CREDITS

(1) NJS Admin. Guide. "Compulsory Pupil Attendance," Vol. 1, No. 6, Page 3.

In accordance with N.J.A.C. 6A:16-7.8, in addition to the attendance policy for course credit as outlined in this student/parent handbook, there are additional attendance requirements as follows:

• **For up to four cumulative unexcused absences**, the school shall

- a) Make a reasonable attempt to notify the student's parents prior to the start of the following day
- b) Investigate the cause of the unexcused absence
- c) Develop an action plan designed to address patterns of unexcused absences and to return the child to regular attendance at school
- d) Contact DCPD if abuse or neglect is suspected
- e) Cooperate with law enforcement and other agencies, as appropriate.

• **For between five and nine cumulative unexcused absences**, the school shall

- a) Make a reasonable attempt to notify the student's parents prior to the start of the following day
- b) Investigate the cause of the unexcused absence
- c) Evaluate the appropriateness of the action plan
- d) Revise the plan if needed and establish outcomes based upon student needs and necessary interventions.

• **For cumulative unexcused absences of ten (10) or more**, the school shall

- a) Make a mandatory referral to the court
- b) Make a reasonable attempt to notify the parents of the mandatory referral
- c) Continue to consult with a parent and any involved agency to support the student's return to regular attendance
- d) Cooperate with law enforcement and other agencies as appropriate
- e) Compel attendance at school in accordance with the statutory and administrative means available, including proceeding to court.
- f) Guidance counselor will be notified to call student's parent to discuss possible failure(s) due to excessive absences.

LATES TO SCHOOL POLICY

North Brunswick Township High School Community promotes good attendance at our school. We expect all our students to be in school on a daily basis. We also feel very strongly about arriving late to school. As per our policy, unexcused lates to school result in missed individual classes that result in unexcused absences in those classes. This could result in loss of credits.

The following are follow-ups to our lates to school policy:

- 4 Lates to School Parent/guardian will receive a phone call from school.
- 8 Lates to School Parent/guardian will receive a letter on lates and will receive a phone call from school.
- 12 Lates to School Parent/guardian will receive a letter on lates and will receive a phone call from school to set up appointment with the Principal.
- 16 Lates to School Parent/guardian will receive a letter on lates and will receive a phone call from school along with a student referral on truancy to the North Brunswick Township Police Department. Mandatory meeting with the Principal.
- 20 Lates to School Parent/guardian will receive a letter on lates and will receive a phone call from school. Possible loss of school trips and school events. Mandatory Saturday Community Service (8:00 – 10:00 a.m.).

CUT POLICY

A cut is defined as missing an entire class, or portion of a class (this includes, but is not limited to 10 or more minutes unexcused late), without the permission of the teacher of that class. When a student receives a pass to report to any office during a scheduled class period he/she must present that pass to classroom teacher before reporting to the appointment. Failure to follow this procedure may result in the absence being considered a cut. Teachers will contact the parent/guardian before submitting the disciplinary referral. Work missed may not be made up. A fourth cut in a full year course will result in an automatic failure and removal from that class. For Physical Education (a three quarter course), a third cut will result in an automatic failure and removal from class. For a semester course, a second cut will result in an automatic failure and removal

from class. For Health (a quarter course) a second cut will result in automatic failure and removal from the class. Students will receive a WF for the course grade and will be removed for the remainder of the year. Any student removed from class will be assigned a Study Hall for the remainder of the year.

TRUANCY

NJ state law governs truancy. A student is considered truant if the student is absent from school without the knowledge and consent of his/her parent/guardian. A student who is truant is required to meet with his/her report to the grade level assistant principal with his/her parent/guardian upon return to school. A student who is under 16 years of age may have a complaint filed against him/her in the municipal court. The student and the parent may have to appear before the court and may be fined up to \$100/day for each day of the truancy. Students who are 16 years of age and older will be dropped from the rolls upon 10 or more consecutive unexcused absences. Any student who is found to be truant shall receive an "F" for all of his/her classes and any missed work may not be made up.

EARLY DISMISSAL

In order to be dismissed early, a written request from the parent/guardian must be presented to the attendance personnel prior to the start of the school day (7:35 AM). The request must contain: (1) student's full name, (2) time for dismissal, (3) reason for the dismissal and (4) the name of the adult who will be signing the student out. This request must be signed by the parent/guardian with a phone number for confirmation. A student who is being dismissed early in order to go to a doctor will be required to return with an appointment verification letter signed by the doctor with the date and time.

Students with an early dismissal will be called to the Attendance Office at the time of the dismissal. Parents/guardians must sign the students out in the Attendance Office. An early dismissal means missed instructional time. **Students must be in attendance for a minimum of four hours to be considered present in school and eligible to participate in after school activities and/or athletics.**

EIGHTEEN-YEAR-OLD STUDENT RIGHTS AND RESPONSIBILITIES

Eighteen-year-old students are considered adults in New Jersey. However, the school reserves the right to control the conduct of all students regardless of age, and all students must obey school rules and regulations.

1. Eighteen-year-old students may sign-out of school early but must have written parental permission to do so. The student must fill out an eighteen-year-old sign out form found in the Main Office. In cases of a doctor's appointment, they must identify the doctor, the doctor's phone number and the time of appointment. An Assistant Principal must approve these notes before the students submit them to the Attendance Office. Upon returning to school, students must supply the Attendance Office with a verification note from the doctor. Any student who does not follow this procedure will be subject to disciplinary action for cutting.
2. Eighteen-year-old students may write excuses for their tardiness or absence from school. However, an Assistant Principal must first approve these notes before they are submitted to the Attendance Office. If this procedure is not followed, the student will be charged with an unexcused tardy to school.
3. Eighteen-year-old students may sign their own field trip permission slips, exemption forms, and physical forms without prior approval of school authorities.
4. Eighteen-year-old students are subject to all other regulations according to school policy.

EARLY OUT VERIFICATION

Early Out and Cooperative Education – Seniors with Early Out or Cooperative Education must leave school grounds when their school day is completed, immediately after their last scheduled period and may not return until after dismissal. A note from each student's parent/guardian is required to take advantage of this privilege. Failure to leave the building will result in disciplinary action, including loss of this privilege. Seniors who cannot provide proof of available transportation will not be approved for this privilege. Students with Early Out are required to sign a contract by September 22 of the academic year and will be expected to abide by its mandates, including signing out each day in the Attendance Office or other designated location. Seniors with Early Out privileges who consistently remain in the building unsupervised will have the privileges revoked. Early-out students must remain in the building for a minimum of four hours on Early Closing Days.

COLLEGE VISITATIONS

Students are required to bring a letter on college stationery confirming their college visitations. Up to five approved college visitations shall be considered excused absences in accordance with the school attendance policy.

DRIVER'S TESTS

Students must:

1. Inform the school in writing at least 24 hours prior to the appointment that they will be missing school for this purpose.
2. Provide proof, on the day of their return that the test was taken on the date of the absence or early dismissal.

The driver's test is considered an excused absence in accordance with the school's attendance policy. (Absences will not be excused for the purpose of securing a driver's permit or for taking driving lessons.)

EQUAL EDUCATIONAL OPPORTUNITY POLICY

The Board of Education directs that all pupils enrolled in all schools of this district shall be afforded equal educational opportunities in strict accordance with the law. No pupil shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the pupil's race, religion, gender, ethnicity, sexual orientation, social or economic status, or physical or mental disability. The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that insures equivalency of educational opportunity throughout this district. Affirmative action shall be taken to insure that pupils are protected from the effects of discrimination, in accordance with policy No. 2260. The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board, and further, are destructive to the self-esteem that this Board wishes to encourage in all pupils. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, gender, age, national origin or ancestry, religion, sexual orientation, handicap, or social or economic status shall be considered conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline. The Superintendent shall develop and promulgate a procedure by which a pupil or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

GRIEVANCE PROCEDURE

The Board of Education recognizes that to achieve equal educational opportunity within the schools requires continuous action, and that an initial review of all practices would not achieve a thorough corrective program. With this in mind, the Board shall provide a grievance procedure for students, employees, and community members to identify and resolve any discriminatory practice which may violate the Board's Equal Educational Opportunity Policy. In all cases of such grievance, the Board retains its authority, and any final decisions to resolve controversial matters shall rest within this body.

PARENT TEACHER STUDENT ORGANIZATION (PTSO)

North Brunswick Township High School is very fortunate to have an Active Parent Teacher Student Organization (PTSO). The PTSO is a great way to get involved in the High School. It provides a link between home and the school. The PTSO is only as successful as each parent enables it to be through membership, support and active participation. PTSO Meetings are held in the (MRC Multi Resource Room) at 7:30 pm, normally on the 2nd Monday of each month. NBTHS administrative team attends the meetings and offers a school presentation each month along with updates on school events. We encourage you to join the PTSO and get involved. The school needs you, the staff needs you, and most importantly your son/daughter needs you. The NBTHS PTSO email address is nbthpts@nbtsschools.org.

PEST MANAGEMENT

As part of a school pest management plan, North Brunswick Township School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The New Jersey School Integrated Pest Management Act requires school districts to implement a school integrated pest management policy that includes an Integrated Pest Management Plan. In Accordance with the requirements of the Act, the Board shall insure implementation of Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. These procedures shall be applicable to all school property in the North Brunswick Township School District.

Annually, the district shall appoint and Integrated Pest Management Coordinator.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by

a parent, guardian, staff member, or student attending the school. A list of the pesticides used during the past year can be found in the School IPM Plan binder located in each head Custodians Office at the school.

STUDY HALLS

Study halls are designed to provide a quiet, controlled environment in which students can read or work on assignments. All students are encouraged to use this time wisely and to follow the rules, regulations, and procedures established for study halls. A limited number of students may request a pass to the MRC during their study hall periods and are required to make appropriate use of the library, remain there for the entire period, and follow the library rules during their visits.

In addition, study hall time may be used for other reasons; however students must seek and receive permission from their teacher in all cases and with permission from the proctor according to the rules and regulations established for use of study hall time. Some of the activities that occur during study hall include, but are not limited to, peer tutoring, make-up work, and pre-arranged appointments (e.g. small groups, vocal/instrumental lessons, nurse, peer mediation, guidance, administration, CST, etc.). Students may also request to work in a school office: (Nurse, Attendance, MRC, Guidance, etc.).

1. Study halls will be conducted with a relaxed and quiet atmosphere conducive to the completion of school related work.
2. Students, with the teacher's permission, may work together on schoolwork as long as it does not disrupt the study hall.
3. Students must arrive on time and attend every day. Tardiness and cutting will result in disciplinary action.
4. SEATS WILL BE ASSIGNED by the teacher in charge. This is designed to assist with attendance and to help maintain the proper atmosphere. Should vandalism occur, the person assigned to that specific seat will be held accountable.
5. Any vandalism to a student's assigned seat should be reported to the teacher in charge at the beginning of the period.
6. Procedures for obtaining passes will be explained by the study hall teacher and will be in accordance with the guidelines established for hall passes. Students will not be excused from study hall unless it is an emergency, or they have a previously scheduled appointment. Students who wish to use the MRC during their Study Hall period must present to their Study Hall teacher a pass from an academic teacher on any given day. Study Hall teachers may not issue passes to the MRC.
7. All students are responsible for keeping the study hall neat and clean.
8. All students must follow the directives of any staff member assigned to the study hall.
9. Failure to comply with the study hall rules will result in disciplinary action. Cuts to study hall will be treated as a cut to class.
10. There is no food or drink permitted in study hall.

VISITORS

All visitors must report to the Visitor's Booth to sign in and receive a visitor's pass, which must be worn at all times while in the building. Anyone in the building without proper authorization shall be considered a trespasser and appropriate action will be taken. All visitors must present a valid ID. Visitors will not be permitted in school without a valid ID. Students will not be permitted to bring friends or relatives to school when school is in session. Former students are not permitted to visit without prior approval from the Principal.

PASSES

Students are not permitted to be in the hall or to leave class without a valid pass or the passbook found in the Student/Parent Handbook. Students must seek and receive permission from their classroom teacher prior to attending any appointments. Students who are in the following areas: Guidance, Main Office, Nurse, lavatory, Commons, etc., without a pass, are absent from a class without permission and a tardy/cut will be documented by the teacher.

When a student receives a pass to report to any office during a scheduled class period he/she must present that pass to the classroom teacher before reporting to the appointment. Failure to follow this procedure may result in the absence being considered a cut. Students must present their IDs at all times.

EMERGENCY DRILLS/SCHOOL SAFETY PROCEDURES

State law requires one fire drill and one security drill per month. Students must report to and stay with their assigned classroom teacher after exiting the building. Failure to do so will result in a cut for that class. During security drills, students must remain inside their classrooms and cooperate completely with teacher instructions. Any students in the hallways or bathroom must

cooperate with the hall monitors and move quickly to classrooms as instructed. Additional types of security drills, such as those that restrict movement outside the building, will also occur. Additional information will be provided to students and staff regarding all drill formats annually.

FIELD TRIPS

Field trips are planned for educational purposes to meet classroom objectives. These objectives might include specific curricular activities and/or celebrations of accomplishments. Field trips are a privilege. Students may be excluded from a field trip if they have been chronic violators of school rules or if they have outstanding debts owed to NBTHS. Students who have not filed a current emergency card with the school or who are in danger of exceeding the allowable absences may be excluded. The principal or the assistant principals may exclude a student from a field trip for reasons that he/she deems appropriate. In deciding to attend a field trip, the student accepts responsibility for his/her actions while on the trip.

Field trips are arranged by the school to provide additional educational experiences and enjoyment for students. Students are required to abide by school rules and follow the instructions of chaperones on all school sponsored trips and activities. Students and staff members must complete the proper forms and **submit them to the administration for approval. Students with poor school attendance or on Loss of Privileges may be denied permission to participate in field trips.**

FINANCIAL OBLIGATIONS/FINES

Students will be held responsible for all materials, books and related school activity equipment items that are issued to them during the school year. These materials must be returned in good condition to the proper school department at the conclusion of the year or sport/activity season. Failure to return these items will result in a fine for damaged materials or reimbursement for lost or stolen equipment and materials. If a fine is the result of not turning in fundraising money or products, students may not be allowed to participate in co-curricular activities until such fines are paid. Parking passes, prom bids, transcripts, diplomas, and report cards will not be issued until these obligations are fulfilled. Fines may be paid in cash, by money order or designated credit cards in the main office.

