



Burlington Township High School 2009-2010

610 FOUNTAIN AVENUE
BURLINGTON, NJ 08016
609-387-1713

Any policy referenced may be read in its entirety by visiting www.burltwpsch.org/district/policies. Parents may also request a copy of the policy by contacting the district's Public Relations Coordinator, Liz Scott at 609-387-3955 extension 2074.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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STUDENT-PARENT HANDBOOK ACKNOWLEDGEMENT FORM

2009-2010

Dear Parent/Guardian:

Welcome to the Burlington Township School District. We have prepared this *Student-Parent Handbook* to provide parents and students with valuable information regarding district guidelines, district policies, individual school guidelines and general information. Members of the community are encouraged to reference board of education policies in their entirety electronically by visiting www.burltwpsch.org/district/policies. If a community member does not have Internet access and would like a copy of a policy, it will be provided without charge. Contact the district's public relations coordinator, Liz Scott at 609-387-3955 extension 2074

Please review this handbook with your child. After you have read this handbook, please complete and sign the form below the dotted line. This form is to be returned to your child's teacher or the main office by September 9th. If you have any questions, please feel free to contact the school. Thank you for your cooperation.

We wish you a successful year.

Ms. Marie Phillips,
Principal

Mr. Christopher A. Ilconich
Assistant Principal/Administrator in
Charge of the Hopkins Building

Mrs. Naomi Threadgill
Assistant Principal

Mr. Neal Canavan
Assistant Principal

James S. Mills
Director of Pupil Services

Peter E. Teifer
Supervisor of Athletics and Extra
Curricular Activities

(Please cut along the dotted line and return to school by Sept. 9.)

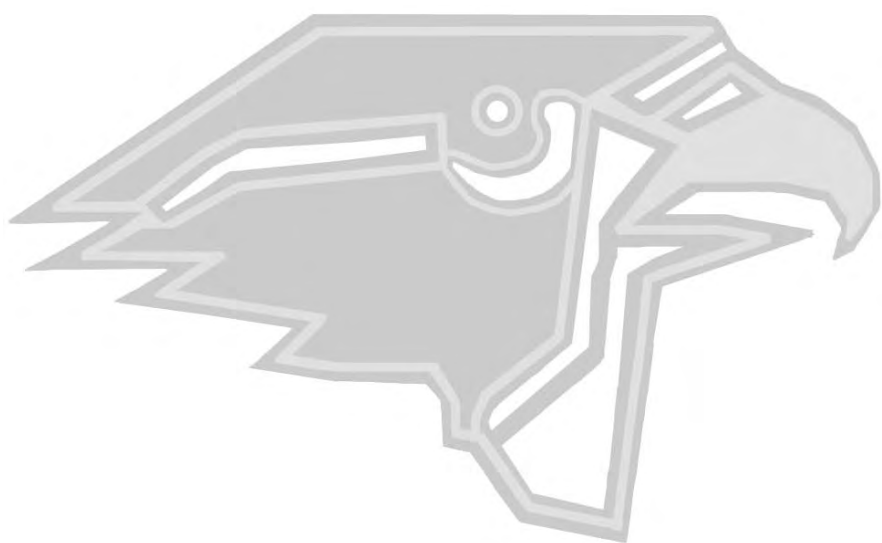
This signature verifies that you received and reviewed the *Student-Parent Handbook*.

Parent/Guardian Signature

Date

Student's Name

Teacher's Name



BOARD OF EDUCATION

Mr. Israel Rivera, President
Dr. Richard Lynch, Vice President
Mrs. Donna Crenshaw
Mrs. Susan Eichmann
Mr. Eric Ghaul
Ms. Amy Guerin
Mrs. Judy Hirt
Mrs. Mary Ann McMahon-Nester
Mr. William Tootell

CENTRAL ADMINISTRATION

Christopher Manno, Ed.D.
Superintendent
Mary Ann Bell
School Business Administrator
Jane Plenge, Ed.D.
Interim Assistant Superintendent for Curriculum and Instruction

HIGH SCHOOL ADMINISTRATIVE TEAM

Ms. Marie Phillips, Principal
Mr. Christopher A. Ilconich, Assistant Principal/Administrator in Charge of the Hopkins Building
Mrs. Naomi Threadgill, Assistant Principal
Mr. Neal Canavan, Assistant Principal
Peter E. Teifer, Supervisor of Athletics and Extra Curricular Activities

HIGH SCHOOL GUIDANCE

James S. Mills, Director of Pupil Services
Heidi Potts, Counselor at Hopkins Building
Cindy Marzilli, Counselor
Linda Porter, Counselor
Troy Scott, Counselor
Elena South, Counselor

This publication shall not constitute a contract of any kind. Issues and concerns not directly addressed in this handbook are to be resolved by administration using BoE policy, past practice (when applicable), age-appropriate consideration, and appropriate discretion.

PRINCIPAL'S MESSAGE

Welcome to Burlington Township High School. This handbook has been designed to provide you with rules, regulations, and general information that will be useful to you throughout the school year. Please keep this handbook with you at all times. The administration, faculty and staff look forward to working with you in making your years at BTHS a success. Good luck and have a great school year.

Marie Phillips, Principal

PRO-SOCIAL THEMES

As a result of consciously emphasizing pro-social skills throughout the culture of Burlington Township High School, members of the educational community – staff and students – will work collaboratively to enhance:

- Interpersonal Relationships, Building Climate, Student Management and School Safety

Each school year will emphasize a different theme to build school community and pride. Themes contributing to

- establishing a positive and caring environment, responsible decision making, open communication and service will be identified and reinforced throughout the building to help build school pride and a sense of community.

PHONE DIRECTORY

High School Main Office	387-1713 ext. 1103
High School Guidance Office	387-1713 ext. 1104
High School Supervisor Extracurricular Activities/Athletic Director	387-1713 ext. 1111
High School Nurse's Office	387-1713 ext. 1122
Hopkins Building Nurse's Office	387-3774 ext. 2006
High School Attendance Office	387-1713 ext. 1136
Affirmative Action Office	387-3955 ext. 2058
Superintendent's Office	387-3955 ext. 2055
Business Administrator's Office	387-3955 ext. 2050
Curriculum Office/Basic Skills	387-3955 ext. 2066
Child Study Team	387-3955 ext. 2060
Transportation Office	387-3955 ext. 2077 & 1118

EMERGENCY CLOSING INFORMATION

It is important to note Burlington Township School District's procedures for delayed openings, early dismissals, and school closings. You have several options to learn about the status of the schools during inclement weather.

- All families will receive a phone call from our emergency calling system.
- Register for the District's E-News, the Falcon Flyer. You will receive immediate notification directly to your email of school closings and other alerts. You may register on our District main webpage, www.burltwpsch.org
- Visit Burlington Township Schools' Website at www.burltwpsch.org. The emergency information will scroll on the home page.
- Call the Burlington Township Schools Activities and Emergency Closing Line: (609) 387-1731
- Listen to the following radio station for information: KYW (1060 AM) – District code number: 713
- Watch FOX TV Channel 29 "Good Day Philadelphia" (6:30 a.m. – 9:00 a.m.). Look for Burlington County and then watch for information on Burlington Township Schools. This information will scroll across the bottom of the TV screen.
- Watch NBC TV Channel 10 for its Snow Alert 10. The status of Burlington Township Schools will be announced.
- Watch CBS TV Channel 3. The status of Burlington Township will scroll across the bottom of the screen.
- Watch ABC TV Channel 6. The status of Burlington Township will scroll across the bottom of the screen.
- Check the Internet at www.kyw1060.com or www.wpvi.com

Remember:

- A delayed opening schedule means two hours later than the student's normal time and there will be no a.m. or p.m. Pre-kindergarten classes.
- An early dismissal is approximately four hours after the start of school.

For more information call:

Mrs. Liz Scott
Public Relations Coordinator
387-3955 ext. 2074

SECTION I BOARD OF EDUCATION POLICIES

CIVILITY - POLICY #1250.1

The Burlington Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district

TRANSPORTATION POLICY - POLICY #3541

This policy has its origins in a Transportation referendum approved by the electorate November 1957, which authorized the following:

Elementary pupils (kindergarten - 8th grade) who live one (1) or more miles from school.

Secondary pupils (9th - 12 grade) who live two (2) or more miles from school shall be eligible for free transportation paid by the Board of Education.

The Board shall administer this policy through the Superintendent of Schools, the Transportation Coordinator, and the building Principals (Public Schools). The Superintendent, Business Administrator/Board Secretary, and Transportation Coordinator shall administer non-public transportation.

BUS STOP SAFETY - POLICY #3541.4

The selection of safe waiting, loading and unloading locations for all riders must be given the highest priority when bus stop locations are planned. Every aspect of safety should be given consideration, with nothing overlooked that might later constitute a hazard for the bus, the passengers or other traffic.

Designated bus stops for loading and unloading should be examined each year for safety, efficiency and economy. Unsafe conditions may have developed because of highway and bridge construction or a change of land use. New visual obstructions or excessive traffic congestion may create hazards at locations previously considered safe.

SCHOOL BUS PUPIL DISCIPLINE - POLICY #3541.5

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the appropriate building administrator of the school which he/she attends (NJSA 18A:25-2). Disruption on the bus is a serious disciplinary infraction that places pupils and the driver in danger. District-provided transportation to and from school is a privilege that may be terminated due to continued disciplinary infractions. A pupil may be excluded from the bus for disciplinary reasons by the principal or his/her designee and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion (NJSA 18A:25-2).

SCHOOL BUS PUPIL SAFETY - POLICY #3541.6

Local boards of education are urged to develop comprehensive transportation safety programs for pupils. Materials and assistance are available from the Bureau of Pupil Transportation, State Department of Education. Local boards of education are required to adopt policies related to safe school bus evacuation in accordance with NJAC 6:21-11.4. Additional administrative procedures shall be developed to implement board policies.

- Schools shall organize and conduct emergency exit drills at least twice within the school year for all pupils who ride school buses.

- As the school bus driver is an integral part of the procedure, it is mandatory that he/she participate.
- Drills shall be conducted on school property and be supervised by the principal or person assigned to act in a supervisory capacity.

CAFETERIA LUNCH POLICY - POLICY #3542.1

The Burlington Township School District is a member of the National School Lunch Program. As a member, it must abide by all policies and procedures established by the National School Lunch Program.

LUNCH PURCHASES

Each cashier, at the point of sale notates the number of lunches sold and receives payment accordingly. There are three ways a student pays for lunch:

1. Cash - cost of lunch or a la carte.
2. PIN Account:
 - a. Free and Reduced -Each year forms are sent out by the schools to every household to see if they qualify for these lunches. If the family does qualify the student is provided a pin number and account credit according to his/her qualifications and entered into the system (controlled by the school). Students pay \$.40 for reduced lunches.
 - b. A student can prepay a dollar amount with their respective account to be debited at the point of sale.
3. Charged Lunches - If a student has forgotten his/her money to purchase lunch, they are permitted to charge his/her lunch. This also includes students on reduced lunches. Students will only be permitted to charge up to a maximum of three lunches (3 x cost of a type "A" lunch) at any given time.

NUTRITION POLICY - POLICY #3542.2

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal; and,
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

ANAPHYLAXIS TO FOOD - POLICY #5141.22

The Board of Education recognizes pupils may have anaphylaxis to certain foods. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). It is very important the parent(s)/ legal guardian(s) of pupils with anaphylaxis to food inform the Building Principal and the school nurse in the event the pupil may have an anaphylactic reaction while in school. At the beginning of each school year, each building principal will send written notice home to parents/guardians requesting parents to inform the Principal of students' food allergies. Food allergies will be noted with students' emergency information.

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable State laws. The Building Principal and the school nurse will notify school staff that interacts with the pupil. The Board will permit the self-administration of medication for a pupil with anaphylaxis to food pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. The parent(s)/legal guardian(s) of a pupil with anaphylaxis to food must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the pupil in accordance with Policy No. 5330.