PLEDGE OF ALLEGIANCE

New Jersey law requires that you show respect for the flag of the United States. Each morning students are asked via the P.A. system to stand during the flag salute and pledge of allegiance. If you are consciously opposed to the pledge or salute, you may abstain from these ceremonies, but you are required by law to remain respectfully silent.

SCHOOL LOCKERS

Each student is assigned two lockers, a hall locker for books and coats and a gym locker for athletic wear and equipment. Any problem with or damage to the locker should be reported to the Guidance Office or the Plant Manager. The school assumes no responsibility for items left in lockers. Each student should:

- Keep the locker neat and clean.
- Never give the combination to anyone.
- Never use anyone else's locker.
- Only use the gym locker during PE class.
- Use of Team Room lockers is prohibited during the school day.

Be advised that lockers are the property of the Board of Education and that authorized school personnel may open, examine, or restrict the use of any locker at any time. Periodic locker inspections and cleanouts will be announced throughout the year.

STUDENT SPONSORED PUBLICATIONS

The school reserves the right to designate and prohibit the distribution of printed materials which are not protected by the right of free expression because they violate the rights of others and the need to maintain an orderly school environment.

Such unprotected materials are those which:

- Are grossly prejudicial to an ethnic, religious, racial, or other delineated group
- Libel any specific person or persons. (anything that is defamatory or that maliciously or damagingly misrepresents)
- Seek to establish the supremacy of a particular religious denomination, sect or point of view over any other religious denomination, sect or point of view
- Advocate the use or advertise the availability of any substance or material which may reasonably be believed to constitute a direct and substantial danger to the health of students
- Contain obscenities or material otherwise deemed to be harmful to students who may receive them
- Incite violence, advocate the use of force, or urge the violation of law or school regulations

- Advertise goods or services for the benefit of profit making organizations
- Fail to identify the student responsible for distribution and the agent responsible for reproduction
- Are offered for sale to other students
- Solicit funds for outside organizations or institutions when such solicitations have not been approved by the Board
- Promote, favor or oppose any candidate for election to the Board of Education or the adoption of any bond issue, proposal or question submitted at any election
- Are considered potentially disruptive to the educational process

The school requires that students who wish to distribute materials submit them for prior review to the Principal or his/her designee. The school also requires that the distribution of printed materials take place only at previously approved times and locations that will not interfere with the orderly operation of the school.

VIDEO SURVEILLANCE

In a cooperative grant between the North Brunswick Township Board of Education, the North Brunswick Township Police Department and the Department of Homeland Security, North Brunswick Township High School now has over 40 security cameras to assist in student management. The cameras are a tool in order to research incidents as well as to accurately confirm management issues that take place during the school day. Ultimately, the cameras have been installed to ensure your safety.

Please be aware of the following regarding the video surveillance system:

- A video surveillance system will be used after other measures of deterrence or detection have been considered and rejected as unworkable.
- Efforts have been made to ensure that the design and operation of the video surveillance system minimizes privacy intrusion to that which is absolutely necessary to achieve its required, lawful goals.
- Any information obtained by way of video surveillance systems may only be used for the purposes of continuing to ensure student safety. Information should not be retained or used for any other purposes.
- Access to the storage devices should only be by authorized personnel (Principal and Grade Level Assistant Principals, North Brunswick Township Police Department).

All videos obtained from video surveillance cameras are the property of North Brunswick Township Schools and will only be released to outside parties in accordance with Board policy.

STUDENT IDENTIFICATION CARDS

North Brunswick Township High School will provide an identification card to each student when s/he enters the High School. In the interest of safety and security, all students are required to WEAR a valid, current school year ID card on a school sanctioned lanyard around their neck immediately upon entering the building and while on school premises. The I.D. card is to be presented upon the request of an official or authorized representative of the school. The replacement cost for an ID kit (ID, lanyard and plastic protector) is \$5.00, payable at the Visitor's Booth on Patio A the time of issue. (ID alone is \$3.00, lanyard alone is \$1.00, plastic protector alone is \$1.00)

Uses for the ID card:

- Gaining admission to the following areas:
 - Bathrooms
 - Nurse's Office
 - Attendance Office (late arrival/early departure processing)
 - Media Resource Center (including checking out materials)
 - Cafeteria
 - Administrative and Saturday Detentions
 - School activities and athletic events
- Requesting a pass to leave the classroom
- Identification inside and outside of school
- Homeroom Attendance/signing in late to school
- Gaining entrance to SAT and ACT testing
- Using school buses

Violations of the ID policy include, but are not be limited to:

- Not being in possession of a student ID card
- Not presenting a valid ID card when requested

- Presenting another student's or false ID
- Refusal to wear ID (*Will be considered Insubordination)

R.I.S.E.

RISE represents the most important qualities of “Positive Behavior Support in Schools” initiative that supports the Character Education Program. The goal of PBSIS is to improve overall climate at NBTHS, reduce discipline referrals, and to reduce the number of student referrals for special education services. **RISE** stands for:

RESPECT	polite, kind and considerate
INTEGRITY	honest and ethical
SERVICE	volunteer, helping others in need, being dependable
EXCELLENCE	great, admirable

The NBTHS Community is recognized for demonstrating behaviors that represent RISE with positive rewards for “doing the right thing” and “saying the right thing”.

CORE VALUES AND BELIEFS

North Brunswick Township High School is committed to creating and maintaining a community in which all staff and students can work and grow together in an atmosphere free of all forms of harassment, including name-calling, teasing, bullying, intimidation, and exploitation. The school prohibits any language or behavior that harasses others due to race (real or perceived), language, heritage, religion, sexual orientation, gender identity or expression, physical appearance, ability, learning style, or for any other reason, including the association with others with these characteristics. Even when intended in jest, such comments and actions create an unsafe community and teach a tolerance for a language of disrespect. NBTHS strives to prevent such harassment through education, intends to intercede swiftly in every instance, and will take appropriate disciplinary action in order to ensure this critical need of every stakeholder in this organization.

North Brunswick Township High School is committed to being a welcoming and inclusive community, not just in its abhorrence of intolerance and harassment, but also in the call to every member of the community to act with utmost integrity and to take individual and collective steps to assure a climate of mutual respect. Staff and students alike are expected to model the highest level of inclusive speech and actions, to act as allies for the offended, and to be intentional in embracing every member of the community. Parents and students must be vigilant in their own behavior and must share the responsibility to take action to assure the community is not just civil, but warm and inviting; not just free of harassment, but filled with acts of kindness and inclusiveness; not just a school, but a model of multiculturalism, equity, justice, sustainability, and peace.

Culture, community, and diversity are important words at North Brunswick Township High School. But community does not happen by itself. Not everyone automatically feels included, understood, or valued. Differences of any kind can be a hurdle rather than an invitation. Strong friendships may exclude, rather than include. Forces are at work in society that consume our time, divert our attention, or undermine our intentions. North Brunswick Township High School invites you to help make the community a place that invites equal membership to all, embraces each family equally, supports school initiatives wholeheartedly, and celebrates together. Every member of NBTHS is to anticipate and expect this out of each and every one of its stakeholders.

NBTHS is a nationally recognized Blue Ribbon School of Excellence. The students, staff and community have an obligation to live up to this recognition by striving for excellence in all areas of our school and community involvement. The members of the NBTHS community should strive to attain and to exceed the highest possible personal standards of performance.

ACADEMIC INTEGRITY VIOLATIONS

The academic integrity guidelines of this community emphasize doing one's own work while avoiding all types of academic dishonesty including, but not limited to copying, cheating, plagiarism, fabrication, stealing, misrepresentation, facilitation, buying, selling or distributing information and unethical technology use. Unauthorized collaboration on any assignment is considered collusion. Cheating also includes being in possession of any unauthorized source without proper acknowledgment. Failure to report to school authorities any breach in security of secured class materials is also in violation of the academic integrity policy. Plagiarism is the use of any source without proper acknowledgment. **All violations are documented on the student's record.** Any violation may result in denial or removal from the National Honor Society as well as loss of academic scholarship consideration and leadership opportunities.

**DISCIPLINE AND DISCIPLINARY PROCEDURES
MINOR OFFENSES**

Infraction	Definition
Disruption	Intentional behavior causing an interruption in class or activity. Disruption includes loud talk, noise with materials or body parts, or getting out of seat
Horseplay	Non threatening physical interactions
Inappropriate Language	Non threatening non directed verbal or gestural messages used within conversation that include swearing, name calling, or use of words in an inappropriate way
Insubordination/disrespect	Refusal to follow classroom or school rules, or staff directions, talking back and/or socially rude interactions
Misuse of Pass	Using a pass for a reason other than it is intended
Tardy	Students are considered late to school/class when they arrive after the bell without a pass from a staff member.

MAJOR INFRACTIONS

Infraction	Definition
Inappropriate Interactions with Adults	Threatening verbal or gestural interactions with staff members that are directed toward someone including swearing, name calling, or use of words or gestures in an inappropriate way
Burglary	Unauthorized entering into a school district building unoccupied with intent to commit a criminal act when the building is closed to students and/or the public.
Extortion	Using threats or intimidation to demand money or something of value to another person
Fighting-Physical Aggression	Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with objects, kicking, hair pulling, scratching, etc.)
Physical Assault on School Personnel	Intentional aggressive actions (e.g., hitting, kicking, throwing objects at, pushing, etc) directed at school personnel
Lewd Behavior	Inappropriate sexual behavior on the part of an individual or consensual physical contact between students that is sexual in nature and goes beyond a simple kiss.
HIB (Harassment, Intimidation, Bullying)	Student delivers disrespectful messages (electronically, verbally, or gestural) to another person that includes threats, intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, ethnicity, disability, religion, gender, age, national origin, and or sexual orientation.
Serious Disruption	Behavior causing an interruption in a class or building activity where the student is not responsive to repeated directions. Disruption includes, but is not limited to, sustained loud or aggressive language or behavior.
Property Damage-Vandalism	Student participates in an activity that results in substantial destruction or disfigurement of property (To be determined according to severity of damage)
Theft	Student is in possession of, having passed on, or being responsible for removing someone else's property.
Use-Possession of Drugs, Alcohol	Student is in possession of, caught using, or under the influence of illegal drugs or alcohol

Terroristic Threat-Bomb Threat-False Alarm	Student delivers message (electronically, verbally, gestural) or orchestrates the delivery of a message of possible harm to a person or persons on-campus, near campus, and or pending harm; student pulls or orchestrates pulling of an unwarranted fire alarm
Possession of a Dangerous Weapon	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm, or creating the impression (as in the case of a fake gun or grenade) of causing bodily harm
Academic Integrity Violation	Page 35 of our handbook – Academic Integrity Violation
Trespassing (police notification)	Unlawful entry onto school grounds or school sponsored events during the terms of an OSS and/or in violation of administrative directive
Cutting Class	Unauthorized absence from an assigned period. A cut is defined as missing an entire class, or portion of a class (10 or more minutes unexcused late), without the permission of the teacher of that class. (see p. 21)
Being in an unauthorized area	Inside or outside of the building
Forgery-Altering a document (ISS and Community Service)	Student has signed a person’s name without that person’s permission or has used identifying information from another person or a student has altered a school document
Truancy	Intentional unauthorized absence from school
Use-Possession of Tobacco or Tobacco Products	Student is in possession of or caught using tobacco products

TEACHER ASSIGNED DETENTIONS

Any teacher may assign detention to any student with twenty-four hour notification. Teachers will use teacher assigned detentions as a first step in addressing discipline problems, rather than referring a student immediately to an administrator. When a teacher assigns a detention, the student will report to the location designated on the date assigned. If the student fails to report to the assigned detention he/she will receive 3 hours of Administrative Detention.

AFTER SCHOOL ADMINISTRATIVE DETENTION (ASD)

When students are assigned an after school Administrative Detention (ASD), they must report to the detention room no later than 2:25 p.m. on the day assigned. Detention will be dismissed at 3:50 p.m. See Disciplinary Infraction chart for consequences assigned for failure to report to Administrative Detentions. A 4:00 p.m. late bus is provided on Tuesdays, Wednesdays, and Thursdays.

*** Detention takes precedence over Athletics, Extra-curricular activities and work responsibilities. Club advisors and coaches do not have the authority to excuse students from Administrative Detentions.**

SATURDAY DETENTIONS (CSS and FSD)

Full Saturday Detention (FSD) is held at the high school from 8:00 a.m. to 12:00 p.m. No students will be admitted after 8:15 a.m. under any circumstances. See Disciplinary Infraction chart for consequences assigned for failure to report to Saturday Detentions. In case of inclement weather, call (732) 289-3700 ext.78833 for Saturday Detention cancellation information. If there are any concerns on Saturday morning, please call (732) 289-3701.

Community Service Saturday Detention (CSS) is held at the high school from 8:00 a.m. to 10:00 a.m.

DETENTION RULES

- All students must be in the room and seated on time for attendance.
- Students will remain quiet, will not talk or attempt to communicate with others, and will do school related work or read material approved by the proctor. Electronic devices are prohibited.
- Any student dismissed from the room for disciplinary reasons will be referred to the grade level assistant principal.

IN SCHOOL SUSPENSION (ISS) and LATES TO ISS

Students assigned In-School Suspension must report to a specified area on the day they are assigned. They will be there for the entire day and are expected to complete their assignments. A zero will be given for that day’s class work if it is not completed. Early out privilege will not be honored unless approved by grade level Assistant Principal. Students that arrive after 9:30AM may be assigned an additional day of ISS. Students may not attend or participate in any school-related activity while suspended. If the In-School Suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

OUT OF SCHOOL SUSPENSION (OSS)

Repeated suspensions may result in a meeting with the Principal and the possibility of referral to the Board of Education for an expulsion hearing. Any violation of school rules that is also in violation of the law shall be referred to the police for prosecution. Students may not attend or participate in any school-related activity while suspended, nor are they permitted on district school property. If the Out-of-School Suspension continues from a Friday to the following Monday, the student may not participate in any school activities over that weekend.

LEGEND TO DISCIPLINARY GUIDELINES

After School Administrative Detention (2:20 PM-3:50PM) (ASD)
 Lunch Detention Lunch period (LD)
 Full Saturday Detention (8:00AM-12:00PM) 4 hours (FSD)
 Community Service Saturday (8:00AM-10:00AM) 2 hours (CSS)
 In-School Suspension (ISS)
 Out-of-School Suspension (OSS)
 Possible Expulsion Hearing before Board of Education EXP/P
 Expulsion Hearing before Board of Education EXP/H
 Possible Police Notification PN

Violation	1st Offense	2nd Offense	3rd Offense
Academic Integrity Violation: Level I Unauthorized Collusion (copying another’s homework or class work without prior teacher approval; allowing another to copy one’s own homework or class work without prior teacher approval)	Zero on the assignment, 1 CSS	Zero on the assignment, 1 FSD	Zero on the assignment, 1 ISS
Academic Integrity Violation: Level II Cheating/Plagiarism (see p. 30)	2 days ISS, zero for work, principal notification to parent re: reporting	2 days OSS/1 CSS, zero for work, principal notification to parent re: reporting	4 days OSS/1 CSS, zero for work, principal notification to parent re: reporting, EXP/H
Arson: starting a fire or causing an explosion in/on school grounds	10 days OSS, EXP/P/PN		
Assault: unprovoked physical assault upon another person	10 days OSS, parental conference, EXP/P/PN	Long term OSS, parental conference, EXP/H/PN	Long term OSS, parental Conference, EXP/H/PN
Baiting or inciting conflict	TBD by Administration		
Bomb Threat/Offense (fake or real)	10 days OSS, EXP/P/PN		
Bullying/Intimidation/Harassment	TBD by Administration		
Burglary	TBD by Administration		
Cutting Class (see p. 24)	1 FSD, zero for work	1 FSD/1 CSS, zero for work, parental conference	1 day ISS/1 FSD, zero for work, parental conference
Defacing or damaging property, including school ID card (vandalism/graffiti/misuse of equipment)	1 day ISS/1 CSS, parental notification, monetary restitution, PN	2 days OSS, parental notification, monetary/physical restitution, PN	4 days OSS, parental notification, monetary/physical restitution, PN
Dress Code	Report to ISS unless dress code is satisfied, parent notification	1 CSS, Report to ISS unless dress code is satisfied, parent notification	2 days OSS, Report to ISS unless dress code is satisfied
Endangering the safety of others	TBD by Administration, parental notification, PN		
Extortion	TBD by Administration		

Violation	1st Offense	2nd Offense	3rd Offense
Failure to follow procedures during safety drills	1 CSS, parental notification	1 FSD, parental notification, PN	1 day ISS, parental notification, PN
Failure to report to teacher detention	1 ASD		
Failure to report to Administrative Detention	1 ASD	1 CSS	1 FSD
Failure to report to Lunch Detention	1 LD	1 ASD	
Failure to sign-in/sign-out and attend class	1 FSD, parental notification, (cut to each class)	2 FSD, parental notification, (cut to each class)	1 day ISS/2 FSD, parental notification, (cut to each class)
Failure to report to ISS (insubordination)	Escorted to ISS, 1 CSS, parental notification	Escorted to ISS, 1 FSD, parental notification	Escorted to ISS, 1 day OSS (unexcused absence)
Failure to report to Saturday Detention	1 FSD (reassigned)	1 day OSS on Monday following reassigned Saturday Detention (unexcused absence). Mandatory reentry parent conference with Principal on Tuesday.	
False Alarm (Setting off a false alarm, stink bomb or fireworks causing a disruption to the school community)	10 days OSS, EXP/H, PN	Long term suspension, EXP/H/PN	
Fighting	4 – 10 days OSS, parental conference, PN	Long term suspension, parental conference, EXP/H/PN	Long term suspension, parental conference, EXP/H/PN
Forgery/altering signature or other information on school document (passes, notes, letters etc)	1 day OSS/1 CSS	2 days OSS, 1 CSS	3 days OSS, 1 CSS
Gambling	1 day ISS, parental notification, conference with SAC	2 days ISS, parental notification, conference with SAC	2 days OSS, parental notification, referral to SAC
Inappropriate behavior or language/horseplay	1 CSS	1 FSD	1 ISS
Insubordination/defiance to staff member	1 day ISS, 1 CSS, parental notification	2 days OSS, 1 FSD, referral to SAC	4 days OSS, EXP/P/PN
Lates to class	4x – 1 ASD 16x – 2 FSD	8x – 1 CSS 20x – 1 ISS	12x – 1 FSD 24x – 1 OSS (unexcused absence)
Lates to school	4x – 1 ASD 16x – 2 FSD	8x – 1 CSS 20x – 1 ISS	12x – 1 FSD 24x – 1 OSS (unexcused absence)
Leaving class without permission	1 ASD	1 ASD, 1 CSS	2 ASD, 1 CSS
Lewd behavior	4 days OSS, parental notification, EXP/P/PN		
Leaving building without permission (but not school grounds)	1 FSD, parental notification	1 day ISS, 1 CSS, parental notification	2 days OSS, 1 CSS, parental notification
Leaving school grounds without permission	2 days ISS, 1 CSS, possible drug testing (cuts for all classes)	3 days ISS, 1 FSD, possible drug testing (cuts for all classes)	4 days OSS (cut for all classes), possible drug testing
Misuse of pass, passbook	1 ASD	2 ASD, class pass restriction (possible class cut)	1 CSS full day pass restriction (possible class cut)
Possession of a weapon/imitation firearm, explosive	10 days OSS, EXP/H/PN	TBD by Administration	
Possession, distribution and/or sale of alcohol or controlled dangerous substance or drug-related paraphernalia	10 days OSS, referral to SAC, PN, parent conference. (see Board Policy for under the influence violation)		
Providing false ID and/or testimony	TBD by Administration		

Violation	1st Offense	2nd Offense	3rd Offense
Serious disruptive/inappropriate behavior/horseplay	2 days OSS, 1 CSS, parental conference	3 days OSS, 1 FSD, parental conference	4 days OSS, 1 FSD, SAC referral
Removal from class	TBD by Administration		
Sexual Harassment	TBD by Administration		
Smoking or use of tobacco products on school grounds (includes possession of tobacco materials and lighters)	2 days ISS, Municipal Court complaint, referral to SAC, parent conference	2 days OSS, Municipal Court complaint, referral to SAC, parental conference	4 days OSS, Municipal Court complaint, referral to SAC, parental conference
Taking pictures, videos, audio recordings of others without permission	1 CSS, parent notification, PN (possible HIB report)	2 days ISS, parent conference, PN (possible HIB report)	3 days OSS, parent conference, PN (possible HIB report)
Terroristic Threat	TBD by Administration		
Theft/Possession, custody or use of any property that is stolen	2 days OSS, restitution	3 days OSS, restitution, PN	4 days OSS restitution, PN
Threatening another student (statement, gesture or action: electronically or otherwise)(includes extortion)	4 – 10 days OSS, parent notification, EXP/P, PN	Long term suspension and EXP/P, parent notification	Long term suspension, pending EXP/H
Threatening school personnel (statement, gesture or action: Electronically or otherwise)	10 days OSS, parent notification, EXP/P/PN	Long term suspension, parent notification, EXP/H/PN	
Trespassing (police notification)	2 Days OSS	3 days OSS	4 days OSS
Truancy/Cutting School	1 CSS (unexcused absence and cut to classes), mandatory parental conference with Principal	2 days ISS (unexcused absence and cut to classes), mandatory parental conference with Principal, PN	3 days ISS (unexcused absence and cut to classes), mandatory parental conference with Principal, PN
Unauthorized area	1 ASD	1 ASD, 1 CSS	2 ASD, 1 CSS, parental notification
Under the influence of alcohol or drugs	4 OSS, random drug testing, referral to SAC	4 OSS, 4 ISS, random drug testing, referral to SAC, EXP/H	10 days OSS
Use of profanity directed to staff (language/gesture)	2 days OSS, parent conference with Principal	4 days OSS, 1 CSS, parent conference with Principal	5 – 10 days OSS, parent conference with Principal
Use of profanity, obscene or inappropriate language	1 day ISS, 1 CSS	2 days ISS, 1 CSS, parental notification	2 days OSS, 1 CSS, parental notification
Violation of Acceptable Use Policy (see p. 46)	TBD by Administration		
Violation of Gang Policy	Meeting with parent	4 days OSS, parental notification	10 days OSS, EXP/H, PN
Violation of ID policy Students are required to wear their school photo IDs on a lanyard around their neck at all times. *Refusal to wear ID will be considered Insubordination.	Verbal warning, temporary ID issued	LD + replacement ID kit (\$5.00)	AD + replacement ID kit (\$5.00) *for each subsequent infraction, 1 CSS + replacement ID kit (\$5.00)
Violation of ISS (Removal from ISS)	1 OSS (TBD when), 1 additional ISS		
Violation of Student Parking Policy/Motor vehicle moving violations	TBD by Administration		
Violation of Bus Policies	TBD by Administration		
Violation of building rules or policies not specifically mentioned	Will be determined according to the seriousness of the offense.		

All of the above are to be considered guidelines and may be modified depending on specific circumstances. Obviously, all possible inappropriate behaviors cannot be listed. Repeated serious behavioral offenses will result in loss of grade level privileges, including but not limited to Proms and participation in graduation ceremony, as well as more severe punishments or

penalties including referral to the Board of Education for an expulsion hearing. Therefore, the administration reserves the right to address each incident on an individual basis.

COURT ACTION - ATTENDANCE

Students 16 years and under are required to attend school (N.J.S.A. 18A:38-25). Students under 16 years of age who are consistently truant will be referred for court action. Court action will be instituted for other violations such as trespassing, assault, inducing a person(s) to use a narcotic drug(s), smoking, malicious destruction or damage to property, carrying concealed weapons and any other violation of New Jersey statutes.

CHAIN OF COMMAND: DISCIPLINE MATTERS

Every organization has and needs an orderly process to use when problems/issues arise. The Chain of Command regarding all discipline matters at North Brunswick High School is:

Student/Parent contacts Dean of Students
Student/Parent contacts Grade Level Assistant Principal
Student Files Appeal Hearing Requests with High School Principal (within 24 Hours of Incident)
Parent contacts High School Principal
Parent contacts Superintendent of Schools
Parent contacts Board of Education

APPEALS - DUE PROCESS

All students are afforded the right to appeal disciplinary action they feel is incorrect. Students must follow the steps outlined below if they wish to file an appeal. Appeals must be submitted within 24 hours of disciplinary action being assigned under all circumstances. Appeals not submitted within that time period will not be heard. An assigned consequence will not be reduced on appeal unless it has been misapplied.

1. Obtain an appeal form from the appropriate grade level Assistant Principal’s office.
2. Complete the form and submit it to the appropriate grade level Assistant Principal’s office before the end of the next school day following the day the discipline was assigned. For example, if the Saturday detention was assigned on Monday, the appeal must be submitted by the end of the day on Tuesday.
3. The first level of appeal will be the Principal or his/her designee.
4. Students who are unsatisfied with the first level appeal determination may have the right to appeal to the Superintendent and ultimately to the Board of Education.

THREAT OF VIOLENCE OR A VIOLENT ACT

All reported threats of violence will be investigated. Any student who threatens a staff member or student with violence is subject to disciplinary action. All threats will be taken seriously; if necessary, the proper authorities will be notified. Any student committing a violent act will be subject to severe disciplinary action. An out of school suspension will be assigned, police complaints may be filed, and there is the possibility of expulsion.

WEAPONS

The Board of Education prohibits the possession, use or exchange of any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation. Any item used to intimidate, strike, or cause physical harm to another individual is considered a weapon. Any student who possesses uses or exchanges a weapon in violation of this policy shall be subject to stringent discipline, which will include long-term suspension and/or expulsion in compliance with NJ State Statute 2C39-1F along with the Safe Schools Initiative, the Zero Tolerance for Guns Act, P.L. 1995. In addition, the proper law enforcement officials will be notified of the incident and appropriate charges will be filed.

STUDENT ASSISTANCE COUNSELOR (SAC)

In addition to regular counseling services, North Brunswick Township High School offers the services of a Student Assistance Counselor to help students cope with problems related to drugs, alcohol, or other controlled dangerous substances, as well as other issues that may negatively impact on a student's performance. The NBTHS SAC can be reached at (732) 289-3700 x73044 during school hours. The role of the NBTHS SAC is to help students and families gain the necessary support and appropriate services. The school community invites parents to join in its efforts to provide a safe, healthy, and drug free environment within the school, and to contact the Student Assistance Office if there are any concerns or needs for these supportive and referral services.

Ms. Gina Marie Tischio

732-289-3700 x73044

gtischio@nbtsschools.org

SUBSTANCE ABUSE/DRUGS AND ALCOHOL

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

At North Brunswick Township High School, we work to prevent drug use, but must also be aware of how to respond when we suspect a student is using drugs/alcohol while in school. If you recognize a pattern of behaviors that lead you to have concerns that a student might be involved with dangerous chemical use and or alcohol speak to the Student Assistance Counselor, Gina Marie Tischio. (above)

From the American Academy of Child and Adolescent Pediatrics, some of the major warning signs include:

- **School:** decreased interest, negative attitude, and drop in grades, many absences, truancy and discipline problems.
- **Social/behavioral:** peer group involved with drugs and alcohol, problems with the law, dramatic change in dress and appearance.
- **Emotional:** personality change, sudden mood changes, irritability, irresponsible behavior, low self-esteem, poor judgment, depression, withdrawal, and a general lack of interest.
- **Physical:** Fatigue, sleep problems, repeated health complaints, red and glazed eyes and a lasting cough.
- **Family:** starting arguments, breaking rules, or withdrawing from the family.

HOLD HARMLESS CLAUSE

Staff members are protected by a "hold harmless clause" (release of liability for reporting of students suspected of being under the influence of alcohol or drugs):

N.J.S.A.18A:40A-13 "No action of any kind in any court of competent jurisdiction shall lie against any teaching staff member, including a substance awareness counselor, any school nurse or other educational personnel, medical inspector, examining physician, or any other officer or agent of the board of education or personnel of the emergency room or hospital because of any action taken by virtue of the provisions of this act, provided the skill and care given is that ordinarily required and exercised by other such teaching staff members, nurses, educational personnel, medical inspectors, physicians or other officers or agents of the board of education or emergency room personnel.