INTEGRATED PEST MANAGEMENT - POLICY #3543

In our continuing effort to make Burlington Township School District a safe and healthy learning, working, and playing environment for students, staff, visitors an Integrated Pest Management (IPM) policy has been adopted. This Integrated Pest Management policy is an elaborate decision-making system using the best

combination of cultural, biological, physical, and chemical methods that are used in an environmentally sound way to maintain pest populations below damaging levels. It is designed to maximize long-term pest management and minimize harmful, unexpected, or unintended consequences of managing nuisance organisms. Cultural, biological, and physical control methods shall receive priority consideration for managing pest problems. Chemical control strategies shall be used only where a mix of other strategies is inadequate and pest damage is above tolerable levels. The objectives of this policy include, but are not limited to the following:

- minimize hazards to human health and non-target organisms
- minimize hazards to the general environment
- be most likely to bring about a long-term reduction in pest populations
- minimization of pesticide use
- compliance with local, state, and federal regulations

School district properties shall be constantly monitored for pest populations so that the appropriate treatment may be applied in a timely manner and the effectiveness of such treatment assessed. A copy of the adopted policy is available upon request. If you have any questions, comments, or wish to view any safety data information on any product used in the district, our Integrated Pest Control Management Coordinator, is available during normal business hours to assist you.

INCIDENTS OF PHYSICAL VIOLENCE AND VERBAL PROVOCATION DIRECTED AGAINST SCHOOL EMPLOYEES - POLICY #5131

The Burlington Township Board of Education is determined to deal strongly with any student or non-students who physically assault or inflict physical beating upon an employee of the school district or repeatedly directs insulting and/or demeaning remarks toward an employee of the district.

- Physical Assault
- Second Incident
- Verbal Abuse

DISCIPLINARY ACTION – STUDENTS - POLICY #5131.1

Since it is clearly the responsibility of school officials to provide a safe and violence-free atmosphere in which the maximum degree of learning can take place, the Burlington Township Board of Education is determined to deal swiftly and positively with unruly students. The courts have spoken frequently of the responsibility of school officials to protect the student body from internal violence and general outside interference.

- Procedures
- Physical Altercations and Assaults
- Disciplinary Action
- Saturday Detention
- Processing of Parental Appeals to Disciplinary Actions: The Board of Education establishes the following policy dealing with the orderly processing of parental appeals related to student discipline:
- All parental concerns related to student discipline must first be addressed with the person of origin (i.e. classroom teacher).
- Should the matter not be resolved at this level, appeals are to be directed, in writing to the building administrator in charge of student discipline.
- Should the matter not be resolved at this level, the parent must complete the district's Parental Appeal to Disciplinary Action form. Upon receipt of this form, the principal will conduct an investigation and will promptly report his/her findings to the parent(s)/guardians(s).
- Should the matter not be resolved at the building level, the parent must request, in writing, a further investigation of the matter to be conducted by the superintendent. Upon receipt of this letter, the superintendent will conduct an investigation into the matter and will promptly report his/her findings to the parent(s)/guardian(s). The superintendent's decision is binding for all disciplinary decisions ranging from reprimands to suspensions of students from school for up to ten days.
- Only those disciplinary issues resulting in out of school suspensions in excess of ten days are appealable to the Board of Education. Such appeals will follow the procedures outlined in #4.
- During the course of an appeal investigation, the disciplinary consequence stands as dispensed and students are expected to fulfill the requirements of the consequence.

HARASSMENT, INTIMIDATION AND BULLYING OF PUPILS - POLICY #5131.2

The board prohibits acts of harassment, intimidation or bullying against any pupil.

It is the policy of the Board of Education to maintain an environment that is free from harassment, intimidation, or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

It shall be a violation of this policy for a pupil to be harassed by a fellow student, employee or third party through conduct or communications of an intimidating or bullying nature.

The chief school administrator shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The chief school administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function.

Building level administration will be responsible for implementing school safety policies for students.

PUPIL VEHICLES - POLICY #5131.3

Bicycles

The board regards the use of bicycles for travel to and from school by pupils as an assumption of responsibility on the part of those pupils; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others.

The board will permit the use of bicycles by pupils in accordance with the rules of the district. The board will not be responsible for bicycles which are lost, stolen or damaged.

Automobiles

All automobiles and other motor vehicles driven to school and parked on school property must be registered with the main office and the student must meet the criteria to obtain the parking privileges.

The criteria for selection to receive the parking privilege and appropriate decal will be for seniors based on attendance and good school citizenship. Any senior student who lost credit at the end of his or her junior year for unsupported violation of the attendance policy, will be ineligible for the parking privilege. Once attendance eligibility has been established, students will fall into three tiers of acceptance to park on school grounds with the appropriate school authorized decal. The highest level of eligibility will be students that are participating in the Cooperative Education Program and seniors taking college courses off campus during the day provided that these students have zero out of school suspensions. The second tier or level of eligibility will be students with zero out of school suspensions during his or her junior school year. The third tier or level of eligibility will be students with no more than two out of school suspensions during his or her junior school year. Student parking decals will be given to the first tier first and so on until all available student parking spaces are assigned. Though a student is eligible, it does not mean that he or she may receive the parking decal if they are beyond the first tier due to limited spaces available. The most exemplary school citizenship will result in the best opportunity to receive the student parking privilege. The parking privilege may be suspended or revoked if the student does not maintain the attendance and citizenship that permitted eligibility or if parking regulations are not properly followed.

Parents/guardians must certify that permission to drive to school has been granted. A valid driver's license and a copy of the insurance card must be submitted with the application for registration. Registration must be made for a vehicle driven regularly, occasionally, or rarely.

The principal shall develop regulations and penalties for pupil parking of properly registered vehicles, and for pupil driving on school property.

VANDALISM - POLICY #5131.5

The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the chief school administrator. The board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

- Identify the pupils involved;
- Call together persons, including the parents/guardians, needed to study the causes;
- Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;
- Take any constructive actions needed to try to guard against further such pupil misbehavior;
- Seek appropriate restitution.

STUDENT ALCOHOL AND OTHER DRUG USE POLICY AND PROCEDURES - POLICY #5131.6

The Board of Education recognizes alcohol and other drug dependency as an illness and a major health behavior problem. Unless schools, and students are drug and alcohol free, optimum conditions for learning cannot exist. It is the goal of the Board to create an atmosphere for each student where learning will flourish. The Board of Education pledges to satisfy all governmental mandates for the establishment of an alcohol and drug free district by providing clearly defined program for prevention, intervention and enforcement of alcohol and other drug use. Students are prohibited from possessing, consuming, or distributing any substance while at school, on school grounds, attending a school-related function on or off campus, or traveling to or from school.

The purpose of this Policy is to establish a comprehensive substance abuse intervention, prevention and treatment referral program throughout the school district which identifies pupils who are substance abusers, assesses the extent each pupil's involvement with the substances and, where appropriate, refers each affected pupil and his or her family to organizations and agencies approved by the Department of Health to offer competent professional treatment. Such treatment shall not be at the expense of the Board of Education.

Students may be subject to medical examination, suspension and other disciplinary sanctions established by this policy. Students and their parent(s) or guardian(s) are advised that substance abuse may result in additional penalties beyond school sanctions for substance abuse.

SCHOOL GANG POLICY- POLICY #5131.81

1. The school campus operates in accordance with appropriate rules and regulations that are designed to further the goal of providing a safe and healthy educational environment conducive to learning for all students. To achieve this goal the Board hereby adopts a policy prohibiting membership in gangs, or in fraternities or clubs, which are not recognized by the District.
2. Students who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety and well-being of persons or property, which disrupt the school environment and/or are harmful to the educational process, will be subject to appropriate discipline, including suspension and/or expulsion.
3. The use of hand signals, written or oral comments, threatening mannerisms, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or non-board recognized group, whether real or implied, shall be construed as presenting a clear and present danger to the school environment, staff and students, and the educational objectives of the District and is strictly prohibited.
4. Any person wearing, carrying, distributing, displaying gang or group paraphernalia; exhibiting behavior or gestures which symbolize gang or group membership; or causing and/or participating in activities which intimidate or affect the attendances or sense of personal safety or well-being of any student or staff member, will be subject to appropriate discipline, including suspension and/or expulsion.
5. The Superintendent shall be responsible for the implementation of this policy and shall take the following actions, and such other actions as the Superintendent shall deem necessary to effectuate this policy: directing building administrators to include in printed rules and regulations to be distributed to staff, students and parents, that gang affiliation and related activities are prohibited; directing that students identified as having any level of involvement in gang-related activities or any activities of a group not recognized by the District, receive counseling to enhance self-esteem and to encourage his or her interest in activities which are beneficial to the educational community; providing in-service training to staff for the purpose of identifying and resolving activities which are prohibited by this policy; providing for notice of prohibited activities to appropriate law enforcement agencies and determining that appropriate discipline has been imposed for any violation of this policy.

STUDENT DRESS CODE - POLICY #5132.2

The school takes the position that personal taste in dress is a matter of student/parent determination provided that reasonable dress prevents the interference with normal schoolwork, prevents classroom or school disorder and generally promotes and provides for the protection of health, safety and morality. All students are expected to come to school clean and neat and reflect an appearance of modesty and good taste. Outlandish or extreme fashions in clothing, hair style, or make-up will not be tolerated. The principal shall develop procedures for in servicing staff members annually on the Student Dress Code, and for staff reporting of infractions. Due to the constantly changing variety of clothing styles, the principal or his/her designee will have sole discretion in determining if an item of clothing or accessory, not specifically covered in the policy is appropriate for the building.

1. All school attire should be neat, clean and reflect an appearance of modesty. Students should not wear distracting or provocative clothing that is sheer, brief, tight fitting, transparent, low-cut as be indecent, or disruptive to the school environment. Pants may not be worn below the hips or so low as to expose undergarments or the midriff of the individual. Shorts, skirts and/or dresses cannot be shorter than fingertip length when the arm is fully extended to the side. Fringe does not count towards the length of the garment and cut-offs are not acceptable.
2. Shirts, tops, blouses, and/or dresses must completely cover shoulders, can not include plunging necklines, or expose any of the student's midriff as the student moves in a natural manner.
3. Undergarments should not be visible or worn as outerwear. Pajamas, flannel pants sleepwear or loungewear are not permitted.
4. Clothing normally worn outdoors such as coats, jackets, windbreakers, or other outdoor garments with hoods, as well as gloves cannot be worn during the school day. Sweaters and/or sweatshirts may be worn when a student is cold. Students may want to keep one such item in their locker for colder conditions.
5. Hats, scarves, bandannas, sweatbands, pics, and head coverings of any kind cannot be worn or carried during the school day. Items of this nature are to be stored exclusively in your locker throughout the school day. Head coverings worn with religious significance are not included in this policy.
6. Any item of clothing or jewelry that depicts bias symbols, hate messages, or is intended to harass, threaten, intimidate or demean any individual or group because of sex, color, race, religion, disability, national origin or sexual orientation is prohibited.
7. Also prohibited are attire and/or jewelry that include graphics and/or designs that are obscene, either directly or through the use of innuendo or words and/or phrases with double meanings, reference or condone the use of alcohol, tobacco, drugs, violence, or promote any illegal activity.
8. Dress presentation must be in accordance with Policy #5131.8, School Gang Policy. Specifically, any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with a gang or non-board recognized group, whether real or implied, shall be construed as presenting a clear and present danger to the school environment, staff and students, and the educational objectives of the District and is strictly prohibited. Any person wearing, carrying, distributing, displaying gang or group paraphernalia will be subject to appropriate discipline, including suspension and/or expulsion.
9. Non-prescription glazed or tinted glasses or sunglasses are prohibited.
10. Appropriate footwear is required at all times. Because they pose a significant safety hazard, excessively high heels, platform shoes, plastic beach footwear, heels and slippers are prohibited.
11. Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
12. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the content area teacher or club instructor.
13. Only clear or mesh book bags/backpacks can be carried throughout the school day. Any other type of book bag or knapsack brought to school must be stored in the student's locker upon arrival to school.
14. Personal grooming is to be done in appropriate areas only, such as the lavatory or locker room.
15. Due to allergies and other sensitivities, students should not apply lotions and/or fragrances in classrooms.
16. The Student Dress Code shall be included in student handbooks.