N.J.S.A. 18A:40A-14 "Any teacher, substance awareness counselor, guidance counselor, school psychologist, nurse or other educational personnel; who in good faith reports a pupil to the principal or his designee; school nurse in an attempt to help such pupil cure his abuse of substances; shall not be liable in civil damages as a result of making such a report."

The Board of Education prohibits the use, possession and/or distribution of alcohol or other drugs on school grounds, including on school buses or at school-sponsored functions according to **N.J.S.A. 18A:40A-9,10 and 11.**

- Students who possess, use, or distribute drugs, alcohol, prescription drugs (except for those for which permission to use has been granted), or imitation drugs in or during school hours, at school-sponsored activities, or on school grounds will be suspended from school and may be recommended to the Board of Education for expulsion.
- Students who are caught dealing drugs will be suspended and may be recommended to the Board of Education for expulsion.
- Students who attend school or school sponsored activities under the influence of alcohol or drugs, or after consuming alcohol or illegal drugs, will be suspended from school.
- Students who are referred to the nurse and Student Assistance Counselor (SAC) because they are suspected of being under the influence of drugs or alcohol will be suspended if they test positive for illegal substances. (Please see Discipline Chart)
- Students who test positive for steroids, according to New Jersey State Interscholastic Athletic Association (NJSIAA) policy, will be considered in violation of the school's substance abuse policy and will be subject to disciplinary action in accordance with that policy.

- All students who are in a car, within the designated drug-free school zone, or during school hours with illegal substances or with an open or closed container/bottle/can of alcoholic beverage will be considered in possession of illegal substance and will be suspended from school. Cars may be searched where there is suspicion of drugs or students being under the influence. These students will be subject to all NBTHS procedures regarding substance abuse (including random drug testing) as outlined in the handbook.

ALCO-SENSOR

- North Brunswick Township High School recognizes that a student's abuse of harmful substances seriously impedes the student's education and threatens the welfare of the entire school community. In keeping with the practiced approach and commitment to protect our students and the school community, NBTHS Administration plans to randomly screen students who attend school-sponsored events for alcohol using the Alco-Sensor. The Alco-Sensor is a hand-held passive breath alcohol sensor device which provides an efficient way to gauge whether a student has consumed alcohol by having the individual blow through the mouthpiece.
- In order to be admitted/attend a NBTHS sanctioned activity, students will be randomly selected and asked to blow into the mouthpiece of the Alco-Sensor that senses alcohol on the breath. Any student who tests positive will be denied entrance to the event and will be under the supervision of an administrator. The parents will be called and, as per Board Policy #5530, follow the proper procedures for a medical examination. In the event that a parent cannot be reached within one (1) hour, the student will be turned over to the police. In addition, students who test positive using the Alco-Sensor or who refuse to take the Alco-Sensor test, will be subject to disciplinary action in accordance with the North Brunswick Township Board of Education Policy #5530. The Alco-Sensor test may be administered prior to entering the event, during the course of the event, or upon leaving the event.

AFTER SCHOOL ACTIVITIES: In the event of suspicion of a student under the influence of drugs and/or alcohol during an athletic event, school function, field trip outside of school hours.

1. The staff member in charge of the function (administrator, coach, event leader, etc.) shall immediately notify the student's parent/guardian and principal and provide for appropriate care of the student until the parent/guardian arrives. The student should not be left unattended. The staff member who reported that the student may be under the influence of drugs and/or alcohol shall complete the Suspicion of Student Being Under the Influence Form and return it to the staff member in charge of the function.
2. The principal will notify the superintendent.
3. The parent/guardian will be required to take the student to their doctor for an immediate medical exam and chemical screening for drugs and alcohol. The designee shall provide the parent with a copy of the Medical Evaluation for Substance Use/Abuse Form and check off the second box that lists chemical screening and medical evaluation.
4. If the student's MD is not available, the parent/guardian will be given a list of facilities that provide walk-in services. The student will not be permitted to return to school until he/she receives written clearance within 24 hours from the doctor. Failure to comply with this procedure will be considered a violation of the school's substance abuse policy.
5. If the parent's MD or school doctor is not immediately available, the student shall be taken to the emergency room of the nearest hospital for examination.
6. In the event that 911 is called and a parent cannot be contacted, an administrator or event leader shall assign a designee to accompany the student to the nearest hospital. The designee shall follow in a separate vehicle if possible. The designee shall remain with the student until the parent arrives.

DURING THE SCHOOL DAY: Any time a staff member reports a suspicion of a student under the influence of drugs and/or alcohol, the following shall occur:

1. The staff member will inform the grade administrator that there is a student who may be under the influence and request that the student be escorted from the class to the health office. The staff member will complete the Suspicion of Student Being Under the Influence Form which will be given to the assistant principal **immediately**.
2. The assistant principal will inform the SAC and the nurse that the student requires evaluation.
3. The principal or designee shall immediately notify the student's parent/guardian and the superintendent and provide for appropriate care of the student until the parent/guardian arrives.
4. The school nurse will conduct a vital sign assessment.
5. The assistant principal will provide the parent with a copy of the Medical Evaluation for Suspicion of Substance Use/Abuse Form AND the parent will be required to take the student to their doctor for an immediate medical exam.
6. If the student's MD is not available, the parent/guardian will be given a list of facilities that provide walk-in services. This will not be at the district's expense. The student will not be permitted to return to school until he/she receives written clearance within 4 hours from the doctor. Failure to comply with this procedure will be considered a violation of the district's substance abuse policy.

7. If the parent cannot be reached, a school administrator accompanied by another staff member must accompany the student to the office of the school physician.
8. If the parent's MD or school doctor is not immediately available, the student shall be taken to the emergency room of the nearest hospital for examination.

RANDOM DRUG AND ALCOHOL TESTING (Refer to Board Policy #5531)

The Board hereby authorizes the Administration to conduct random drug and alcohol testing of all students engaged in athletics, extracurricular activities and all students authorized to park on school premises. Further, all other students, with the consent of a parent/guardian, shall be tested on a voluntary basis. Administrative Regulations (R 5531) cover procedures for conducting these tests and appropriate recourse regarding the results. Design of the program should be consistent with the Board's objectives, which are as follows: (1) to promote health and safety; (2) to deter drug and alcohol use, thereby countering peer pressure which may encourage indulgence; (3) to encourage students who use alcohol and drugs to participate in rehabilitative programs; and (4) encourage and invite voluntary testing.

For the purpose of this policy:

- "Drugs" means all controlled substances designated and prohibited as stated in North Brunswick Township Board of Education Substance Abuse Policy No. 5530 and New Jersey statutes: N.J.S.A 23:21-2, N.J.S.A 2A170-25.9, N.J.S.A. 2C:35-2.
- "Alcoholic Beverages" means beer, wine, distilled liquors, and any other liquid containing alcohol.
- "Medication means all medications, including over the counter drugs, must be properly registered with the school nurse. N.J.S.A. 18A40-12.4. Failure to do so will result in disciplinary action.
- "Extra Curricular Activities" means any non-credit activity in which a student participates.

PROCEDURES FOR STUDENT TESTING CONSENT

All students wishing to participate in parking, the voluntary drug testing program, any extracurricular and/or athletic program and the students' custodial parents/guardians shall consent to drug and alcohol testing pursuant to the NBTHS random alcohol and drug testing policy. Any student who does not consent will be dropped from the activity/sport and/or will not be permitted to park on school grounds.

TESTING PROCEDURES

On a periodic basis during the course of the school year, the ID numbers of all participating students will be placed in a pool from which a designated administrator will randomly draw the names of a minimum of 10 percent annually for alcohol and drug testing. Those students selected for testing shall be immediately notified and tested the same day. A courtesy phone call will be made to the student's parents. Any student who refuses to be tested, deliberately avoids testing, or has a positive test result, will be in violation of the NBTHS Random Drug Testing Policy.

COLLECTION OF TESTING SAMPLES

The students selected for testing shall complete a specimen control form, which bears an assigned identification number. This identification number shall be the means for identifying the specimens by all laboratory personnel. Only the designated school personnel shall know the assigned number for each student selected for testing. The student shall submit either a saliva, urine and/or breath sample according to the NBTHS Random Drug Testing Written Consent Form.

CONFIDENTIALITY

The District respects the privacy of its students and shall maintain confidentiality regarding any alcohol and drug testing. All records and subsequent actions shall be kept in a file separate from the student's cumulative academic file. The District personnel will not release records of drug and alcohol tests or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and or his/her parent/guardian. If use of drugs/anabolic steroids or alcohol is confirmed, the following will occur:

FIRST INFRACTION

The assistant principal will contact the parent/guardian to remove the student from school and make arrangements for the mandatory medical examination pursuant to the statute, N.J.S.A. 18A:40A-12. The student must attend a minimum of five (5) counseling sessions with the student assistance counselor (SAC) and must agree to follow any appropriate treatment recommendations. The student may sign into and complete a drug/alcohol in-patient rehabilitation program that must begin within one week of the offense and continue with an aftercare program. An information release form must be completed for the SAC to be able to communicate with your rehabilitation providers(s). The parent/guardian is responsible for the cost of the rehabilitation program. Students will be suspended from participation on the team, activity or parking until the completion of

the mandated counseling sessions and upon submission of a drug and alcohol test free of alcohol and/or any controlled dangerous substance.

SECOND INFRACTION

The assistant principal will contact the parent/guardian to remove the student from school and make arrangements for the mandatory medical examination pursuant to the statute, N.J.S.A. 18A:40A-12. The student will be removed from participation on athletic team/activity or parking for a period of 60 days from the date of the second positive test. The student will be subject to further drug testing for the remainder of the school year.

The student must attend a minimum of 10 after school counseling sessions with the student assistance coordinator (SAC) and must agree to follow any appropriate treatment recommendations. The student may sign into and complete a drug/alcohol in-patient rehabilitation program that must begin within one week of the offense and continue with an aftercare program. An information release form must be completed for the SAC to be able to communicate with your rehabilitation provider(s). The parent/guardian is responsible for the cost of the rehabilitation program. Should the student successfully complete an in-patient program, he/she will no longer be subject to the 60 day suspension from participation. The student must submit an alcohol and drug test free of alcohol and/or any controlled dangerous substance prior to participation after the 60-day suspension.

HARASSMENT/INTIMIDATION/BULLYING (refer to Board Policy #5512)

Bullying is defined as an act or gesture which is written, verbal or physical and that occurs on school property, at any school-sponsored function or on a school bus that:

- is motivated by any actual or perceived characteristics, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristics.
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Harassment, which includes any conduct that discomforts or humiliates, is defined as a pattern of unprovoked aggressive behavior of a physical and/or psychological nature carried out by an individual or a group against an individual or group with the effect of causing harm or hurt and will not be tolerated. After a thorough investigation, those who have participated in harassment may face any of the consequences or combinations thereof listed previously in this document. Depending on the circumstances, counseling and/or police contact may be required.

Students must report HIB incidents to the coach or advisor of the activity in which they are involved or to a school administrator. The coach, advisor or school administrator will complete a Student Incident Form/HIP Report and file it with an assistant principal or principal for investigation and follow-up. The appropriate school personnel will notify parents when a report is filed. In cases of perceived harassment, students must report it to a school counselor, teacher or administrator. A HIB Report should be completed and filed with an assistant principal or principal for investigation and follow-up.

CYBERBULLYING AND INTERNET SAFETY

Cyber bullying can generally be defined as sending or posting harmful or malicious messages or images through e-mail, instant messages, cell phones and websites. It is emerging as one of the more challenging issues facing all stakeholders, since it has a direct impact on students but often occurs away from school property. All information may be forwarded to the North Brunswick Township Police for possible prosecution.

Examples of cyber bullying include, but are not limited to the following:

- Sending cruel, vicious and sometimes threatening messages.
- Creating web sites that contain stories, cartoons, pictures and jokes ridiculing others.
- Posting pictures of classmates online with intent to embarrass them.
- Breaking into an e-mail account and sending vicious or embarrassing material to others.
- Engaging in IM (instant messaging) to trick another person into revealing sensitive or personal information and forwarding that information to others.
- Taking a picture of a person using a digital phone camera and sending that picture electronically to others without consent

SOCIAL NETWORKING SITES

Most teenagers visit websites to communicate with friends and meet new people. Facebook and Twitter are social networking sites, one of the many that have become increasingly popular with students. Facebook and Twitter allow students to create a personal website (for free), post pictures, add comments and use it to meet "online friends." The website often includes their full name, telephone number, address, school name and a picture. YouTube is a similar site dedicated to hosting video clips.

As such sites proliferate, students should be warned not to post identifying information to the site and never to meet someone in person they have met through the site unless an adult accompanies them. And parents should conduct frequent reviews of the site to ensure that identifying information or pictures have not been posted.

INTERNET SAFETY

No action is foolproof, but there are steps students can take to protect themselves online and lessen the chance of becoming the victim of unsolicited messages. Never give out personal information, passwords, PIN numbers etc. Remember that personal information includes your name, age, e-mail address, the names of family or friends, your home address, phone number (cell or home) or school name. Choose a user name that your friends will recognize but strangers won't (such as a nickname used at school). This will help you to identify yourself to friends and lets you know who is trying to communicate with you. Do not submit or post pictures of yourself to any website, including your own. These can easily be copied and posted to any other website. Passwords are secret. Never tell anyone your password except your parents or guardians. Do not respond to "spam" or unsolicited e-mail. Set up e-mail and instant messenger accounts with your parents. Do not respond to, or engage in, cyber abuse.

IF YOU ARE THE VICTIM OF A CYBER BULLY

- Don't reply to messages from cyber bullies.
- Tell an adult you know and trust. Just as with any other kind of bullying, ignoring it often leads to escalation.
- If the bullying is occurring through text messaging, use call display or dial *69 to identify the phone number and have it tracked through your cell phone/pager service provider.
- Instant messages (e.g. yahoo instant messenger, Microsoft Messenger) are best handled by blocking messages from certain senders.
- Bullies are likely to register for an anonymous e-mail account such as Hotmail, Yahoo or Gmail using a fake name. If you receive threatening e-mail messages, instruct your e-mail program to block messages from that address. Then inform your Internet Service Provider (ISP).
- If physical threats are made or the bullying escalates, inform your local police.
- Do not erase or delete messages from cyber bullies. You don't have to read them, but keep them as evidence. You may get similar messages from other accounts. The police, your ISP and/or your telephone company can use these messages to help you.
- If necessary, get a new phone number, account or e-mail address and give it out to only one person at a time.

ANONYMOUS CRISIS & BULLYING REPORTING TIP LINE

Students who might feel uncomfortable coming forward to a staff member about reporting an incident or a concern that might directly impact students and/or staff in NBTHS have the ability to leave a message on an Anonymous Crisis & Bullying Tip Line. While students are encouraged to have open and honest conversations with staff, it may be difficult for some students to share details about an event that has occurred or may occur within the school. If you have information that could be helpful in promoting a safe environment here in NBTHS, please call 732-289-3709 and leave a message. Please note that you will not be connected to a live person. Remember - IF YOU SEE SOMETHING, SAY SOMETHING!

*In the event of a true and immediate emergency, please dial 9-1-1.

SUGGESTIONS FOR PARENTS

Make sure your children understand how vast and public the Internet is. Remind them that anything they post or send in a message is virtually available to be seen or read by anyone in the world. Talk to your children about cyber bullying. Make sure they understand what it is. Let them know that cyber bullying is no less serious and unacceptable than other forms of bullying. Set up the family computer in an open, common area so that you can monitor what your child is sending and receiving. Inform your Internet Service Provider (ISP) or cell phone service provider of any abuse. Although it can take a lot of time and effort to get providers to respond and deal with your complaints about cyber bullying, it is necessary in order to try to

stop it from re-occurring. Purchase software that can help track activity. There are parental controls that filter both IM and chat rooms. Encouraging students to be aware of, report and intervene when cyber bullying occurs will help to ease the escalation of this new form of abuse. All instances of cyber bullying are to be reported to the appropriate Grade Level Assistant Principal immediately.

RACIAL/ETHNIC HARASSMENT

Discrimination or harassment based upon an individual's race, color, national origin, ancestry and religion interferes with the equal educational and/or employment opportunities in the school district and is forbidden. Harassment based upon these characteristics includes:

- Slurs or pejorative references to any such characteristics
- Unwelcome references to an ancestor's geographic place of origin
- Physical, cultural, linguistic or religious aspects of such characteristics
- Unwelcome references to the fact of association with or marriage to persons identified using such characteristics
- Unwelcome references to, association with or membership in organizations identified using such characteristics

SEXUAL HARASSMENT

It is a violation of school policy for any member of the North Brunswick Township Public Schools, staff or student, to harass another staff member or student through conduct or communications of a sexual nature. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Sexual harassment may include, but is not limited to, the following:

- Verbal harassment or abuse
- Pressure to engage in sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Uninvited touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any student who alleges sexual harassment by any staff member or student in the school district should file a complaint directly to the building principal or his or her grade level assistant principal.

The right to confidentiality, both of the complainant and the accused, will be respected consistent with the school's legal obligations, and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. A substantiated charge against a student in the school shall subject that student to disciplinary action, including suspension or expulsion.

DATING VIOLENCE

Dating violence is defined as a pattern of physical, sexual, verbal or emotionally abusive behavior delivered through any means whereby one person attempts to coerce, control or abuse another considered a dating partner. The term "at school" means in a classroom or anywhere on school property, on a school bus or school-related vehicle, at an official bus stop, or at any school sponsored activity event whether or not it is on school grounds. The District will not tolerate acts of dating violence. A student's safety shall be the first priority in an act or incident of dating violence. School administrators will implement discipline and remedial procedures to address acts or incidents of dating violence at school that are consistent with the school code or student conduct. A report of such violence will be investigated promptly within the defined timeline and in adherence with the procedures set forth in the District Dating Violence at School Policy.

GANG ACTIVITY

Any actions by students that are designed to promote gang membership, loyalty, or activity are prohibited. Any person who solicits recruits or coerces (by threat or intimidation) another to join or participate in a gang will be subject to school disciplinary action and possible criminal charges. Actions which are prohibited include, but are not limited to, using gang hand signs, wearing gang affiliated apparel, colors or accessories, having bandanas hanging out of pockets and/or producing gang graffiti on school property. Taking pictures on school property and posting them on any social or digital media site (*i.e.* Facebook, YouTube, Instagram) or other internet sites in a fashion that suggests gang affiliation is detrimental to the safety and security of students and staff and is prohibited. Taking pictures in school or on school premises in which students are demonstrating gang allegiance or gang hand signals is prohibited and students will be suspended from school. Students who, by their action or non-action, invoke fear, intimidate or lead or allow others to believe that they are in a gang are guilty of intimidation, bullying and harassment and will be in violation of school policy. These students will be suspended for a time to be determined by the principal, whose responsibility is to ensure the safety of all students. All students must feel comfortable

and free from fear coming to school. Any information gathered by school officials regarding possible criminal activity will be turned over to local police authorities.

PROHIBITED ITEMS

The following items are prohibited during the school day:

Cameras/video recorders	Tobacco Products
Coats	Water guns
Gloves	Skateboards
Head coverings for both males and females (hats, visors, wave caps, decorative scarves, etc.)	Laser pointers
Sun glasses	Playing Cards/Dice

*Bottled water/water bottles are prohibited outside of the cafeteria (if there is a medical issue, student should notify his/her assistant principal)

ELECTRONIC DEVICES

In recent years, the explosion of technological advances has presented challenges for schools with respect to classroom disruptions, impediments to a safe environment as well as academic integrity. Students often attempt to use these devices in class, disrupting the classes and the classes of the students on the receiving end of text messages, and, as a result, missing valuable information because of the distraction. Camera phones and text messaging have provided fast and easy ways to cheat, undermining the high academic standards held at NBTHS and giving some students unfair advantage over others. In situations such as a fight or an emergency, text messaging can undermine attempts to investigate fairly or to establish quickly a safe environment because students from around the building find reasons to visit the area in question, causing a substantial disruption to the safe operation of the school. Students and parents should know that pictures taken with camera phones that are inappropriate (such as those taken in a locker room or lavatory) may constitute child pornography. Should this be the case, appropriate disciplinary and possibly legal consequences will result. In addition, pictures of students and staff taken without permission, which have then been disseminated or posted on the Internet without permission, violate the person's rights, the district's Acceptable Use Policy, and, in some cases, the law. Appropriate disciplinary and legal consequences will result. The presence of inappropriate content or information for the purpose of cheating is the responsibility of the student who owns the phone, and anyone who may have used the phone for these purposes will also be held accountable for his/her part.

ELECTRONIC DEVICE USE GUIDELINES

Students are permitted to use their electronic devices:

- Before school
- During class time for instructional purposes and at the direction/discretion of the classroom teacher
- During Study Hall
- In the hallways
- During a student's designated lunch period in the Cafeteria and Commons

Under no circumstances shall electronic device usage be permitted:

- During any type of emergency drill (Fire, Active Shooter, Lock Down, Shelter-in-Place, Evacuation Drills etc)
- During any type of Assembly Program
- During testing situations. If students are caught using electronic devices during testing situations, academic integrity violation procedures will apply.
- During any other circumstance which results in inappropriate behavior, such as academic integrity violations or harassment, intimidation and bullying.

Students must comply when asked to put away their electronic device. Failure to do so may result in disciplinary consequences being assigned.

The school assumes no responsibility for lost or stolen items.

DRESS CODE

Dress is the prime responsibility of the parents and students; however, the school affirms that acceptable standards for students are predicated on neatness, cleanliness, and safety. School dress must not disrupt the educational process. Footwear must be worn in all parts of the school building for safety reasons. Apparel that is revealing, lewd, ragged, or that draws attention to illegal substances, violence and weapons are among the items prohibited. This includes tank tops, strapless shirts and dresses, tube tops and dresses, halter-tops and dresses, off the shoulder tops and dresses. Leggings and tights may not be worn as outer garments. They must be worn with shorts, a skirt, a dress or a shirt, the hem of which reaches one's fingertips. In addition, any apparel or item, which interferes with the identification of a student i.e.: sunglasses, hoods, etc. is prohibited.

- **Head coverings (for either male or female students) must be removed prior to entering the building and may not be carried or visible during the school day. Decorative scarves for girls are not allowed.**
- Coats are not to be worn or carried in the building once the school day has begun and must be stored in the students' lockers.
- Undergarments should not be visible on any student.
- Any clothing apparel or accessory which indicates the membership in or affiliation with any group associated with criminal activity is strictly prohibited. (NJSA 18A: 11-9)

The dress code shall serve as a minimum code. The building Principal may institute school rules and regulations, which he/she deems necessary and/or appropriate.

STUDENT SERVICES COMMONS AND NEW CAFETERIA

Students are expected to help cultivate and maintain a healthy, comfortable and appropriate environment in the Commons and are expected to show respect for cafeteria staff at all times. To meet that goal, the following rules for the cafeteria have been developed:

- Students must sit at a table while eating. Students may not consume food while sitting on the stage or on the floor.
- Students are to leave the table clean. Some students will be asked to clean up even though they did not leave their lunch garbage at the table. All students sitting at a given lunch table are responsible for the condition of that table at the end of the period. Failure to do so will result in lunch detention.
- Refrain from throwing any objects.
- Do not stand on tables or seats at any time.
- Place cans and bottles in recycling receptacles.
- Food may not be delivered to the school nor may students leave school to purchase food.
- Obtain a pass from a classroom teacher or one of the teachers monitoring in the Commons to report to the MRC.
- The length of the lunch period is 33 minutes. Students should remain seated until the bell to change classes rings.
- Gambling and card playing is prohibited.

STUDENTS ARE NOT PERMITTED TO:

- Leave the building.
- Leave school grounds.
- Be on Patio A, Patio B, Patio C, the Amphitheater or the parking lot.
- Enter the gym or be in the gym hallways or doorways.
- Loiter around the cafeteria doors and school store.
- Procure money from other students.
- Leave the Commons or New Cafeteria without written permission in the form of a pass from a staff member.

FOOD/DRINK

- Students may not drink or eat anything, at any time in the hallways, stairs, stairwells, etc. Students may not drink any other beverages or eat any food in classrooms.
- Drinks, food, etc. may be confiscated and discarded.
- Food/drink may not be taken out of the commons/new cafeteria
- Bottled water/water bottles are prohibited (if there is a medical issue, student should notify his/her assistant principal)

FREE AND REDUCED LUNCH

Applications for free and reduced lunches are given to all students at the beginning of the school year. The New Jersey State Department of Education sets income eligibility guidelines. Completed forms are to be returned to the Main Office.

INSURANCE

The Board of Education does not provide insurance coverage for lost or stolen items. Accident insurance coverage is the responsibility of the parent/guardian. The school district shall make available a policy for consideration during the month of September. Insurance for students involved in athletics is provided. PLEASE NOTE - The school acts as a collecting station and should not be considered as the agent of the insurance company.

USE OF THE MRC (LIBRARY)

During the first months of school, all ninth grade students are taken to the library with their English classes and are given instruction and orientation in the use of the library.

Guidelines:

1. Students may use the library Tuesday-Friday from 7:00 a.m. until 3:50 p.m. The MRC is closed Monday after school.
2. Students wishing to use the MRC must obtain a pass from a subject area teacher, Guidance counselor or administrator in the morning. Please check to see that the day you are signing up is available. If the MRC is not available, students are not permitted to use the MRC for that period.
3. Students who wish to use the MRC during their Study Hall period must present to their Study Hall teacher their passbook with a signature from an academic teacher on any given day. **Study Hall teachers may not issue passes to the MRC.**
4. All students must have an individual or group pass.
5. Students are to report to the library desk to be checked in and are expected to stay the entire period, unless otherwise stated on their passes.
6. Classes are brought to the library throughout the year, as need arises, by subject teachers for special instruction or research.
7. All students are to be seated and talk at a low volume while in the library so as not to disturb other students.
8. The library is intended as a reading, research, and study area.
9. Internet users must abide by the Technology Use Guidelines included in this handbook.
10. Students must present a valid NBTHS ID card to enter the MRC, and each time a book is checked out or reference materials are used.
11. Food, drink, and gum are not permitted in the MRC at any time.

It is strongly recommended to staff and students to use the MRC after school. (Tuesday-Friday) from 2:30 – 3:50 with the availability of a late bus (Tuesday, Wednesday and Thursday - see late bus schedule).

SCHOOL NURSE

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

DISMISSAL FROM SCHOOL DUE TO ILLNESS

In the absence of a parent or guardian, the school nurse has the authority in deciding when a student must leave school due to illness. All students MUST come to the Nurse's Office and be assessed by the school nurse PRIOR to a parent being called to pick up a student. No student may use a cell phone, e-mail, or text message to contact a parent to request that they be picked up. The phone call must be initiated by the school nurse or the absence will be considered unexcused. 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. Seniors will be allowed to drive themselves home only at the discretion of the school nurse or administration and only with permission of the parent/guardian.

MEDICATION GUIDELINES

School nurses are not permitted to dispense medication without a doctor's permission.

12. Only written orders from doctors are acceptable. Orders must include the start and end dates and a diagnosis. If the medication is to be given, a doctor's note must be provided at the beginning of each school year. Written permission from a parent/guardian is also required when any medication is to be given by the nurse.
13. All medication must be labeled with the student's name, medicine identification, dosage, time to be given and dates.
14. All non-prescription drugs are to be handled the same as prescribed drugs. Therefore, the nurse will administer such drugs as aspirin, Tylenol, antihistamines or non-prescription cough syrup only upon receipt of written notes from a doctor and parent/guardian. Over the counter medication must also be provided in a labeled container.

INHALERS/EPINEPHRINE AUTO-INJECTORS

Before any student shall be authorized to carry and/or use an inhaler or Epinephrine auto-injector on school premises or at school functions off school property, there must be filed by the parent/guardian with the school nurse the following: an asthma action plan or allergy action plan that describes the condition and circumstances that a student may use an inhaler or administer an Epinephrine auto-injector. The physician shall also certify that the patient is trained in the use of the inhaler or Epinephrine auto-injector and is capable of self-administration of the medication.