- A student found to be in violation of the dress code will be given the opportunity to correct their attire. Refusal to comply with efforts to correct the violation will be considered defiance of school authority and result in serious disciplinary consequences and possible exclusion from classes. Any student who repeatedly violates the District Dress Code will be subject to appropriate discipline as per the established building behavioral code.

ADMINISTRATION OF MEDICATION - POLICY #5141.21

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

No medication will be administered to pupils in school except by the School Nurse, another registered nurse, or the pupil's parent or legal guardian acting on a written order from the pupil's private physician or the school medical inspector.

All pupil medications shall be appropriately maintained and secured by the School Nurse, except those medications to be self-administered by pupils. In those instances the pupil with the prior knowledge of the School Nurse may retain the medication. The School Nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The School Nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law. The School Nurse shall document each instance of the administration of medication to a pupil.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330.

Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers.

SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR OTHER LIFE THREATENING ILLNESSES - POLICY #5141.9

(CHAPTER 308-A - 2600 (2R))

The Burlington Township Board of Education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses provided that:

- a. the parents or guardians of the pupil provide to the Board of Education written authorization for the self-administration of medications;
- b. the parents or guardians of the pupil provide to the Board of Education written certification from the pupil's physician that the pupil has asthma or another life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medications;
- c. the board informs the parents or guardians of the pupil, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil;
- d. the parents or guardians of the pupil sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil;
- e. the permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections a. through d. of this section.

SEX OFFENDER REGISTRATION AND NOTIFICATION - POLICY #5142.4

The District will comply with the "Attorney General Guidelines for Law Enforcement for the Implementation of Sex Offender Registration and Community Notification Laws" ("Guidelines"), and will work cooperatively with the Burlington County Prosecutor's Office ("Prosecutor's Office") and the Burlington Township Police Department, regarding the requirements of the registration and community notification laws, N.J.S.A. 2C:7-1 et seq., commonly known as Megan's Law. This law requires that a State registry of sex offenders and an Internet Website Registry be created, and provides for a community notification procedure. County prosecutors are required to place sex offenders into one of three tiers which are distinguished by the level of risk of re-offense by the offender. The tiers are defined as follows:

- A. Tier One offenders encompass those that are a "low risk of re-offense", thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community, presents no more than a possible risk of re-offense.
- B. Tier Two offenders encompass those who are a "moderate risk of re-offense", thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public.
- C. Tier Three offenders encompass those who are a "high risk of re-offense" in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender.

The Prosecutor's Office may communicate with the local district via the Burlington Township Police Department. The Prosecutor's Office will determine which schools and personnel within the District are entitled to receive Megan's Law notification and will prepare the Notice and any accompanying forms. Disclosure of this information must be in conformance with Megan's Law. If members of the press or media contact a school concerning a particular offender, they may be informed about the general procedures which have been put in place in accordance with this policy and other general topics. The name of the offender or other identifying information may not be revealed. Furthermore, no one should confirm or deny whether notice as to any particular offender has been received and/or disseminated. Improper dissemination of any confidential information about an offender to anyone not permitted by the Guidelines to receive such information may lead to the imposition of discipline against the District employee making the disclosure.

If a District employee has cause to believe that an offender who has been the subject of a community notification is a danger to someone outside the school, then he or she should immediately contact the Burlington Township Police Department or the Burlington County Prosecutor.

Questions concerning Megan's Law and the handling of notices should be addressed to the Prosecutor's Office. A representative of the Prosecutor's Office will contact the Superintendent, who may share with the Burlington County Superintendent the community notification information which the Superintendent has received, but the Superintendent should not notify any principal. The Superintendent may contact the Prosecutor's Office in the event that the Superintendent believes that a school has inadvertently not been properly notified.

The Prosecutor's Office will then provide community notification to the principal of each school which the Prosecutor's Office has determined is entitled to community notification. Each affected school principal will be provided with a copy of the Notice, the "School Personnel Rules of Conduct" (Exhibit H), accompanying forms and other brochures or other informational materials, and the "Information Reference Sheet for Principals" (Exhibit M), which summarizes the procedures for the implementation of Megan's Law. The staff person from the Prosecutor's Office who delivers the Notification Form will review with each affected principal the confidential manner in which the information should be treated, emphasizing the manner in which the information should be maintained and shared. Any other school personnel who has access to the community notification information is to receive a copy of Exhibits H and M.

The staff person from the Prosecutor's Office shall require that each principal read and sign the "School Principal Receipt Form" (Exhibit O), signifying that the principal understands that the information contained in the notification form is confidential, that it may be shown only to those persons described in the Memorandum of Understanding between the Attorney General of New Jersey and the Commissioner of the Department of Education for the purpose of protecting those at risk from potential harm and that the principal agrees to be bound by the School Personnel Rules of Conduct. The Superintendent shall also sign a School Principal Receipt Form.

Each principal shall determine which school employees or volunteers should be informed of the community notification and have access to the Notice. "The principal should show the notice to any person who

in the course of the duties of his or her employment or assignment is regularly in a position to observe unauthorized persons on or near the property of the notified school." (emphasis in the original). Any such person who is granted access by the principal to the community notification information must read and obey the School Personnel Rules of Conduct.

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator and principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools.

The following classes of employees or volunteers may be considered eligible for community notification: aides; bus drivers; coaches; maintenance staff; professional support staff; school level administrative staff; security personnel; teachers' assistants and teachers. According to the Guidelines this list is not designed to prevent a principal from providing the Notice to someone who satisfies the definition above but whose job title is not on the list, nor does it require a principal to notify every person whose job title is included in the list. A private vendor performing a school function may be notified so that employees who in the course of performing their jobs regularly observe unauthorized persons on or near school property may be notified. Each person provided with access to the Notice must first read and execute the Megan's Law Receipt Form (Exhibit Q), which the principal shall forward to the County Prosecutor for retention.

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

A principal may not disseminate confidential information to any of the following: members of parent-teacher organizations; community organizations utilizing school facilities, except when permitted by the Guidelines; other schools; parents or guardians of students, except for Tier Three community notification; press or other media and students.

The Prosecutor's Office shall provide school officials with Community Organization Registration Forms, who shall provide such forms to community organizations that wish to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community. Such community organizations, include parent-teacher organizations, and organizations having direct supervision over children and/or women.

In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed.

Each affected school may provide the Prosecutor's Office with a mailing list of the parents and guardians of its student body; however, in lieu of providing a mailing list, a school may elect to furnish the County Prosecutor with pre-addressed envelopes or mail the community notification materials itself.

A copy of the Notice, Megan's Law Rules of Conduct, and any other accompanying information or brochures should be sent to the parents and guardians by regular mail. A cover letter should be included, explaining the nature and purpose of Megan's Law and containing warnings concerning the consequences of vigilante activity and the proscriptions against the improper dissemination of community notification information to people outside the immediate household. The cover letter should also explain that the principal has been provided with all necessary information concerning the offender and has been authorized to share the information with appropriate school personnel for the security of the student populace.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The chief school administrator shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

The Tier Two community notification procedures shall apply to the Tier Three offenders.

When community notification concerning a Tier Three offender occurs during summer vacation, or during any extended school closure, notification should be provided to personnel who are working during this period. The affected principal should show the Notice to other appropriate school personnel in accordance with the Guidelines upon their return to school. With respect to mailing the Notice to parents and guardians, the principal may supply to the Prosecutor a mailing list or pre-addressed envelopes of the parents and guardians of children attending school during the vacation or break period, and a full mailing list or pre-addressed envelopes of all students' parents and guardians as soon as practicable upon resumption of the school session. The Prosecutor shall be responsible for mailing Notices and accompanying materials to those parents and guardians at the time of receipt of such mailing list. If the school itself will perform the mailing, it must comply with this procedure.

PUPIL SAFETY - POLICY #5142

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention.

- Facilities
- Staff Education and Training
- Student Supervision
- Supervision of Students During Dismissal
- Supervision of Non-bused Students at Dismissal
- Notification of Dismissal Protocols
- Potentially Missing Children
- Release to an Individual Impaired by Drugs/Alcohol Prohibited
- Possessions

Building level administration will be responsible for implementing school safety policies for students.

SEXUAL HARASSMENT – PUPILS - POLICY #5145.5

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil. The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive such conduct shall be construed to be sexual harassment. All pupils are encouraged to report any incident of sexual harassment to the principal or any teaching staff member, who shall then immediately advise the Affirmative Action Officer and the Superintendent.

I. Affirmative Action Officer

The Burlington Township Board of Education designates an AAO to coordinate compliance efforts and to investigate any complaints of discrimination or harassment. As required by federal regulations, all students are to be notified of the following information about the Affirmative Action Officer:

NAME: Elizabeth Parnagian

OFFICE ADDRESS: Burlington Township Schools

P.O. Box 428

Burlington, NJ 08016

PHONE NUMBER: (609) 387-3955, Ext. 2058

AFFIRMATIVE ACTION

The Burlington Township Board of Education recognizes all of the existing federal and state legislation that pertain to equality in educational programs. The purposes of Title IX of the Education Amendment Act of 1972, New Jersey Administrative Code 6:4, Equality in Educational Programs, and the Burlington Township Schools' policy of non-discrimination are to prohibit discrimination against students and employees on the basis of gender, race, national origin, religion, creed, ancestry, or social or economic status. These and other federal and state regulations provide that all students must be afforded equal opportunity with regard to:

- access to and treatment in curricular and co-curricular programs and activities.
- treatment under regulations and policies governing student benefits, services, conduct, and dress.

II. Affirmative Action Officer

The Burlington Township Board of Education designates an AAO to coordinate compliance efforts and to investigate any complaints of discrimination or harassment. As required by federal regulations, all students are to be notified of the following information about the Affirmative Action Officer:

NAME: Elizabeth Parnagian

OFFICE ADDRESS: Burlington Township Schools

P.O. Box 428

Burlington, NJ 08016

PHONE NUMBER: (609) 387-3955, Ext. 2058

POLICY FOR HANDLING STUDENT COMPLAINTS AND GRIEVANCES - POLICY #5145.6

All levels of the Schools' Administration recognize the students' right to be heard on matters of concern to them involving:

- School Regulations
- Curriculum
- Activities
- Staff

Individual students are encouraged to consult teachers and the building Administrators (Principal and Vice Principal) for the resolution of individual problems.

CELL PHONE USE BY STUDENTS - POLICY #5151

The increased availability of cell phones has necessitated the need for a policy regulating student use. The policy is designed to balance the need to maintain an educational learning environment while also providing access for students to remain in touch with their parents. This policy will become effective September 1, 2000.

The school accepts no responsibility for cellular phones, iPods, electronic games, radios, headsets, etc. that are brought to school or to school sponsored events. Students may keep such items on their person; however, they may not be turned on or in use in the hallways or classrooms (unless utilized as part of the lesson or with teacher's permission) prior to the dismissal bell. I-pods are only permitted in the cafeteria. Use of these items in an unauthorized area will result in the item being confiscated and returned to the parent/guardian only. **Beepers are banned on school property.**

COLLEGE VISITATIONS - POLICY #5113

It is the expressed policy of the Burlington Township Board of Education that Juniors and Seniors be encouraged to visit college campuses prior to making commitments to either attend or not attend.

Procedures

Juniors and Seniors will be granted excused absences under the following conditions:

- All requests for college days must be submitted to the Guidance Office at least one day prior to the college visitation. All requests will be verified.

- A letter signed by a parent must be submitted to the High School Guidance Counselor advising the school of the time, date and location of the interview to maintain perfect attendance.
- The student will also be responsible for notifying each teacher in advance of the trip in order to obtain homework for that day. Students will be responsible for making up all written work, tests, etc. but will be excused from the classroom participation segment.
- Verification on college stationery by an official in the registrar's office (not a secretary) must be turned in the following school day.
- A maximum of two days may be used for out-of- state college visits.
Generally visitations may not be used for colleges in New Jersey. Special permission may be granted through the guidance Office.

ACCEPTABLE USE POLICY - POLICY #6142.10

The electronic communication systems and the communications transmitted through them are subject to acceptable use compliance. The operation of these systems relies upon the proper conduct of users, who must adhere to acceptable use guidelines. The use of the district's electronic communications systems is a privilege, not a right. The district reserves the right to deny access or to cancel systems access at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes.

For a student to use the district's electronic communication system, the district's Acceptable Use Policy, which is provided to all students annually, must be signed by both student and parent, and returned to the district.

HIGH SCHOOL GRADUATION REQUIREMENTS POLICY - POLICY #6146

The Burlington Township Board of Education adopts the following policy in accordance with NJAC 6:8-7.1 (b). The Board is fundamentally committed to the philosophy that school officials, parents, and students have a shared responsibility in education at BTHS. This policy is adopted to provide all parties with a clear description of the requirements for high school graduation.

- Credit Requirements
- Credit By Examination
- Other Requirements
- High School Proficiency Assessment (HSPA)
- Early Graduation
- Special Education Students
- Out-Of-School Youth
- Limited English Proficient Students (LEP)
- Issuance of Diplomas
- Reporting and Monitoring
- Transfer Students
- Updating Graduation Policies
- Date of Effect

HIGH SCHOOL GRADING AND REPORTING POLICY - POLICY #6147.7

I. Grading Policy Guidelines

Students are to be given numerical grades on report cards including the final grade. Teachers should be as objective as possible and must maintain a class roll book with records which substantiate the grade. Any grade below 60 must receive prior approval from the building Principal.

A. During the duration of a course, there should be sufficient objective grades to complement subjective evaluations. In regular subject areas, the grade is determined as follows:

- 60% Summative Assessments - Major tests, research reports and/or projects, minimum (2) each marking period.
- 40% Developmental Assessments - Daily and short term assignments, quizzes and quiz equivalents.
 - 10% Homework, class work (homework will be checked not graded for accuracy); in each major subject area, homework will be assigned at least twice a week.
 - 30% quizzes, quiz equivalent (may include work completed at home; minimum (5) each marking period.

- B. When calculating the final grade for a course:
 - 80% - The marking period grade(s) will constitute 80% of the final grade.
 - 20% - Final examinations will be given in all subjects and constitute 20% of the final grade.

II. Guidelines

- A. On average the total amount of time spent on homework at each grade level should be the following:
 - 9th grade - 90 minutes
 - 10th grade - 100 minutes
 - 11th grade - 110 minutes
 - 12th grade - 120 minutes
 - Those students in grades 9-12 enrolled in enriched or AP level course work should expect to spend, on average 2 hours studying each weeknight.
- B. The assignment of extra credit is at the discretion of the teacher; however, any extra credit earned must be directly linked to the content in which it is assigned.
- C. Final examinations will be administered in all subjects and will count 20% of the final grade. Exams will evaluate major concepts that have been developed throughout the course. All students are expected to be present for final exams. Any absence from a final exam must meet the criteria of an authorized absence and be approved by the Principal.

SENIOR EXAM EXEMPTION POLICY

Seniors who have earned a final average in a course of 90-100 (A) are exempt from taking the final exam in that course. Seniors may opt to take the final exam if they so choose.

<u>Percentage Range</u>	<u>Letter Grade Equivalent</u>
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90 - 100	A
82 - 89	B
74 - 81	C
70 -73	D
69 - below	F

Effective September 2009:

<u>Percentage Range</u>	<u>Letter Grade Equivalent</u>
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90 - 100	A
80 - 89	B
70 - 79	C
65 -69	D
64 - below	F

- 0. In special education programs, Kindergarten through 12th grade, including both special classes and resource centers, the evaluation of student progress by teachers and specialists will be based on the attainment of the Individualized Education Program (IEP) objectives; there will be a minimum of two (2) parent/teacher conferences a year, one of which will be the annual IEP review.
- 1. Beginning level English Language Learners (ELL) will be assigned pass/fail grades for those academic subjects (English, math, science, social studies) in which, due to their language barrier, it is difficult to accurately assess progress or skill level.
 - a. The ELL teacher will assume responsibility to inform staff regarding the proficiency level of all ELL at the beginning of each semester. The ELL teacher will make his/herself available to discuss the progress of ELL with content-area teachers.
 - b. The classroom teacher will assume responsibility to maintain copies of modified work and assessments to document the progress of ELL and to provide documentation that ELL have been given multiple opportunities to succeed.
 - c. Intermediate level ELL will be assigned numerical grades, if possible; but would be eligible for pass/fail status.
 - d. Determination for pass/fail for any ELL will be recommended by the ELL teacher and approved by the principal.

e. Only college level academic courses qualify for the pass/fail option. Enriched and AP courses may not be taken on a pass/fail basis.

f. Courses completed on a pass/fail basis will not count toward a student's GPA.

In order for a student to be eligible to receive a grade of passing, students would demonstrate the following:

- Be attentive in class
- Make an effort to follow classroom instruction
- Complete assignments to the best of their ability
- Seek out assistance from the content area teacher and/or the ELL teacher
- Respond orally or illustrate explanation of key concepts when called upon.

2. Return from Absence

A student who has been absent from class is responsible for making up class work which has been missed. Upon return to class, arrangements should be made with the teacher to make up all tests, quizzes, homework, discussions, projects, and laboratories. Class participation may be made up through a conference with the teacher and may require additional time on a period for period basis outside the regular class period. Make-up work should be completed within five days of the absence(s). Report card "incomplete" will not be carried beyond one marking period.

3. The grading policy is predicated on the principle that the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose. It is recognized that students may be absent because of their involvement in programs and activities which are part of the total school curriculum or because of serious illness necessitating home instruction.

Reason	Code
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|--|-----|
| 1. Home Instruction | (H) |
| 2. Religious Holy Days | (R) |
| 3. Guidance/Admin. Pass | (P) |
| 4. Rotating Music Lesson | (B) |
| 5. Scheduled Lab/Accelerated or Remedial Program | (L) |
| 6. Death in Immediate Family | (D) |
| 7. Student Council Meeting | (S) |

4. Repeated lateness to school results in loss of valuable instructional time. In an effort to insure that students arrive to school on time, the following procedures will be implemented:

- A student may be late up to 4 times each semester without penalty.
- The 5th late to school in a semester will result in an administrative detention and parent notification
- The 10th late to school in a semester will result in a Saturday detention and a parent/guardian conference with a Vice Principal
- The 15th late to school in a semester will result in an in-school suspension and a parent/guardian conference with a Vice Principal. (In the absence of an ISS program, 2 Saturday detentions will be assigned)
- The 20th late to school in a semester will result in two in-school suspensions, a parent/guardian conference with a Principal, and referral to the Intervention and Referral Services (I&RS). (In the absence of an ISS program, 4 Saturday detentions will be assigned)
- Each lateness after the 20th will result in an after school detention. This will be scheduled during the next available day of detention.

Authorized reasons for late arrival and/or early dismissal:

- Medical or dental appointments which cannot be scheduled outside of school hours - doctor's note upon return to school
- Physical or mental illness - doctor's note upon return to school
- Family emergency - note or call from parent/guardian
- Court appearance - summons
- Motor Vehicle Driver's Test - proof from DMV
- Interview for college entrance or employment - letter or written proof

Any policy referenced may be read in its entirety by visiting www.burtpwsch.org/district/policies. Parents may also request a copy of the policy by contacting the district's Public Relations Coordinator, Liz Scott at (609) 387-3955, Ext. 2074 or via email at escott@burtpwsch.org.

- Such good cause as may be acceptable to the Attendance Review Board

Given the high academic standards and expectations set for Burlington Township High School students and the public policy of the State of New Jersey which requires maximum school attendance and the provisions for make-up work following absence, students may lose credit due to excessive absences from class.

- Students are permitted 6 unauthorized absences from a semester course, 3 from a quarter course, and 12 from a full year course without penalty.
- For each unauthorized absence in a course beyond the allotted days, students will lose credit for any assessments conducted that day. The student is responsible for any information that was missed on these days, even though credit will not be awarded. Future assignments and assessments may require the student's knowledge of this material. A student must provide documentation to authorize an absence. This documentation must be submitted to the Attendance Office within 2 days of the student's return from an absence. If documentation is submitted after the 2-day requirement, the absence will be unauthorized. An appeal may be submitted to the Attendance Review Board in such cases when extenuating circumstances interfere with the 2-day requirement. Appeal requests may also be submitted in advance. Absences for the following reasons are considered authorized with the stated documentation provided:
 - Physical or mental illness - doctor's note before or upon return to school covering all days absent
 - Recovery from accident - doctor's note
 - Court appearance - summons
 - Death in family (Up to 5 days in the event of the death of a parent, sibling, Legal guardian, or any other member of the immediate household. Up to 3 days for death in the family outside the immediate household - additional days may be requested by the parents/guardian, and approved by the Attendance Review Board.
 - Religious holiday as defined by the State - parent/guardian note before or after absence
 - School-sponsored trips - teacher or supervisor approval
 - Out-of-school or in-school suspension
 - Students excused administratively or by the school nurse
 - College visits - letter required from college (juniors and seniors only)
 - Such good cause as may be acceptable to the Review Board

Please note: Family vacations are not considered authorized absences. An Attendance Appeal form will allow parents to request further review on any unauthorized absences. The Review Board will meet on a monthly schedule to rule on all appeals, with the exception of January and June, when they will meet on a weekly basis. Parents/Guardians are expected to call the Attendance Office whenever their child will be absent or late to school for any reason. If a call is not received, an automated message will be sent to alert the parent/guardian of the student's absence/lateness.

5. Home instruction may be arranged for a student who is properly classified as unable to attend classes for medical reasons. The regular instructor will determine the grade after consultation with the home instructor. The principal, in consultation with the Superintendent, may provide special early home instruction at Board expense, when unusual medical conditions, substantiated by a physician, dictate that such action is in the best educational interest of the student.
6. Cooperative Work Experience Program (Students in this program receive on-the-job training. They are released from school fifteen hours per week).

Regular school attendance is an essential part of the work program. A student who is present for work must be present for school. When school absences exceed work absences by more than three days, the student will be dropped from the program.

7. It is the policy of the Burlington Township Board of Education that students be required to attend school and all classes scheduled. No teacher may excuse a student from his class except for reasons specifically and individually approved by the principal and no teacher may permit a student to be in his class except when he is so scheduled. Violations of this policy are considered to be dereliction of duty.
8. Reports

Reports will be issued four (4) times annually in accordance with the established calendar of dates for the district's marking periods. Each course will report progress at the mid-point and end of each semester. Reports contain the grade received in each class, the number of absences from each

class and the number of absences from school. In addition, teachers are required to notify parents when class absences may be cause for loss of credit in the course. The notification will be part of the Interim Report which is also used to advise parents and student of academic performance to date. This will be sent after four (4) weeks of instruction each term or twice during the semester period or at any time attendance or academic performance is hindering the educational process. When the Interim Report is sent, an "I" will be noted in the roll book on the date the report is submitted to the Guidance Office. The report, when returned, will be maintained with the student's records.