- The parent/guardian must provide an additional inhaler or Epinephrine auto-injector, identical to the one which the student is authorized to carry, which shall be retained by the school nurse.
- The parent/guardian of such student shall make a written request of the school district for permission to have the student carry and use an inhaler or Epinephrine auto-injector.
- Students must report to the school nurse with inhaler or Epinephrine auto-injector and demonstrate to the school nurse that they have proper knowledge about the use of these medications. Students deemed responsible may carry their prescribed medication on their person.

EXCLUSION FROM PHYSICAL EDUCATION - Students who may need to be excused from participation in physical education due to a medical reason must submit a doctor's note to the school nurse. The note should include the reasons and length of time to be excused. Such a note is to be brought to the physical education teacher who will then send the student with the note to the school nurse. The nurse will approve the note and issue an excuse for the requested period.

PHYSICAL EDUCATION INDEPENDENT STUDY

A Physical Education Independent Study will be provided to students who are on a medical for Physical Education. Student must provide medical documentation to the school nurse and see their Physical Education teacher for the appropriate assignment(s). The length of assignment will vary on the length of the medical note. The assignments will be due to your physical education teacher by the date assigned. According to N.J.S.A. 18A: 35-7 and 8, all students in grades 1-12 must have at least 150 minutes of health, safety, and physical education per week each year. In high school, students must complete at least 3 ¾ credits in H/PE each year of attendance in order to receive a state-endorsed diploma. No student is exempt from physical education class.

PHYSICAL EDUCATION MAKE-UP POLICY

It is the student's responsibility to complete make up work any time they are absent from Physical Education. A list of written assignments is available on all Physical Education teachers' web pages. Students will complete **ONE** assignment for **EACH** day they are absent. Students are to start with assignment #1 and continue in order for each additional day they are absent. If the makeup assignment is not turned in the student will receive a zero for the day they missed. Modifications will be made for students with Individualized Education Plans and for those who may be absent consecutive days for an illness, family emergency, etc.

Physical Education Required Attire (available for purchase in the school store).

Physical Education Guidelines for Safe Participation:

- Sneakers (no flip-flops, wheels, or hiking boots)
- White or light grey t-shirt with name written across upper back.
(No tank tops, belly shirts, visual obscenities, or drug advertisements)
- Black or navy blue gym shorts/sweat pants. Must have drawstring or elastic waist (no zippers, buttons, or belt loops).
- No jeans, hats or jewelry
- No official school athletic uniforms

SCHOOL STORE – RAIDERS' ROOST

The Marketing Education Program operates the store, which is open during all lunch periods. In addition to school supplies, the store carries a variety of gift and school spirit items.

LOST AND FOUND

The Lost and Found closet is located off the Commons. It is suggested that students put their names on valuables, such as calculators, so they may be easily identified. Students should not bring large sums of money or valuable jewelry, etc., to school. **The school assumes no responsibility for students' personal belongings including, but not limited to cell phones, electronic devices, clothes and backpacks.** Unclaimed items will be discarded at the end of each school year.

VENDING MACHINES

Vending machines are available for use before and after school only. All students must cooperate with the proper disposal of wrappers, bags, and cans after consumption.

1. Eating and/or drinking are prohibited in all classrooms and hallways.
2. Food and drink should not be consumed during passing time. Walking the halls with an open container or package while drinking and/or eating is not permitted. Such items may be confiscated with no reimbursement of their cost.
3. Students will not be issued passes to the vending machines during class or study hall. Use of the vending machines during the school day is prohibited.

CELEBRATIONS

1. Various holidays are celebrated by different religions and cultures throughout the school year. It is imperative that individuals' beliefs and preferences are respected; therefore, the rights of students and staff members will be of the utmost importance in regard to all holiday celebrations and traditions.
2. Personal deliveries of flowers, balloons, etc. are discouraged. Deliveries will remain in the appropriate Grade Level Assistant Principals' office and will be given to the student recipients at the end of the school day.
3. Classroom parties are not permitted. Teachers may request permission, in advance, from the Principal for a curriculum related celebration.

EMERGENCY SCHOOL CLOSING

The means that the District uses to communicate Emergency Closings/Delayed Openings/Early Closings information is reported in the school calendar. The complete list of media who publicize the district's status is:

- WCTC 1450 AM
- WMGQ 98.3 FM
- WABC-TV Channel 7 NYC
- News 12 NJ
- Local Cable Access Channel 15
- www.nbtschools.org
- Automated Phone calls
- Email alerts
- www.fios1news.com

TRANSPORTATION

Bus transportation is provided to and from school. Students are urged to use the bus, rather than drive, whenever possible but especially in inclement weather. The district's transportation phone number is (732) 289-3026.

School and parents must continue to work together for the supervision of your son/daughter after dismissal from school.

NBTHS has developed a "Supervision After School Dismissal Plan" as follows:

- If student misses their bus, they are to report to the Main Office immediately to call their Parent/Guardian on this situation. Parent/guardian must also speak to the Main Office designee to finalize plans for the student to go home.
- Main Office (7:00 am – 4:15 pm). If the Parent/Guardian cannot pick up their son/daughter by this time, then a special arrangement must be set up with the school.
- Parents are expected to know the NBTHS school calendar and dismissal times.
- If the school is dismissing early for weather conditions, please have a plan developed for your son/daughter whether they walk, take a bus or get a ride home.
- Again please discuss a second option with your son/daughter. If needed please provide a parent note about the release of your son/daughter with special circumstances.

BUS CONDUCT

Riding the school bus is a privilege that imposes certain responsibilities on the part of the student. Any intentional infraction may result in the loss of the privilege of riding the school bus and/or suspension from school.

The following rules are devised for the safety of all students who ride the bus.

Students must:

- Arrive at the designated bus stop 10 minutes prior to the scheduled arrival time.
- Have their bus passes on them at all times.
- Wait for the bus on the sidewalk or off the roadway.
- Sit in their assigned seats.

- Remain seated while the bus is in motion and keep all parts of the body inside the bus at all times.
- Conduct themselves in an orderly manner.
- Provide their own transportation if they miss the bus.
- Adhere to the directions of the bus driver at all times.

Students must not:

- Shout, yell, throw any objects in/out of the bus, damage bus equipment, or use inappropriate language. If this occurs, such behavior will be referred to the appropriate grade level assistant principal for disciplinary action.
- Bring prohibited items on the bus.
- Refuse to provide their names or present their student ID cards when requested. Bus drivers are in complete charge of their buses at all times. If students refuse to cooperate, it will be considered insubordination.
- Ride another bus without prior written permission. Permission to ride another bus must be obtained from the BOE Transportation Office. Requests will be reviewed on an individual basis.
- Consume food or drink on the school bus.
- Smoke or be in possession of tobacco products, lighters, or matches on the school bus.

There will be periodic bus evacuation drills. All bus students are to follow the directions of the bus driver during a drill. For safety reasons, once buses depart from the platform, buses will not stop to pick up students. The Harassment/Intimidation/Bullying policy will be strictly enforced on buses and at bus stop. According to the New Jersey State Law Title 18A, “Any student who rides the school bus and endangers others through misconduct, etc. can be restricted from riding the bus by the school principal.”

STUDENT PARKING: SENIORS AND JUNIORS

On campus parking is a privilege, not a right. Any senior or junior wishing to park on campus must attend the Parent/Teen Driver workshop with a parent or guardian and will receive a certificate of workshop participation. There will be two workshops dates available. If this is not feasible, the parent and student may take the Alive at 25 online course (for a \$25 fee) and print out certificate upon completion. No student will be issued a parking permit without certificate of completion for the workshop or online course.

Students are not permitted to go to their cars during the school day. School Administration has the legal right to conduct vehicle searches under the reasonable suspicion standard as stated by the New Jersey Supreme Court. In addition, students who go to their cars during the school day without administrative permission are subject to search upon return to the building.

Cars that are in violation may be ticketed or towed at the drivers’ or owners’ expense. Temporary or permanent loss of parking privileges and/or other discipline may occur.

REMINDER: Lack of a parking space is not an excuse for tardiness.

Parking violations may include:

- * Parking in an unauthorized area
- * Failure to follow posted road and speed signs
- * Loitering in the parking lot during school hours
- * Smoking in a car parked on school property

All student drivers will be subject to New Jersey State probationary laws. Periodic checks will be conducted by the North Brunswick Twp. Police Department.

AFTER SCHOOL ACTIVITIES/ACTIVITY BUS (4:00/6:00)

Students who are involved in supervised activities may remain in the building after school hours provided that they are with their coach, advisor, teacher or staff member. For safety reasons and to facilitate maintenance and custodial work, all other students must leave the building after school. Students who refuse to leave or who loiter in the building will be subject to loss of privileges and disciplinary action.

North Brunswick students who want to take the late bus must sign up in the Receptionist’s booth before first period or during lunch periods. Students who fail to sign up for the late bus will not be allowed to ride the bus.

- Late buses will pick up students at the bus staging area of the parking lot; students must wait for late buses outside.
- Students who are not involved in supervised school activities must leave the building at the conclusion of school or they will be subject to disciplinary action.
- Students who are in the building waiting for after school activities must follow directions given by school staff.
- Students who are on Loss of Privileges may not be permitted to participate in after school activities.

- Students are not permitted to be in the locker room at any time without staff supervision
- All club, and activities meet on Tuesday, Wednesday and Thursday, 4:00 buses do not run on Mondays, the day before holidays and/or after holidays, and anytime school closes early (12:03)

NBTHS STUDENT IDENTIFICATION CARDS AND ACTIVITY BUS PASSES ARE REQUIRED TO RIDE THE LATE BUSES.

STUDENT TECHNOLOGY USE GUIDELINES (ACCEPTABLE USE POLICY)

A valid parent/guardian signature is required for permission for students to use the computer network and Internet in the North Brunswick Township Public Schools. It is understood that this agreement will be binding for the entire period that the student is enrolled in the school system.

Network access is provided to students to further educational goals and objectives, and the student's use shall be legal, efficient, and consistent with school purposes and with general standards of decency. In addition, it is understood that students are expected to show consideration and respect for other users communicating on-line, as well as respect for equipment and school property.

The school holds the following activities as just cause for taking disciplinary action, revoking network privileges, and/or making referral to legal authorities:

- Degrading or disrupting equipment or system performance
- Gaining intentional access to obscene or inappropriate files
- Using the network for any illegal activity, including violation of copyright licenses or contracts
- Accessing "chat rooms"
- Attempt to bypass web filters
- Using abusive or otherwise objectionable language in either public or private messages
- Harassing, insulting or attacking others
- Posting anonymous messages
- Wasteful use of limited resources provided by the school, including paper
- Congesting the network through lengthy downloads of files or by engaging in idle activities
- Vandalizing the data of another user
- Gaining unauthorized access to resources or files
- Identifying one's self with another person's name
- Using a password of another user without authorization
- Using the network for financial or commercial gain
- Theft of data, equipment, or intellectual property
- Invading the privacy of individuals

School disciplinary measures are based on circumstances and may include any or all of the following: parent conference, revoking of network privileges, detention, in-school suspension, or expulsion.

MEDIA CONSENT FORMS

Annually, North Brunswick School District sends parents/guardians information about federal and state laws as it pertains to the "personally identifiable information" of students and their rights when it comes to the school district using a child's name/likeness in the media, district sponsored publications or on its website. If a parent/guardian does not want his/her child's name and/or photograph to appear in the local newspapers, district's sponsored publications or on the district's website, they must sign and return the related form to the school's grade level office. Permission may be rescinded at any point during the school year by sending a note to the building principal. This will take effect upon receipt of the school.

NETWORK ETIQUETTE

All users must conform to etiquette and safety guidelines generally accepted by the computer community at large. This includes the use of polite language when communicating electronically. Users must also be aware that electronic mail is not private and may be subject to screening by system operators. All documents developed and/or sent or received via e-mail by any user must be identified as belonging to that user. Anonymous documents are prohibited and, if detected, will be purged. Disciplinary action will be taken when students violate network etiquette.

Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.

It is acknowledged that there is some material accessible via the Internet that may be offensive, defamatory, graphic, inaccurate, illegal, or otherwise objectionable. However, the school and district shall not be held liable for any objectionable materials a student may encounter. It is the student who holds sole responsibility for his or her conduct on-line, for any materials accessed through the Internet, and for any costs incurred as a result of negligent use of network resources.

DISTRICT INTERNET DISCLAIMER

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

POLICY VIOLATIONS

Any users, who violate the policy of the North Brunswick Township Public School District, whether or not they have signed the Technology Use Guidelines Agreement, will be subject to disciplinary action and legal action. This includes school disciplinary actions, suspension of user privileges, criminal prosecution, and monetary restitution for damages that may have occurred.

STUDENT ACTIVITIES

JUNIOR PROM

The Junior Prom is traditionally held on the third Friday in May from 7-11 p.m. The following are the policies and procedures developed to minimize disruptions to the educational program and to provide a safe evening for those who attend:

- Students in their 3rd year of high school must have accumulated 60 credits (junior status) to attend.
- Students must be present in school on Prom Friday (12:03 p.m. closing) from 7:35 a.m. to 12:03 p.m. Unexcused lates to school or early dismissals are not permitted.
- Students and their guests may not purchase prom tickets or attend prom unless all school fines have been settled.
- Any student with two or more suspensions in a year may be ineligible to attend Prom.
- There will be random sobriety checks at the Junior Prom to ensure the health and safety of all attending.
- Appropriate behavior is expected at the Junior Prom. All school rules, policies and procedures will be in effect for students and their guests.
- Students may not leave the event before 9:30 pm.
- Students whose conduct prevents them from attending the Prom will not receive refunds for prom bids already purchased.
- Eligibility of NBTHS underclassmen guests is subject to administrative approval.
- Eligibility for guests who are former NBTHS students will be determined by Administration.
- Guests twenty-one years of age or older may not attend the Junior Prom. Proof of age for out-of-district guests is required at the time of ticket purchase.