9. Grade Summary sheets are turned into the Principal through the Unit Coordinator at the end of each grading period. In courses that meet less than three (3) periods per week/cycle, the following indicators are used to report progress:
 - O - Outstanding progress toward completion of course requirements.
 - S - Satisfactory progress toward completion of course requirements.
 - U - Unsatisfactory progress toward completion of course requirements.
10. Students cannot apply remedial courses from County/Community College for credit in Burlington Township High School except when it can be shown that such a course, or its close equivalent, is not being offered in State approved summer school. The decision on the acceptability of such a course shall rest with the principal. Non-remedial County/Community College courses are not transferable to Burlington Township High School.
11. Courses successfully completed in academic subjects from four-year colleges or universities may be considered for inclusion on the Burlington Township High School transcript; however, no high school credit for these courses will be granted.
12. Students not receiving credit for a high school course may employ a private tutor under the following stipulations:

The tutor must be certified as determined by the State Board of Education Teacher Certification Examiners as certified in the subject in which s/he is employed to tutor. The high school Guidance Department will assemble a list of certified tutors.

 - a. The tutor will be responsible to contact the school and secure the instructional curriculum, test materials, and general requirements and outlines of the course which s/he will be tutoring.
 - b. The tutor must meet a minimum of 60 hours with a student and attest to this in writing along with the final recommendation concerning the student's proficiencies in the course.
 - c. Tutors may not be members of the student's immediate family.
 - d. Students being tutored in the summer due to failure in an Enriched or AP course will not be eligible to receive the additional weighting these courses carry when taken during the school year.

STUDENTS PARTICIPATING IN THE SENIOR TRIP - POLICY #6153.2

The annual senior class trip is one of the culminating activities of the senior year. It shall be the goal of the senior Trip Coordinators to prepare an itinerary that provides an opportunity for a rewarding experience in a group setting. When an administrator is not in attendance on the trip, the Principal's designee is responsible for any decisions during the course of the trip. They will also be responsible to make daily reports to the High School administrators as to the status of the trip.

SECTION II RIGHTS AND RESPONSIBILITIES

As a resident of Burlington Township and a student in Burlington Township High School, you have:

1. **The Right to a free education** between the ages of five and twenty or until graduation from High School.
2. **The Responsibility to comply with school rules and follow the courses of study**, submit to the authority of the teacher (Burlington Township Board of Education policy). Each person over five and under twenty years of age has the right to a free education through high school, subject to the education laws.

Until age sixteen, a student is compelled to attend regularly, "all the days and hours" school is in session. Failure to comply requires the school to bring charges against the parent in local court and against the student as a delinquent. If the parent is unable to make the student attend school, the student may be placed in a State reformatory at the discretion of the court.

A student, sixteen and over, cannot legally be compelled to attend school. However, if he chooses to attend school, he must comply with the rules of the school that requires regular attendance.

Students who withdraw or are dropped from school should arrange to take the General Educational Development (GED) tests in order to qualify for a State diploma.

'SUBMISSION OF PUPILS TO AUTHORITY'

"PUPILS IN THE PUBLIC SCHOOLS SHALL COMPLY WITH THE RULES ESTABLISHED IN PURSUANCE OF LAW FOR THE GOVERNMENT OF SUCH SCHOOLS, PURSUE THE PRESCRIBED COURSE OF STUDY AND SUBMIT TO THE AUTHORITY OF THE TEACHERS AND OTHERS IN AUTHORITY OVER THEM." "ANY PUPIL WHO IS GUILTY OF CONTINUED AND WILL FUL DISOBEDIENCE OR OF OPEN DEFIANCE OF THE AUTHORITY OF ANY TEACHER OR PERSON HAVING AUTHORITY OVER HIM, OR OF THE HABITUAL USE OF PROFANITY OR OF OBSCENE LANGUAGE, OR WHO SHALL CUT, DEFACE OR OTHERWISE INJURE ANY SCHOOL PROPERTY, SHALL BE LIABLE TO PUNISHMENT AND TO SUSPENSION OR EXPULSION FROM SCHOOL.

The building level administration maintains the legal discretion to impose suspensions of ten days or less for good cause.

Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- a. Continued and willful disobedience.
 - b. Open defiance of the authority of any teachers or person having authority over him.
 - c. Conduct of such character as to constitute a continuing danger to the physical well being of other pupils.
 - d. Physical assault upon another pupil or upon any teacher or other school employee.
 - e. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear.
 - f. Willfully causing, or attempting to cause, substantial damage to school property.
 - g. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such a school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility.
 - h. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district.
 - i. Incitement which is intended to and does result in truancy by others.
 - j. Use, possession or sale of alcohol and/or other drugs.
 - k. Cutting after school detention.
 - l. Refusing to report to Saturday Detention.
 - m. Violation of Board Of Education's Harassment Policy
 - n. Violation of Technology Acceptable Use Policy, including any instance of harassment or intimidation, initiated or conducted through any technological means.
 - o. Chronic use of profanity.
3. **The Right to pledge and salute the flag of the United States of America**, or to abstain from the pledge and salute on conscientious scruples.

The Responsibility to show respect for the United States flag or to stand respectfully.

New Jersey law requires that each day, pupils salute the United States flag and repeat the pledge of allegiance. Students who have conscientious scruples which prevent compliance with the law, are required to make these objections known to the Principal and "shall be required to show full respect to the flag while the pledge is being given, merely by standing at attention", the boys removing the headdress.

4. The Right to freedom of expression.

The Responsibility to not coerce others or intrude on the rights of others during school hours (Tinker vs. DesMoines); refrain from writing and publishing material which creates hostility or violence, is hard-core pornography, or is libelous: (NJ State Board) refrain from taking a position on political candidates or issues in a general, local, or school election: distribute materials at times and places designated by the Principal (NJ State Board, BTBE Policy, #1140).

The preparation, publication and distribution of newspapers, magazines, and other literature is an exercise of freedom of the press. The freedom to express one's opinion goes hand in hand with responsibility for the published statement. Literature intended for distribution on school property is the responsibility of the author and of the school. A copy of the materials must be submitted to the Principal at least three days before its intended distribution. Material must be free of obscene, pornographic, immoral, and libelous content; must not attack any ethnic, racial, religious or political group; must not advocate a position on an election issue.

5. The Right to protection against unreasonable searches.

The Responsibility not to carry or conceal items contrary to New Jersey law, school rules, or that are detrimental to the school. Lockers are school property and are assigned to students as a matter of convenience. The school reserves the right to inspect the contents of lockers and to remove anything contrary to school rules (NJ Board : Overton vs. NJ). Students may only use the locker they are assigned. Student's automobiles parked on school property are subject to search, based on reasonable suspicion.

6. The Right to dress in accordance with personal and parental preference, as long as the attire conforms with BTBOE established dress code. Dress suitably for protection of health and safety; prevent interference with schoolwork; avoid causing disorder; and be modest (BTBOE Policy); wear your hair so as not to present a danger to health or safety or the health and safety of other students or create classroom disorder. For certain organized activities, the school prescribes the uniform, which must be worn by participants. Athletic coaches are authorized to prescribe regulations on hair length and style, not for appearance, but for health, safety and proficiency standards.

SECTION 504/ADA

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as any whom:

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Burlington Township Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Laura Sivon is the District 504/ADA Coordinator. She may be contacted at 609-387-3955, ext. 2061 or via e-mail lsivon@burltwpsch.org

CHILD FIND

To parents who suspect that their child may have a disability: If you feel your child is having some difficulty speaking, hearing, seeing, walking, or playing with toys, please contact the Burlington Township Child Study Team

LAB SCIENCE "OPT OUT" OPTION

STATE MANDATE – P.L. 2005, CHAPTER 266 (18A:35 AND C18A:35-4.25)

The Department of Education would like to make you aware of recent legislation allowing public school students to choose not to participate in certain experiments involving animals. Public may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to "opt out" of these activities. Schools are required to notify pupils and their parents or guardians of a pupil's right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project.

For questions regarding requirements of the law, please contact Michael Heinz, science coordinator at 609-984-7453 or by e-mail at Michael.Heinz@doe.state.nj.us. A copy of the law and a question and answer document are available at <http://www.nj.gov/bhded/aps/cccs/science/resources.htm>.

Any policy referenced may be read in its entirety by visiting www.burltwpsch.org/district/policies. Parents may also request a copy of the policy by contacting the district's Public Relations Coordinator, Liz Scott at (609) 387-3955, Ext. 2074 or via email at escott@burltwpsch.org.

ASBESTOS HAZARDOUS EMERGENCY RESPONSE EMERGENCY ACT

The Burlington Township School District is in complete compliance with the Asbestos Hazardous Emergency Response Act. The asbestos management plan is updated annually and is available in the main office of each school and in the business office at the Burlington Township High School. The AHERA plan reviews inspections, response action and past response action activity regarding all asbestos-containing building materials in the school district. Questions regarding this plan can be directed to:

Marie Ann Bell, Business Administrator/Board Secretary, at 387-3955

ACADEMIC INTEGRITY POSITION

The functions of the Academic Integrity Position are to communicate the meaning and importance of intellectual honesty to all students of the school; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; and to identify and educate those who fail to live up to the stated expectations of the school community with regard to these standards.

Cheating:

In copying, a student is taking the work of another, either on homework or on a test, and claiming it as his/her own. Cheating includes but is not limited to:

- Copying and or offering homework verbally, in written form, or by electronic means.
- Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
- Bringing in and using unauthorized information during class time, including information stored in a calculator.
- Offering or receiving information under circumstances when information is not to be shared.
- Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
- Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)
- Copying answers from answer guides in texts.
- Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.

Plagiarism:

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work.
- Using another's ideas without proper citations.
- Incorporating portions of another's writing within the context of your own work.
- Failing to acknowledge a source of information.
- Using "unique" phrases without citations.
- Using graphics, charts, diagrams, illustrations without citations.

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

The Summer Course Completion Program is an intense twenty-day program intended to address proficiencies required of students to earn credit for courses taken during the school year. Each student will be provided with a deficiency form that identifies the skill area(s) that he/she must master to be awarded credit. Once the teacher determines that a student has mastered the identified skill areas,

the student will be released from the program. The student's final grade on his/her transcript will be a combination of the grade earned during the school year and the grade earned in the course completion program; however, the final transcript grade may not exceed 81 (C). A student must have a final grade of at least a 55 to be eligible to attend the program.

SECTION III BEHAVIOR MANAGEMENT

PHILOSOPHY

At BTHS, student management is based on the premise that learning responsible behavior is an integral aspect of the teaching/learning process. Effective discipline is viewed as an extension of the educational program. An effective student management model teaches students responsibility and self-discipline, nurturing the feeling that BTHS is an exciting place to teach and learn. Effective student management occurs in classrooms, hallways, lavatories, the cafeteria, the media center, on field trips, at athletic/social events, on buses, bus stops, anywhere on school grounds, or at school sponsored activities. Effective behavior management requires the effort and involvement of the stakeholders (students, parents, and teachers) and the facilitators (vice-principals, counselors, support personnel, and principal).

CLASSROOM MANAGEMENT

Student behavior management problems are most effectively solved by the stakeholders. A critical component of any behavior management model is early intervention with parents. In establishing effective classroom discipline, teachers and parents must interact directly with each other and with the student to communicate and implement consequences and behavior management plans. The goal of the BTHS professional staff is to work with students and parents to change patterns of inappropriate behavior and promote positive expectations that enhance the teaching/ learning process. It is the critical function of the facilitators to assist in bringing the stakeholders together to mediate disagreements when communications and implementation breaks down.

DISCIPLINE GRID

BURLINGTON TWP BOARD OF EDUCATION POLICY #5131.1 : CODE OF CONDUCT

The purpose of the grid below is to provide guidelines for the administration to follow in assigning disciplinary actions that are consistent and fair in enforcing the **Code of Conduct** for our school. Since the intent of this policy is to help bring about a change in student behavior that enables students to succeed in the classroom and interact in an appropriate way with others, the administration reserves the right to exercise their judgment in the assignment of consequences for Code of Conduct infractions. The consequences listed below are minimum guidelines and the administration reserve the right to extend suspensions based on severity of the incident.

DISCIPLINE ACTION

DETENTION: Action by a staff member to detain a student before or after scheduled classes for violation of the discipline code.

ADMINISTRATIVE DETENTION: Action by a Vice Principal/Principal that detains a student after school from 2:15 – 3:15pm or before school from 6:45 – 7:15am.

SATURDAY SESSIONS: Action by Vice Principal/Principal requiring a student to attend school from 8:00-11:00 a.m. on Saturdays.

IN-SCHOOL SUSPENSION: Action by Vice Principal/Principal removing student from class to a restricted classroom. **(In the absence of an ISS program, 2 Saturday detentions will be assigned).**

OUT-OF-SCHOOL SUSPENSION: Action by Vice Principal/Principal removing student from school. Student must be accompanied by a parent upon return to school. **NO EXCEPTIONS!**

DISCIPLINARY CODE

Please read this code in conjunction with the entire Student Handbook with special attention to the discipline, behavior and attendance sections of the publication.

CODE OF DISCIPLINARY ACTIONS

1. AWAdministrative Warning
2. ADAdministrative Detention the number after the dash (-) indicates the number of detentions, 2:15 – 3:15pm Tues., Wed., Thurs. or 6:45 – 7:15am Mon., Tues, Wed., Thurs.
3. APC.....Parent conference with the administration
4. ANP.....Administrative notification to Parent/Guardian
5. CConfiscation – Item returned only to parent/guardian
6. CSTRChild Study Team Referral
7. BH.....BH/Possible Expulsion
8. ISSIn-School Suspension – the number after the dash (-) indicates the minimum days in-school suspension
9. P.....Possible Police Notification/Notified School Resource Officer – Charges may be filed
10. OSSOut of School Suspension – the number after the dash (-) indicates the minimum days of suspension
11. RRestitution or payment of loss; including medical expenses
12. RSReferral to Superintendent
13. RSI.....Referral Student Intervention – SAC, counseling, anger management, mediation
14. SATSaturday Session – the number after the dash (-) indicates the minimum number of Saturday Sessions, 8 am – 11:00 am
15. S-CAFSuspension of cafeteria privileges. The number after the dash (-) indicates the minimum number of days of suspension of cafeteria privileges (Assigned seating in cafeteria and/or eating in an alternative setting).
16. TCP.....Teacher call to parent
17. TDTeacher detention assigned.
18. TWTeacher warning to student

	1st Offense	2nd Offense	3rd Offense	4th Offense
I. Personal Conduct				
A. Possession/Use of Electric Devices/Cell Phones inside the school building. (Subsequent offenses will be addressed administratively)	AW, ANP, C (return to parent/guardian)	AD-1, C, ANP (return to parent/guardian)	SAT-1, C, ANP, APC (return to parent/guardian)	ISS-1, C, ANP, APC (return to parent/guardian)
B. Violation of dress code	TW/AW, TCP/ANP	AD-1, ANP	SAT-1, ANP, APC	ISS-1, ANP, APC
C. Violation of School Gang Policy #5131.81	Please See Discipline Consequences as Outlined in BOE Policy #5131.81			
D. Violation of Technology Policy	AD-2, ANP, P (Loss of Computer use if warranted)	SAT, ANP, APC, P, (Loss of Computer Use if warranted)	OSS-1, ANP, APC, P/ (if warranted & Loss of Computer Use if warranted)	
E. Taking the property of the school or an individual without permission of the owner or applying pressure or threats to do so; possession of stolen property	OSS-3, ANP, APC, RSI, P, R	OSS-5, ANP, APC, RSI, P, R	OSS-7, ANP, RS, RSI, P, R, RS	OSS-10, P, ANP, RSI, R, RS, BH

	1st Offense	2nd Offense	3rd Offense	4th Offense
F. Vandalism – intent and/or actual defacing, abusing, or destroying of property	ISS-1, ANP, APC, P, R	OSS-1, ANP, APC, RSI, P, R	OSS-3, ANP, P, R, RS, RSI	OSS-5, RS, BH, R, P ANP, RSI
G1. Gambling	ISS-1, C, APC, ANP, RSI	ISS-3, C, APC, ANP, RSI, P	OSS-1, C, APC, ANP, RSI, P	OSS-3, ANP, APC, C, P, RSI
G2. Possession and/or Use of Cards and/or dice	TW	AW, C, ANP	AD-1, ANP, C, APC	SAT-1, C, APC, ANP, RSI
H. Possession and/or use of tobacco products in the school or on school grounds and/or on buses or at school sponsored activities.	SAT-1, ANP, C	ISS-1, ANP, APC, RSI, C	ISS-2, ANP, APC, C, RSI	OSS-1, ANP, APC, C, RSI
I1. Use of alcohol, and/or controlled substances including steroids; possession of drug paraphernalia, (for entire time at BTHS) in the school or on school grounds and/ or on buses or at school sponsored activities	OSS—5, ANP, APC, RSI, P,	OSS—10, ANP, APC, RSI, P,	OSS—10, ANP, APC, RSI, P, RS, CSTR	
I2. Possession or distribution of alcohol, and/or controlled substances including steroids; possession of drug paraphernalia, (for entire time at BTHS) in the school or on school grounds and/or on buses or at school sponsored activities	OSS—10, ANP, APC, RSI, P,	OSS—10, ANP, APC, RSI, P, RS, CSTR		
J. Possession of dangerous implements and/or devices (excluding firearms)	OSS-5, RSI, ANP, APC, C, P	OSS-7, RSI, ANP, APC, C, P, RS	OSS-10, RSI, ANP, APC, C, P, RS, BH	
K. Use of fireworks and/or chemical or nuisance devices	OSS-7, RSI, ANP, APC, RS, C, P	OSS-10, RSI, ANP, APC, C, P, RS, BH		
L. Bus Misconduct Policy #3541.5	Please See Discipline Consequences as Outlined in BOE Policy #3541.5			
M. Using Inappropriate Language	TW	AW, ANP	AD-1, ANP, RSI	SAT-1, ANP, APC
N. Parking car on school property without authorization	AW, ANP	AD-1, ANP	SAT-1, APC, ANP	ISS-1, ANP, Car towed at owner's expense
O. Video taping a fight or altercation and/or posting an altercation.	OSS-1, ANP, APC, P	OSS--3, ANP, APC, RSI	OSS-5, ANP, APC, RS, P, RSI	OSS-10, ANP, APC, P, RSI, R, RS, BH
P. Present at an off campus fight or altercation (Not participating in the altercation or fight)	AD-1, ANP	SAT-1, ANP, APC	ISS--1, ANP, APC, RSI	OSS-1, ANP, APC,

	1st Offense	2nd Offense	3rd Offense	4th Offense
Q. Inappropriate behavior (Putting one's hands on another student. Behavior that does not meet the standard of a fight and/or an assault. Ex. Behaviors including but not limited to horseplay, pushing, hugging, etc.)	AW, ANP	AD (s), ANP	SAT – 1ANP, APC	ISS – 1ANP, APC
II. Behaviors that Endanger or Threaten Others				
A. Possession of Firearm	Suspension pending an expulsion hearing, file charges with police			
B. Physical Altercations and Assaults against staff and students	OSS-5, ANP, APC, P, RSI, R	OSS-7, ANP, APC, P, RSI, R	OSS-10, ANP, APC, P, RSI, R, RS, BH	OSS pending BOE hearing
C1. Verbal Assault, obscene or vulgar language, threats directed to a staff member	OSS-5, ANP, APC, RS, P, RSI	OSS-7, ANP, APC, RS, P, RSI	OSS-10, ANP, RS, BH, P, RSI	
C2. Verbal Altercation and/or threats towards another student	ISS--1, ANP, APC, RSI, P	ISS--2, ANP, APC, RSI, P	OSS-1, ANP, APC, RSI, P	OSS--2, ANP, APC, RSI, P
D. Behavior that endangers the welfare of others or interrupts/ disrupts the learning environment	OSS-5, ANP, APC, RS, P, RSI	OSS-7, ANP, APC, RS, P, RSI	OSS-10, ANP, RS, BH, P, RSI	
E. Using Abusive Language Towards Staff	ISS--1, ANP, APC	ISS--3, ANP, APC, RSI	OSS--1, ANP, APC, RSI	OSS--3, ANP, APC, RSI
F. False fire alarm, making a bomb threat, making false emergency services call, setting a fire	Suspension pending an expulsion hearing, file charges with police			
G. Harassment, Intimidation and Bullying of Pupils Policy #5131.2	Please See Discipline Consequences as Outlined in BOE Policy #5131.2			
III. Classroom and Building Guidelines				
A. Refusing to provide identification when requested	AD-1, ANP	SAT-1, ANP, APC	ISS-1, ANP, APC, RSI	ISS-3, ANP, APC, RSI
B. General misconduct including: disruption of class or activity spitting, littering, food/drink in building except cafe, running in hall, loitering, not following staff directions, etc.	TW	TD, TCP	AD-1, ANP, RSI	SAT-1, ANP, APC

	1st Offense	2nd Offense	3rd Offense	4th Offense
C. Insubordination and/or Disregard for school authority. Refusing to leave an area of the school when directed by a staff member, resulting in calling for an administrator, or refusing to provide identification or respond to the directions of a staff member	ISS-1, ANP, APC	ISS-2, ANP, APC,	OSS-1, ANP, APC, RSI	OSS-3, ANP, APC, RSI
D. Misrepresentation of authority via forged signatures, altered passes, altered notes, etc.	AD-2, TCP, ANP	SAT-1, ANP, APC	ISS-1, RSI, ANP, APC	OSS-1, RSI, ANP, APC
E. Late to Class (Subsequent lates to class will be addressed administratively)	3rd. Late TCP	5th. Late AD-1, ANP	6th Late AD-2, ANP, APC, RSI	7TH. Late SAT, ANP, APC, RSI
F. Late to School (Subsequent lates to class will be addressed administratively)	5 LATESAD-1, ANP	10 LATES-SAT, ANP, APC	15 LATES ISS-1 ANP, APC	20 LATES SAT-3ANP, APC, RSI
G. Not Signing In When Arriving Late to School	AD-1, ANP	SAT-1, ANP, APC	ISS-1, ANP, APC	OSS-1, ANP, APC, RSI
H1. Cutting Class	AD-1, TCP	AD-2, ANP	SAT-1, ANP, APC	ISS-1, ANP, APC
H2. Cutting Teacher Detention	AD-1, TCP	SAT-1, ANP	ISS-1, ANP, APC	OSS-1, ANP, APC
H3. Cutting Administrative Detention	SAT-1, ANP	ISS-1, ANP, APC	ISS-2, ANP, APC	OSS-1, ANP, APC
H4. Cutting Saturday Detention	ISS-1, ANP	ISS-2, ANP, APC, RSI	OSS-1, ANP, APC, RSI	OSS-2, ANP, APC, RSI
I. Leaving Class Without Permission	AD-2, TCP	SAT-1, ANP, APC, RSI	ISS-1, ANP, APC, RSI	OSS-1, ANP, APC, RSI
J. Leaving school grounds without authorization; in parking lot without permission	SAT-1, ANP	ISS-1, ANP, APC, RSI	ISS-2, ANP, APC, RSI	OSS-1, ANP, APC, RSI
K. Being in an unauthorized area of the school and/or being after school without permission.	AD-1, ANP	SAT-1, ANP	ISS-1, ANP, APC	OSS-1, ANP, APC, RSI
L. Truancy	SAT-1, ANP, APC, RSI	ISS-1, ANP, APC, RSI, P	ISS-2, ANP, APC, RSI, P	ISS-3, ANP, APC, RSI, P

	1st Offense	2nd Offense	3rd Offense	4th Offense
IV. Cafeteria Misconduct				
A. Throwing objects	SAT-1, ANP, APC, R, S-CAF-5	ISS-1, ANP, APC, R, RSI, S-CAF-10	ISS-2, ANP, APC, RS, R, RSI, S-CAF-20	OSS-1, RS, APC, ANP, RSI, S-CAF-30
B. Refusal to cooperate when asked to put tray or debris in proper place, littering	Staff members will request the student to dispose of the refuse. A refusal will be met with a charge of: AD -1, AD - 2 Sat. Det., ISS - 1			
C. Cutting in line	Staff member will request the student to return to the end of the line. A refusal will be met with a charge of: AD-1, AD-2, Sat. Det. ISS-1			
D. Lateness to cafeteria	TW/AW	AD1, APC	S-CAF-1, AD-2, APTC	S-CAF- Indef, PPC
E. Excessive noise	AW	AD-1, S-CAF-3, ANP	AD-3, S-CAF-5, ANP	SAT-1, APC, S-CAF-10

Please Note:

Students who are assigned any detention and do not attend will be required to serve the original consequence as well as the consequence for cutting.