SENIOR PROM

The Senior Prom is traditionally held on the first or second Friday in June from 6-11 p.m. The following are the policies and procedures developed to minimize disruptions to the educational program and to provide a safe evening for those who attend:

- Students in their fourth year of high school must have accumulated 80 credits (senior status) and **must be on track to graduate in June 2017 to attend.** *Students who have received non-graduation notification letters are ineligible to attend Senior Prom.
- Students must be present in school on Prom Friday (12:03 p.m. closing) from 7:35 a.m. to 12:03 p.m. Unexcused lates to school or early dismissals are not permitted.
- Students and their guests may not purchase prom tickets or attend prom unless all school fines have been settled.
- Any student with two or more suspensions in a year may be ineligible to attend Prom.
- There will be random sobriety checks at the Senior Prom to ensure the health and safety for all attending.
- Appropriate behavior is expected at the Senior Prom. All school rules, policies and procedures will be in effect for students and their guests.
- Students may not leave the event before 9:30 pm.
- Students whose conduct prevents them from attending the Prom will not receive refunds for prom bids already purchased.
- Eligibility of NBTHS underclassmen guests is subject to administrative approval.
- Eligibility for guests who are former NBTHS students will be determined by Administration.

- Guests twenty-one years of age or older may not attend the Senior Prom. Proof of age for out-of-district guests is required at the time of ticket purchase.

The administration reserves the right to amend the above at any time during the school year.

NBTHS CLUBS AND ORGANIZATIONS

STUDENT GOVERNMENT ORGANIZATION – SGO

SGO has many functions at NBTHS. SGO serves as the voice of the student body, representing students' views to the school administration and Board of Education and provides practical experiences for students in the democratic process. SGO coordinates and sponsors many activities and events including Pep Rallies, Homecoming Celebrations, Battle of the Bands, and Mr. NBTHS. All grade levels are represented in SGO through the Class Officers and General Assembly Representatives which includes Club/Activity Representatives. SGO meets during the school day on a rotating period basis throughout the school year. Each class has elected officers and meets periodically during the year in class meetings. The classes organize activities and fundraising events such as the Junior Evening and Senior Prom. The participation of many students in class activities helps to insure successful experiences for each class.

STUDENT GOVERNMENT OFFICERS	
Advisors	Mrs. Pineiro/Mrs. Wright
President	Natalia Rodriguez
Vice President	Catalina Rodriguez
Secretary	Maiya Torres
Treasurer	Anum Khan

SENIOR OFFICERS (Class of 2017)		JUNIOR OFFICERS (Class of 2018)	
Advisors	Mrs Slingerland/Ms Miller	Advisors	Mr. Feliz/Ms Nunez
President	Adil Kazmi	President	Mileny Perez
Vice President	Anum Kazmi	Vice President	Kaley Walsh
Secretary	Michelle Abraham	Secretary	Isabelle Bongiovanni
Treasurer	Dairath Majumdar	Treasurer	Tajae Ali
SOPHOMORE OFFICERS (Class of 2019)		FRESHMAN OFFICERS (Class of 2020)	
Advisors	Ms Miliano/Ms Sholk	Advisors	Ms Muller/Mrs Silva
President	Andrew Ankamah	President	Naomi Silva-Valencia
Vice President	Julianne McGuire	Vice President	Amanda Collado/Margarita Eid
Secretary	Meha Pandejee	Secretary	Emily Feliz
Treasurer	Sagar Singal	Treasurer	Xaria La'Mar

HOMEROOM REPRESENTATIVES

Each homeroom will elect a Homeroom Representative and an alternate representative early in the school year. Any scholastically eligible student may be elected Homeroom Representative. All approved co-curricular clubs may elect one member to serve as their SGO representatives. Meetings are held during the regular school day; a pass will be distributed to all General Assembly members and must be presented for admittance to all meetings. Representatives must inform their teachers, in advance, that they will be attending the SGO meeting. They are responsible for all work missed. Students must remain scholastically eligible and make significant contributions to SGO during the entire school year.

ALCHEMIST THEATRE COMPANY

The Alchemist Theatre Company is the drama club at NBTHS dedicated to the production and promotion of theater arts in the school community. Three productions are staged during the year: the fall drama (November); the student written and directed Theatre Revue (January or February); and the spring musical (late April). The Alchemists also sponsor annual trips to Broadway and other shows, theater training seminars, and trips to drama festivals and competitions. The Alchemists include the backstage workers who run the technical, artistic, and production aspects of the theater program. Membership and auditions for all shows are open to all high school students.

ANIMÉ CLUB

This club is a good place for students to share varied interests in Japanese culture and animation. This includes discussion and appreciation of movie and gaming culture. Anime club is an inclusive group, inviting all types of students and respecting the opinions and ideas of all enthusiasts. Activities include but are not limited to writing our own manga, scenarios, stories, fiction, articles, etc. Members will display skills used in cosplay and share knowledge of these skills with other members. Through

large and small group discussion we will have fun analyzing ideas, motifs, themes, genres, mediums of art/animation during meetings. We can critique, debate, enjoy and look forward to old and new entries into the field. Our members span gamers, video enthusiasts, artists, readers, writers, special effects folks, board gamers/card gamers to mention a few. There is a place and a niche for everyone.

BAND

The instrumental program is comprised of beginner, intermediate and advanced players who participate in both Concert Band and Marching Band activities. This group meets as a regularly scheduled class and school credit is awarded for successful completion and participation in the program. In addition to the performances at all school concerts, the bands participate at the Fine Arts Festival, football games, state wide music festivals, and marching band festivals. The band also sponsors several other music-related activities throughout the year.

BLACK CULTURAL ALLIANCE

The primary mission of the African-American Club is to explore the rich culture of the African- American people and the contributions they have made to our society. The members participate in numerous enriching and educational activities that provide a source of inspiration, a symbol of pride, and a model of integrity for our community.

CARE-TO-WALK

The Care-To-Walk Club provides the student body a platform and experience for fundraising for various charities within the community. The main event of the club is to host an October walk/run for Cancer Awareness to benefit the Cancer Institute of New Jersey.

CHESS CLUB

The Chess Club provides an opportunity for students to play chess at recreational and competitive levels. Competition will be held on the local, county, and state levels on both a team and individual basis. The club welcomes new members; especially those who wish to learn how to play the game.

CHOIR

The Choir is an active and energetic group of student singers who enjoy entertaining with their vocal performances. During the year the Choir, Vocal Techniques, and Honors Choir groups tour district schools, participate in regional and state festivals, sing at home sporting events, and present winter and spring concerts, as well as concerts for senior citizens and veterans. They also perform at graduation and at Carnivale Italiano during the summer. Students who like to sing are welcome to join the group.

DECA (A MARKETING STUDENT ASSOCIATION)

DECA, an international association of marketing students, is one of the largest extracurricular student organizations in New Jersey. DECA enhances the Marketing Education Program by providing marketing and management related activities and leadership development. DECA offers hands-on experience, connecting the classroom to real-world situations. DECA's activities focus on competition at regional, state, and international levels in specific occupational skills, leadership development and management training. Membership is limited to those students who are enrolled in Marketing and Marketing related courses or have a marketing/management career goal. DECA is one of America's best examples of the business community working cooperatively with schools to create well-trained individuals from which business can draw future managers and marketing personnel. Over sixty major U.S. corporations recognize DECA as a vital link between the classroom and the business world. Nationally, DECA members have access to over \$250,000 in scholarships annually from DECA's corporate sponsors. DECA's career-oriented membership has a sense of direction and a desire to succeed

ENVIRONMENTAL CLUB

The club provides members with an opportunity to make a positive difference in the world community. The goal of the Environmental Club is to increase awareness of environmental issues and to become more knowledgeable stewards of the earth. The club meets twice a month after school and also has several planned activities and events throughout the year.

FILM PRODUCTION CLUB

Members of the Film Production Club will be trained to use video equipment, will go out on location to do actual taping and will edit raw footage to produce shows ready for broadcast on the local cable network. Members will also create original video projects for submission to area competitions. Field trip and other media-related events will also be planned. Community service video projects and charity fundraising are also an integral component of the Film Production Club.

FRENCH CLUB

The French Club encourages students to experience the culture of France and French speaking countries. The Club participates in a feast of culinary delights and entertainment, (skits and dancing) at an evening celebration sponsored by the World Language Department in March. The group also plans trips to Broadway, French restaurants, and museums. You do not have to study French or speak French to join.

FBLA (FUTURE BUSINESS LEADERS OF AMERICA)

The FBLA is an organization that bridges the gap between classroom and business by giving students a chance to learn about the business community. Its goals include: developing leadership skills, establishing career goals, encouraging scholarship, and developing character and self-confidence. Workshops and seminars are attended by student members throughout the year. The main focus of the workshops and seminars is to develop and refine leadership skills. Since competition is an integral part to a free enterprise system, FBLA sponsors regional, state, and national conferences during which students compete in individual and team events. In order to compete, students should currently or previously been enrolled in a business course. Other activities include community service, guest speakers and field trips. The officers are selected by an application/interview process.

GERMAN CLUB

Whether you speak German or not, the German Club can be a fun and enriching experience because the emphasis is on culture. Members celebrate German holidays, such as Oktoberfest, by preparing and sampling authentic German dishes – refreshments include delectable German pastries. You do not have to study German or speak German to join. The Club participates in a feast of culinary delights and entertainment, (skits and dancing) at an evening celebration sponsored by the World Language Department in March.

HUMAN RIGHTS COALITION

The objective of the Human Rights Coalition (HRC) is to raise donations for and awareness of various human rights issues around the world, including but not limited to: the genocide in Darfur, China's occupation of Tibet and Civil War in the Congo. The goal of the HRC is to aid the current efforts to stop these atrocities and teach others how to prevent them. In the past, the HRC participated in the national "Fast for Darfur" day and made school kits for underprivileged children in refugee camps. The HRC meets every other Friday during the school year.

ITALIAN CLUB

The Italian Club sponsors a variety of activities that promote Italian culture. Its members celebrate Columbus Day, sample typical Italian foods and desserts, watch popular Italian films, play *bocce* and *scopa* and learn Italian folk dances. Members will participate in the World Language Department Festival in March by presenting skits, songs, or dances. Field trip opportunities include going on field trips to New York and Philadelphia to see an opera, visit a museum or eat in an Italian restaurant. You don't have to study or speak Italian to join!

JAZZ BAND CLUB

This class is for band students with an advanced playing ability on their instrument that wish to explore the genre of jazz. Audition priority will be given to students enrolled in either a band class where basic playing techniques are improved daily. An audition process selects students for enrollment in this course. Enrollment is limited by instrumentation needs. Evening or after school rehearsals and multiple performances will require a high level of commitment. This commitment will involve time outside of the regular school day and our calendar will include local performances, festivals and possibly a performance tour.

JAZZ ENSEMBLE

The Jazz Ensemble consists of piano, bass, drums, and solo instruments and is open only to advanced students. The group plays a cross section of music from the Big Band Era to today's jazz-rock. Performances are given at the annual Pops Concert, Spring Concert, and various Jazz Festivals throughout New Jersey. An effort is made to attend concerts in the area which feature noted musicians.

KEY CLUB

Key Club is an international high school service organization sponsored by Kiwanis International and is one of the largest high school organizations in the world. Key Club is also the high school level of the Builders' Club. It is designed to develop leadership skills and promote community concern and service. The NBTHS chapter has raised funds for Robert Wood Johnson Pediatric Trauma, the Salvation Army, Children's Specialized Hospital in New Brunswick, and Association of Retarded Citizens (ARC). Students volunteer at the Elijah's Promise soup kitchen in New Brunswick and spend time with the elderly at the North Brunswick Senior Center. In addition to charity functions, the club has sponsored Read Across America with

Parsons School students and a school volleyball tournament to raise money for PUSH. Some social activities Key Club members participate in include the fall rally at Great Adventure and the district's convention during the spring.

LATIN-AMERICAN CLUB

This organization is aimed at celebrating Latin-American culture. Club members will perform community service and organize cultural and social activities. Membership is open to all NBTHS students. You do not need to study Spanish or be Hispanic to participate.

LITERARY MAGAZINE (*PAINTED WORDS*)

The NBTHS art and literary magazine, *Painted Words*, provides an outlet for creative expression in the form of poetry, prose, visual art, and all other genres for the students of NBTHS. The *Painted Words* staff facilitates the production of the annual publication of the magazine, utilizing Adobe InDesign to type, design, and layout the entire edition. Any student is welcome to submit an unlimited number of submissions to the club for evaluation and possible publication. Works are evaluated anonymously by the student staff.

MARCHING BAND

The Raider Marching Band is composed of all students enrolled in the instrumental music program and any student who can play an instrument and wants to participate. Students are not required to be in a formal music class. The band performs at all varsity football games, the North Brunswick Memorial Day Parade, the Columbus Day Parade, and a number of other events (marching band festivals, town activities, etc.). Rehearsals are scheduled for Tuesday and Thursday after school from September until Thanksgiving. Other rehearsals may be scheduled as needed throughout the year.

MARCHING BAND FRONT

The Marching Band Front consists of three squads: guards, rifles, and lancers. These units perform at all varsity football games, in parades, in competitions, and in band festivals. Tryouts are held every spring. Students who are interested in more information about the units should see the Band Director.

MATHLETES

The Mathletes compete in the New Jersey Math League and the Central Jersey Math League. New Jersey Math League competitions are held once a month at the High School. Central Jersey Math Leagues (CJML) competitions are held once a month at different high schools in the area. Top scorers in the CJML are invited to compete in the American Region Math League (ARML) competition, a national competition. Math problems on all tests cover algebra, geometry, and precalculus.

MEDITERRASIAN CLUB

The MeditterAsian Club aims to celebrate the diverse traditions and cultures of Asia and the Mediterranean. The club is committed to developing an appreciation for Asian and Mediterranean cultures through community service, social activities, and cultural education. The club welcomes all students with an interest in Asian and Mediterranean cultures.

MOCK TRIAL

The purpose of the Mock Trial Club is to stimulate and encourage a deeper understanding and appreciation of the American legal system. The club provides students with the opportunity to participate actively in the learning process. Students will work with local attorneys and compete with other county high schools in simulated mock trials.

MODEL UN

The NBTHS Model United Nations (MUN) Program is dedicated to extending education beyond the classroom by student participation in university sponsored Model United Nations programs for high school students. Students will gain greater insight into the United Nations, international relations, diplomacy, public speaking, and social skills. Model United Nations activities include: research and organizational meetings, mock session, and at least one trip to a university to participate in a United Nations Simulation. Admission is open to students in grades 9-12 by invitation after completing a written application and interview process.

NATIONAL ART HONOR SOCIETY

The National Art Honor Society recognizes and encourages student excellence in art. Its purpose is to: 1) Inspire and recognize those students who have shown outstanding ability in art 2) Foster excellence and a dedicated spirit to the pursuit of art 3) Further creative abilities and talents of the society's members, as well as the school's entire student art enrollment 4) Aid members in working toward the attainment of their highest potential in an art area 5) Bring art to the attention of the school and community 6) Increase awareness of art in relation to the other areas of the school curriculum. The requirements for active membership in the NAHS are: a minimum of one semester in art at NBTHS (prior to the year of membership), a B

average in art, current enrollment in an art class at NBTHS, yearly membership fee.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes academic excellence. Admission is by invitation only to juniors and seniors who have the minimum 3.40 GPA and who fulfill a service requirement of 30 hours. Each Junior must also have a minimum of 5 school related sports/clubs since the beginning of Freshman year.

NEWSPAPER (BANNER)

The NBTHS school newspaper, *The Banner*, provides two critical functions: it seeks to inform its readers about school news and it provides an important opportunity for students to learn how to gather, write, edit, and display news in an interesting, attractive, and readable manner. Student editors, writers, photographers, and artists are needed to maintain production of a quality newspaper. Students who have an interest in any of the areas mentioned are welcome to join the newspaper staff.

PAWS (PROTECTING ANIMALS WITH SERVICE)

The PAWS Club gives students an opportunity to participate in various school and community activities to support local animal shelters. Students will make trips to the local shelters to deliver handmade toys and pet supplies collected through donations. Club members will also run a PAWS Movie Night for families to enjoy.

PUSH (PREVENTION USING STUDENT HELP)

PUSH is a student taught drug education program targeting elementary school students. Its members are trained in drug, alcohol and nicotine education, and prevention techniques. Students are selected by application. This program is open to all students who promote a substance free life style. Meetings for the Program will be held monthly. A member has two opportunities to participate in a meeting. She/he needs only to attend one of the following:

1. TBD Tuesday after school
2. The following Wednesday morning before school.

RAIDER ACADEMICS

This club offers students the opportunity to excel in various academic areas through tournaments and competitions. Students will be tested for knowledge in academic areas as well as trivia to participate in these competitions. Each spring, the club will participate in the Chemistry Olympics, a competition for exceptional high school students held at the New Jersey Institute of Technology. In addition, the club members participate in the Regional Science Bowl (like a TV quiz show) and the Merck State Science Day Competition held in May.

ROBOTIX

The Raider Robotix Team is a nationally recognized robot building team that participates in the FIRST robotics competition. Each year the team builds and competes with a 130 lb. radio controlled robot that is constructed in a six-week period in January and February. Annually the challenge changes and a new machine is designed and built from the ground up. Competitions occur all over the country. Students on the team work with adult mentors from our sponsor company Bristol Myers Squibb as well as running various committees of the team's operations. Team activities run year round and include off season events, fund raising activities, and appearances at various community and technology functions. Opportunities include being able to contribute to a major project, working with engineering professionals, and the potential for over \$9,000,000 in scholarships nationally. It is also a lot of fun. Students of all grades and abilities are welcome to come out for the team. Enthusiasm and responsibility are more important than engineering ability. The team normally meets Wednesdays, with a more extensive calendar in the building and competition seasons.

SPANISH CLUB

The Spanish Club offers students the opportunity to explore the cultures of the Spanish-speaking world. Members of the club partake in various cooking and craft activities that pertain to cultural festivals and traditions. The club sponsors trips to see Spanish theater productions as well as restaurant and museum trips. You do not have to study Spanish or speak Spanish to join.

YEARBOOK (DAEDALUS)

The *Daedalus* staff is enrolled in a full year class that is responsible for producing the NBTHS yearbook. In addition to activities related to production of the book, computer and traditional layout design, composing copy and captions, word processing, etc., staff members are involved with photography and sales. There is a considerable amount of fundraising required of each individual staff member. Since the yearbook must be completed on a strict deadline schedule, only dedicated students are encouraged to join the staff, through submission of an application to the advisor in January. The work provides an opportunity for students to offer their broad knowledge and creativity.

4:00 p.m. ACTIVITY BUS:

All clubs and activities meet weekly on Tuesday, Wednesday or Thursday. Students who stay for a club or activity meeting may take the 4:00 p.m. bus home on Tuesday, Wednesday or Thursday. **Please note that 4:00 p.m. buses do not run on Mondays, Fridays, the day before holidays, and anytime school closes early (12:03 p.m. closings).** There are three 4:00 p.m. late buses: one that runs to the Route 130 and Renaissance areas, one that runs to the Linwood areas, and one that runs to Hidden Lake and Route 27 areas. Students must sign up for the late bus before the end of the school day at the Reception Booth on Patio A. **NBTHS STUDENT IDENTIFICATION CARDS AND ACTIVITY BUS PASSES ARE REQUIRED TO RIDE THE LATE BUSES.**

ANNOUNCEMENTS

Information regarding sports, clubs, activities, social events, etc., is provided throughout the day on video monitors located in the Commons and the New Cafeteria. There are also located on the District website.

FUNDRAISING

Individuals may not raise funds for personal use or for groups outside of NBTHS. Advisors or coaches of NBTHS, clubs, groups, activities, etc. may request permission to have fundraisers. Administrative approval is needed for all fundraising projects. Forms are available from the Assistant Principal in charge of activities or the Athletic Director. Class and club advisors and coaches, must submit the appropriate forms to the Assistant Principal or Athletic Director. Fundraising may not be carried on during school hours. Students may not sell fundraising items by going door to door.

CO-CURRICULAR ACTIVITIES ELIGIBILITY RULES

All students involved in clubs or activities must meet eligibility requirements as follows:

9th Grade Students - At the beginning of the school year, all 9th graders are eligible for participation in extra-curricular clubs and activities. To be eligible for participation for the second semester, a student must be passing 15 credits at the end of the second marking period.

10th Grade Students - to be eligible for extra-curricular clubs and activities during the first semester a student must have earned 30 credits in Grade 9. To be eligible for the second semester, a student must be passing 15 credits at the end of the second marking period.

11th Grade Students - to be eligible for extra-curricular clubs and activities during the first semester a student must have earned 60 credits by the start of his/her junior year. To be eligible for the second semester of athletics, a student must be passing 15 credits at the end of the second marking period.

12th Grade Students - to be eligible for extra-curricular clubs and activities during the first semester a student must have earned 90 credits by the start of his/her senior year. To be eligible for the second semester, a student must be passing 15 credits at the end of the second marking period.

NORTH BRUNSWICK TOWNSHIP HIGH SCHOOL CO-CURRICULAR ACTIVITY COMMITMENT 2013-2014

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules and regulations set forth by the North Brunswick Township Board of Education and the sponsors for the activity in which I participate.

In addition, I agree:

- To keep school work a priority and not let the co-curricular program interfere with my academic performance.
- To embrace the philosophy of student leadership and extra-curricular activity participation, where I am acting as a positive role model to the North Brunswick community and am accepting of this responsibility.
- To pay any outstanding fines and/or monies owed to the club by the established due date. I understand that failure to do so may result in my suspension from club activities and events until my debt is settled.

I authorize the North Brunswick Township District to conduct a drug and alcohol test on-site if my name is drawn from the random pool. Pursuant to the Random Drug Test Policy, I authorize the following:

- North Brunswick Township High School to release specimens to the testing laboratory.
- Test laboratory to release test results to designated medical Review Office MD.

- Medical Review Office, MD to release test results to North Brunswick Township High School Student Assistance Counselor, Grade Level Administrator and/or Medical Inspector.
- North Brunswick Township High School to release individual student's name, parent/guardian's name and home phone number to Medical Review Office MD regarding all positive drug test results.

In the event I break my commitment, I recognize that in accordance with school policy, I may be suspended from all activities. I understand that each individual situation will be dealt with on a personal and confidential basis.

SUBSTANCE ABUSE POLICY

Use of tobacco, alcohol or illegal drugs in or out of school is in direct conflict with the NBTHS athletic and co-curricular program and is therefore prohibited. Every student participating in the athletic and/or co-curricular program will agree to honor this policy. If a student violates the Substance Abuse Policy she/he will be suspended from all activities as stipulated in the co-curricular contract. This will be enforced whether or not the student has signed off on the co-curricular contract.

HAZING

The school takes any acts of hazing very seriously. All students share a responsibility to notify their coaches or advisors of any acts of hazing so that any serious bodily or emotional harm can be prevented. Such behavior, whether it occurs on school grounds or off campus, is within the domain of the school and will be met with appropriate consequences. These students should also be aware of the laws governing such behavior. According to New Jersey Law 2C:40-3, a person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury. By Board policy, this also includes behavior resulting in mental harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act as described above which results in serious bodily injury to another person.

INTERSCHOLASTIC ATHLETICS

NBTHS offers a full range of athletic activities for all students. A rich tradition of competition, sportsmanship, and achievement is associated with our athletic program. NBTHS is a member of the Greater Middlesex Conference in all sports. Students who are interested in participating in athletics at the high school level or have questions regarding the athletic program should contact the Director of Athletics or the coaches listed with the appropriate teams.

FALL SPORTS

Football (Varsity, Junior Varsity & Freshman)
 Girls Soccer (Varsity & Junior Varsity)
 Boys Soccer (Varsity, Junior Varsity & Freshman)
 Girls Tennis (Varsity & Junior Varsity)
 Girls and Boys Cross Country (Varsity & Junior Varsity)
 Girls Freshman Volleyball
 Cheerleading (Varsity & Junior Varsity)

WINTER SPORTS

Girls Basketball (Varsity, Junior Varsity & Freshman)
 Boys Basketball (Varsity, Junior Varsity & Freshman)
 Boys and Girls Bowling (Varsity & Junior Varsity)
 Wrestling (Varsity & Junior Varsity)
 Boys and Girls Swimming (Varsity & Junior Varsity)
 Boys Winter Track (Varsity & Junior Varsity)
 Girls Winter Track (Varsity & Junior Varsity)
 Cheerleading (Varsity & Junior Varsity)

SPRING SPORTS

Baseball (Varsity, Junior Varsity & Freshman)
 Golf (Varsity)
 Boys Lacrosse (Varsity & Junior Varsity)
 Girls Lacrosse (Varsity)
 Softball (Varsity, Junior Varsity & Freshman)

Boys Tennis (Varsity)
Boys Spring Track (Varsity & Junior Varsity)
Girls Spring Track (Varsity & Junior Varsity)
Boys Volleyball (Varsity, Junior Varsity & Freshman)

NORTH BRUNSWICK TOWNSHIP HIGH SCHOOL ATHLETIC REQUIREMENTS

NBTHS athletics is a privilege that carries certain responsibilities. A student must understand that being a part of the athletic program requires following rules set forth by the coach, the athletic department and the school principal. In order to participate in athletics at North Brunswick Township High School all students must agree to the following:

- Obey all team rules and regulations and abide by all requirements of the school attendance policy.
- Attend all practices and games as scheduled by the coaching staff and Athletic Director.
- Keep schoolwork a priority and maintain my academic eligibility*.
- Manage time so school work does not conflict with my athletic obligations
- Athletes must conduct themselves in a manner that reflects good sportsmanship at all times and treat coaches, teammates, opponents and the officials with respect. Additionally, they must accept the responsibility to act as a positive role model, both in and out of school.
- Athletes must refrain from actions that would bring discredit to my team, my family, my school and myself.
- Athletes must refrain from hazing, taunting or physical confrontations with opponents and teammates. I agree to report all instances (seen or heard) to the coach.
- Athletes must report all injuries to the coaching staff and athletic trainer. I agree to abide by their recommendations.
- Athletes must obey laws of the state of NJ and school policy concerning all controlled substances including tobacco, alcohol and other drugs both in and out of school. (Specific testing policy information on other side)
- Athletes must return all equipment and uniforms loaned to me, and to pay any outstanding fines and/or monies owed by the established due date. I understand that failure to do so may result in my suspension from athletic activities and events and the holding of my report card and/or transcripts until my debt is settled.
- Athletes must understand that failure to uphold **all** of the conditions of this contract may result in one or more of the following sanctions:
 - Suspension from games, meetings or activities (for a period of time to be determined)
 - Suspension of athletic eligibility (for a period of time to be determined)
 - Removal from the team, club or activity (for a period of time to be determined)

Senior Option Athletic Rule: A senior may be eligible in the second semester of his/her senior year even when they carry less than 15 credits during the first semester provided that they are meeting the graduation requirements and are passing all courses in which they enrolled at the start of the first semester. When a senior carrying less than 15 or less credits fails a first semester course, s/he may be ineligible.

Required Forms: Prior to participation on a school-sponsored interscholastic or intramural athletic team or squad, each student-athlete in grades six through 12 must present a completed pre-participation physical evaluation (PPE) form to the designated school staff member. Important information regarding the PPE is provided below, and you should feel free to share with your child's medical home health care provider.

1. **The PPE may ONLY be completed by a licensed physician, advanced practice nurse (APN) or physician assistant (PA) that has completed the Student-Athlete Cardiac Assessment professional development module.** It is recommended that you verify that your medical provider has completed this module before scheduling an appointment for a PPE.
2. The required PPE must be conducted within 365 days prior to the first official practice in an athletic season. The PPE form is available in English and Spanish at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>.
3. The parent/guardian must complete the *History Form* (page one), and insert the date of the required physical examination at the top of the page.
4. The parent/guardian must complete *The Athlete with Special Needs: Supplemental History Form* (page two), if applicable, for a student with a disability that limits major life activities, and insert the date of the required physical examination on the top of the page.
5. For student-athletes that had a medical examination completed more than 90 days prior to the first official practice in an athletic season, the *Health History Update Questionnaire* (HHQ) form must be completed, and signed by the student's parent/guardian. The HHQ must be reviewed by the school nurse and, if applicable, the school's athletic

trainer. The HHQ is available at
<http://www.state.nj.us/education/students/safety/health/records/HealthHistoryUpdate.pdf>.