Cutting is defined as not attending an assigned class, study hall, SRE, detention, Saturday session, or any other assignment without the PRIOR permission of the teacher to whom the student is assigned. Students sent home by the nurse or administrators do not need prior permission from a teacher.

Insubordination and/or Disregard of School Authority means a student not doing what is asked of him/her by a staff member. If there is ever a question about following the directions of a staff member the student should comply and request an appointment with a Vice Principal to discuss the situation.

A progressive set of consequences for those students who interrupt the teaching-learning process includes: teacher detention, administrative detention, placement in Saturday Detention, and out of school suspension. Parents will be notified in writing of all consequences resulting from behavioral infractions. Classroom and school rules, regulations and consequences are not intended to be applied in a lock-step approach. This model does not remove teacher/administrator judgment and discretion from the process. Certain behaviors (fighting, possession of weapons, gang related activities, possession/use of drugs or alcohol, etc.) pose a clear and present danger to staff and students. These anti-social and illegal behaviors require swift administrative response aimed at removing the student from the school.

STUDENT IN GOOD STANDING POLICY

Burlington Township High School supports privileges for students who have demonstrated appropriate behavior, met all financial obligations and turned in all required documents throughout the school year. Students must meet the eligibility requirements below to participate in *athletics or clubs* or attend any school sponsored function, activity, dance or prom, as a guest or member of the class, and any trips, including project graduation. The eligibility criteria below is cumulative per marking period. All students are considered in "Good Standing" at the beginning of each marking period. *Exception: See discipline.

A. Discipline:

- No more than 1 out of school suspension prior to each privilege or event per marking period (*A third OSS during the course of the school will result in the student losing good standing status for the remainder of the school year)
- No more than 1 in-school suspension day prior to each privilege or event per marking period
- No more than 2 Saturday School Days prior to each privilege or event per marking period
- No more than 3 administrative detentions prior to the date of privilege or event per marking period
- For a student to participate in an event, any offense that results in an out-of-school suspension of 3 or more days must be appealed to the discipline committee.

B. *Obligations

- All obligations must be met prior to the date of the privilege or event, including but not limited to the following:
 1. Library Books
 2. Text Books
 3. Athletic Equipment/Uniforms
 4. Class Dues (By March of their senior year. Class dues fund the following activities: senior picnic, graduation and project graduation)
 5. Lunch Accounts/Charges

Please Note: There are no refunds for monies paid for the senior class trip and class prom if a student is not in good standing at the time of the event.

C. *Documents

- All required documents must be returned to school prior to the date of the privilege or event, including but not limited to the following:
 1. Emergency Cards
 2. Student-Parent handbook acknowledgement forms

*Once all obligations are met and/or all documents are returned to the school, the student will regain his/her good status in the program and will be permitted to participate immediately in any extra curricular activity or event.

Students who lose good standing status in the last month of school (June) will not automatically regain their good standing status at the beginning of the new school year. Students who lose their good status in the last month of school (June) will not regain their good standing status for a minimum of 20 school days. Students who are not in good standing at the time of athletic tryouts may still participate in the tryouts; however, they may not participate in interscholastic sanctioned competition until they resume their status of a Student in Good Standing.

A student may regain his/her "Good Standing" status over the summer through completing a Community Service Project/Activity. Please contact your Vice Principal for details.

Any student questioning his/her status in the Student in Good Standing program must submit an appeal form to the Discipline Appeal Committee. The committee meets on *the Third Thursday of each month*. Prior to a major activity/event (Homecoming, Senior Trip or Prom), the committee will meet five school days before the major activity/event. Any appeal submitted after the meeting date will be held until the following month. Appeal forms will be available in the main office, student activities office and guidance office. Also, appeal forms are available on the high school's web page.

***If a student's appeal for their reinstatement as a Student Good Standing is granted, the student then enters into a contract with the school for the remainder of that semester.**

RENAISSANCE – STUDENT RECOGNITION

Burlington Township High School believes in a culture of respect for staff and students. The REACT committee is made up of staff, students, parents and community members to bring recognition activities to the school. The REACT committee sponsors recognition events for students at different times of the year. The Student of the month program and the People's Choice Awards are two events that the committee sponsors for students. Each year, the committee meets to discuss how we can make the building a better place and how we can recognize as many students as possible. For certain events, students must be in good standing to attend. As the committee continues to revamp the program each year, we welcome input from students to make BTHS a nice place to be. The REACT committee partners with the Renaissance Program, a nationally acclaimed recognition program sponsored by Jostens.

Renaissance – Student Recognition

1. People's Choice Awards – Staff selects students to receive recognition for the little things that they may do to add to a normal day or class period. This event is held in April.
2. Student of the Month – Staff selects students based on improvement, kindness, helpfulness and charm. Four students are chosen (1 from each grade level) for each month from October to May.

The committee meets on a monthly basis to add activities for student recognition. If you would like to be on the committee or have any questions, please speak to Mrs. Threadgill.

SUSPENSIONS

It is the responsibility of the student to make arrangements with his/her teachers to make up the work missed from class due to suspension, as stated in the Burlington Township Board of Education Grading Policy, during a period of suspension, the student loses all privileges connected with class or school. Students may not attend club meetings/activities nor participate in or be a spectator at any athletic event or contest involving a school team, either at home or away on days they are assigned to Saturday Detention or while suspended out of school. The period of out of school suspension begins when the student is informed of the suspension and ends when the student returns to class. Any such student attempting to attend an event will be immediately removed and result in an extension of the suspension. All infractions resulting in the assignment of an out of school suspension will be cumulative throughout the current school year. The exception will be those infractions related to physical altercations (fighting) and smoking, which will be cumulative throughout the student's high school career. For example, if a student is involved in a fight in his/her freshman year, and two fights in his/her sophomore year, he/she will be issued a third offense disposition for fighting. On the student's next altercation, even if this is in the student's senior year, the student will be issued the disposition for a fourth infraction.

*Any senior who is suspended out of school is disqualified from the Senior trip, prom, project graduation and participation in the Graduation ceremony. Any underclassman who is suspended out of school is also disqualified from the prom. A letter of appeal must be submitted to the Principal, or his/her designee **within five (5) school days after returning from suspension in order to have his/her privileges in any of the above activities reinstated.**

Dispositions for those infractions resulting in an out of school suspension will be as follows:

1st offense	OSS	Parental conference with Vice-Principal.
2nd offense	OSS	Parental conference with Principal. Student loses his/her eligibility to participate in the Student in Good Standing Program and an I&RS referral.
3rd offense	OSS	Parental conference with Superintendent and student loses his/her eligibility to participate in the Student in Good Standing Program for the remainder of the school year.
4th offense	OSS	Hearing before the BOE upon return to school. Board may render additional disposition.

Dispositions for **fighting/assaults** will be as follows:

1st offense:	5 days OSS	Parental conference with Vice-Principal. Meet with Student Assistance Coordinator.
2nd offense	7 days OSS	Parental conference with Principal. Additional counseling as required by the SAC. A second offense within the same school year will require a parental conference with the Superintendent before re-entry to school.
3rd offense	10 days OSS	Parental conference with Superintendent. Additional outside counseling may be required.
4th offense	OSS	Referral to Board of Education.

The administration reserves the right to extend suspensions based on the severity of the incident. The SRO (school resource officer) will be notified of all incidents and charges may be filed.

STUDENT MEDIATION

BTHS has instituted a student mediation program as a vehicle to assist students in solving conflicts. The goal of mediation is to assist all parties in reaching a mutual agreement. Students participate in mediation strictly on a voluntary basis. Procedures for mediation are as follows:

1. Self/Student Referral
 - A. One or both completes a mediation request slip available through the guidance department.
 - B. Each party is asked if he/she is agreeable to participate in the mediation.
 - C. If an agreement is obtained from both parties, two peer mediators will be selected to mediate the issue.
 - D. Mediators and both parties will be notified of the time and place of the mediation.
2. Staff Referral
 - A. Staff member completes a mediation request slip available from the guidance department.
 - B. Both parties will be contacted to determine their willingness to participate.
 - C. If an agreement is obtained from both parties, two peer mediators will be selected to mediate the case.
 - D. Mediators and parties will be notified and given a pass.

Every attempt will be made to conduct mediation during the involved parties' SRE/Lunch period. Any time a parent becomes aware of a conflict between their child and another student, the parent should contact their child's guidance counselor to recommend a possible mediation occur. The counselor will then process a request form and submit.

SECTION IV SCHOOL REGULATIONS AND PROCEDURES

ATTENDANCE

1. Each student enrolled in the High School is required to attend school and classes regularly, all days and hours school is in session. Cooperative Education students must be present in school for four hours to be counted as present for a full school day.
2. A student under age sixteen, who fails to attend regularly, and his parents, may be proceeded against as provided for in title 18A:38-27, 28, 29, 30 and 31.
3. A senior must be present on the day before going on the Senior Trip.
4. A student who is absent excessively, claiming medical reasons, may be excluded from school on medical grounds (18A:40-7) until the medical cause is removed (18A:40-9).
5. As soon as an extended illness is apparent, a doctor's note should be submitted to the nurse. The Guidance Office will facilitate the arrangements for home instruction. Home instruction exempts the student from the class participation grade.

For further information on home instruction, see Grading Policy, Section II

6. Students are responsible to check with teachers each marking period to insure that they do not have excessive absences and lateness.

LEAVING THE BUILDING DURING THE SCHOOL DAY

1. Students 18 and older must present a note from a parent/guardian to the attendance office prior to 1st period on the day that they need to leave early. The note must include a daytime phone number of a parent/guardian we can contact for verification.
2. For students 17 and under, a parent (or emergency card designee) must come and sign the student out. If the parent does not comply, the student will not be permitted to leave school for any reason. **A parent must show ID when signing his/her child out of school.**
3. Student drivers who leave school grounds without permission may have their driving privileges revoked.

Any student who needs to leave the building during the day must do so through the main office. No student has permission to call a parent, guardian, relative, friend, etc. on his or her own for the purpose of leaving the building during the school day. No student, under any circumstance, is to leave the building without signing out in the front office.

TRUANCY

1. Any student absent from school for all or any part of the school day, without parental/guardian authorization will be considered truant.
2. Absence from school must be verified and authorized by a telephone call to the Attendance Office's Office at (387-1713, ext. 1136) from the student's parent/guardian the day of the absence.
3. If the school is unable to verify that the student was absent with the authorization of his/her parent/guardian, the absence will be considered a **full day truancy**.

TARDINESS TO SCHOOL OR CLASS

1. Burlington Township High school opens to students at 7:05 a.m.
2. Students are expected to enter the building immediately upon arrival and report to the vicinity of their period 1 classrooms.
3. Any student not in their period one class by 7:20am or who arrives to school after 7:20am is late and must sign in at the **Attendance Office** located between the Main Office and Guidance Office in the main building or in the main office in the Hopkins building, depending upon the student's first period class, to receive a late pass for admittance into class.
4. Each teacher will maintain accountability for lateness to class throughout the entire day according to the following guidelines:
 - a. 1st and 2nd. offenses – teacher warning
 - b. 3rd. offense – teacher warning and phone call to parent/guardian
 - c. 4th. offense – teacher warning and phone call to parent/guardian
 - d. all subsequent lateness will be referred to the VP.

CLASS ATTENDANCE

1. Missing a class without prior approval of the teacher in charge is considered a cut. Students assigned to classes that meet on rotating schedules are responsible to attend these classes as scheduled.

BEFORE/AFTER SCHOOL HOURS

Burlington Township High School opens to students at 7:05 a.m. All students are to enter the building immediately upon arriving to school. After dismissal, students are to report directly to their bus or a teacher. Students are not to wander the halls. A bell will ring at 2:15pm, signifying the beginning of all after school activities (including athletics). At this time, **all students** should be in their assigned after school location or be leaving the building. Any students in the building after this time without permission will be placed in the detention room and receive discipline consequences. Students not under the direct supervision of a teacher and who are waiting for the Activity Bus or a ride home, are to wait in the main office foyer area. The high school office closes at 3:30 p.m. Monday through Thursday. All students remaining after school must take the 3:30 p.m. activity bus or must be picked up no later than 3:15 p.m. There is no activity bus on Mondays and Fridays; therefore, all students must leave the building at dismissal (The only exceptions to this rule are athletes under the supervision of their coaches.)

BUS REGULATIONS

“For safety and security purposes, school buses in the Burlington Township School District may be equipped with audio and video recording devices. These devices will be mounted in plain view of the students. All tapes are subject to review by school officials.”

Previous to Loading (on the road and at school):

1. State regulations require that students are only authorized to ride the bus assigned by the district transportation coordinator. Riding or attempting to ride an unauthorized bus will result in a disciplinary action.
2. Be on time at the designated bus stop (five minutes early is suggested). This helps to keep your bus on schedule.
3. Stay off the road at all times while waiting for the bus. Bus riders must conduct themselves in a safe manner while waiting.
4. Wait until the bus comes to a complete stop before attempting to board the bus.
5. Be careful in approaching bus stops.

6. Bus riders are not permitted to move toward the bus at the school loading zone until the buses have been brought to a complete stop.

While on the bus:

1. Keep hands and head inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your home.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and other objects out of the aisles.
8. Do not throw anything out of the bus window.
9. **Bus riders are not permitted to leave their seat while the bus is in motion.**
10. Horseplay is not permitted around or on the bus.
11. Any student vandalizing or damaging a school bus will not ride the bus for the remainder of that school year.
12. No eating or drinking while on the bus
13. If seat belts are provided, please use them at all times.

After leaving the bus:

1. Pupils who must cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning lamps are operating and has told them that it is safe to cross. Caution is especially necessary on stormy days.
2. Help look after the safety and comfort of younger children.
3. Be alert to the danger signal from the driver.
4. The driver will not discharge riders at other places than the regular stop at the home or at school unless by proper authorization from school officials.

Smoking on the bus:

You are reminded that smoking is prohibited while you are under the jurisdiction of the school: in school, on school grounds, at the bus stop waiting for a bus, when you are on the bus, and while you are exiting the bus.

Disregarding bus regulations:

Students who are eligible for public school transportation are subject to the authority of the bus driver. The privilege of riding the bus will also be revoked (suspended) for misbehavior on the bus or at the bus stop.

Activity Bus: All students riding activity buses will receive bus passes from their teachers. Students are to give their passes to the bus driver as they enter the bus.

Students Requesting To Go Home With Another Student on a Temporary Basis:

1. Students requesting to ride to and from school with another student must attend the same school.
2. Students must bring in a **note from both parents/guardians** with a valid phone number requesting the change in transportation. Verification of the notes shall be done by Vice Principals or their designees.
3. After verification is made and there is sufficient room on the bus, the Vice Principal will present a bus pass to the student.

CAFETERIA LUNCH POLICY (POLICY #3542)

The Burlington Township School District is a member of the National School Lunch Program. As a member, it must abide by all policies and procedures established by the National School Lunch Program.

LUNCH PURCHASES – Each cashier, at the point of sale notates the number of lunches sold and receives payment accordingly. There are three ways a student pays for lunch:

1. Cash – cost of lunch or ala Carte.
2. Lunch tickets:
 - a. Free and Reduced – Each year forms are sent out by the schools to every household to see if they qualify for these lunches. If the family does qualify the student is provided a pin number

and account credit according to his/her qualifications and entered into the system (controlled by the school). Students pay \$.40 for reduced lunches.

- b. If a computer point of sale system is used, a student can prepay a dollar amount with their respective account to be debited at the point of sale.
3. Charged lunches – If a student has forgotten his/her money to purchase lunch, they are permitted to charge his/her lunch. This also includes students on reduced lunches. Students will only be permitted to charge up to a maximum of three lunches (3 x cost of a type “A” lunch) at any given time. If students maximize this credit balance and attend school without a lunch, the student will be sent to the school main office to call the parent to request the parent to deliver a lunch to the school or lunch money.

The cashier reports are completed daily and then given to the cafeteria manager with the money to be deposited. The manager deposits the money on the same day received. The deposit slip is returned to the school and attached to the cashier report. The cashier report along with the deposit slip is then given to the bookkeeper to be checked and entered on the computer.

- A. The cafeteria manager will be responsible to report all student accounts receivables to the building principal on a weekly basis.
- B. It is the weekly responsibility of the cafeteria manager to notify all parents of students owing money to their cafeteria account. Notice should be sent to students in sealed envelopes addressed to parents.
- C. Students who owe money to the cafeteria and do not have money to pay for lunch will be provided a regular type “A” lunch only (as defined by the National School Lunch Program).
- D. Students who owe money to the cafeteria will not be allowed to purchase snacks.
- E. It is the responsibility of the building principal to not release student report cards on a marking period basis if any money is owed to the cafeteria.
- F. When a student transfers out of district, it is the responsibility of the building principal to be sure all outstanding cafeteria balances are paid before releasing student records.
- G. This policy will be printed in its entirety in all school student handbooks.

CAFETERIA BEHAVIOR

1. The cafeteria is the students’ place to eat and relax for a few minutes with their friends. Behavior in the cafeteria should complement classroom and general school behavior.
2. Students are to wait patiently in line until served. No cutting in line is permitted.
3. Throwing food, utensils or items of any kind will not be tolerated.
4. No beverages or food of any kind are to be taken from the cafeteria. No food is to be eaten as students are leaving the cafeteria, in the hallways or in the classroom.
5. The senior snack line and the picnic tables outside are for **seniors only** with an ID badge.
6. Students must report to their assigned lunch period.
7. No student will be permitted to leave the cafeteria without a valid pass.

CARS - PUPIL VEHICLES

1. All automobiles and other registered motor vehicles driven to school and parked on school property must be registered with the main office and the student must meet the criteria to obtain the parking privileges. All applications are processed on a first-come, first-serve basis. Any violation of this policy will result in appropriate disciplinary action.
- A. Parking privileges will be reserved for Seniors only.
 - B. The criteria for selection to receive the parking privilege and appropriate parking tag will be for seniors based on attendance, good school behavior and grades.
 2. **Students with 12 or more lateness in their Junior year will not be eligible to drive until the second semester.** (See tier 4.)
 - C. Once eligibility has been established, students will fall into four tiers of acceptance to park on school grounds with the appropriate school authorized parking tag. No applications will be processed prior to September. The criteria is as follows:
 - **1st Tier** - Co-op Students. Seniors with college courses off campus, internships/shadowing opportunities.

- **2nd Tier** - Students with no out of school suspensions during their Junior year. Students with no more than six (6) lateness during their Junior year.
 - **3rd Tier** - Students within the third tier will be grouped according to the severity of their infractions and their applications will be processed accordingly. Tier three applications with excessive lates (7-12 lates) will be processed in October. Tier three applications with out of school suspensions will be processed in Nov. and tier three applications with multiple issues will be processed in December.
 - **4th Tier** - Students may apply at the beginning of the second semester.
- D.** Student parking tags will initially be given to the first tier and so on until all available student parking spaces are assigned. Though a student is eligible, it does not mean that he or she may receive the parking tag if they are beyond the first tier due to limited spaces available. The most exemplary school citizenship will result in the best opportunity to receive the student parking privilege.
- E.** The parking privilege may be revoked if the student does not maintain the "Student in Good Standing" status (see "Student In Good Standing" in section IV of the Student Handbook) for the remainder of the semester or 20 days, whichever ever is longer. When the student resumes their status as a Student in Good Standing, he or she may reapply for parking privileges provided they do not exceed the 11 unauthorized late limit for the school year.
- F.** Parents/guardians must certify that permission to drive to school has been granted. A valid driver's license, a copy of the insurance card and valid car registration must be submitted with the application for registration. Registration must be made for a vehicle driven regularly, occasionally, or rarely. **There is a charge of \$5 for lost parking tags.**
- G.** The principal shall develop regulations and penalties for pupil parking of properly registered vehicles, and for pupil driving on school property. Student's automobiles parked on school property are subject to search, based on reasonable suspicion.

BICYCLES

- A.** The board regards the use of bicycles for travel to and from school by pupils as an assumption of responsibility on the part of those pupils; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others.
- B.** The board will permit the use of bicycles by pupils in accordance with the rules of the district. The board will not be responsible for bicycles that are lost, stolen or damaged.

CHEATING/PLAGIARISM

Any student caught cheating or plagiarizing **any work** handed in to a teacher for a grade may receive a zero (0) **for that work and may jeopardize earning credit for the course.**

GRADUATION EXPENSES (PREVIOUSLY - CLASS DUES)

Seniors are assessed \$80.00 for graduation expenses, which must be paid at the beginning of the senior year to be considered in Good Standing. These monies offset the costs of graduation, senior picnic, and project graduation. Underclassmen may choose to make annual payments toward this fee if they choose.

COMMERCIAL RECOGNITION PROGRAMS

Following the guidelines of the National Association of Secondary School Principals, the school does not recognize groups such as Society of Distinguished Students, Outstanding Teachers, and Outstanding Athletes. **THESE ARE BUSINESSES THAT ATTEMPT TO SELL EXPENSIVE DIRECTORIES TO PARENTS AND STUDENTS.**

CONDUCT IN LARGE GROUP SITUATIONS

- A.** It is essential that all students conduct themselves appropriately in all large group settings, such as lunches in the cafeteria, assembly programs in the community arts center and in the gymnasium. Students are expected to be responsible for their own behavior at all times.
- B.** If present when a disturbance of any kind occurs, each student is expected to remain calm, not contribute in any way to the disturbance and immediately follow the directions of staff in the area.
- C.** Behavior that contributes to the disturbance and/or hinders the efforts of staff to deal with the situation will result in serious consequences.
- D.** When a student refuses to leave an area when asked by a staff member, an administrator or other staff member will be called to the area to remove the student. **The student will be immediately suspended.** The duration of the suspension will depend on the circumstances involved with the

Any policy referenced may be read in its entirety by visiting www.burhtwpsch.org/district/policies. Parents may also request a copy of the policy by contacting the district's Public Relations Coordinator, Liz Scott at (609) 387-3955, Ext. 2074 or via email at escott@burhtwpsch.org.

incident. Before returning to school, a parent conference will be required with the student, the staff member involved and the Vice Principal.

- E. Any student who is asked to leave an area is to report directly to the Vice Principal's office and is to remain there until dismissed by a staff member.

DANCE POLICY

- A. Dances are scheduled in recognition of the needs of the school to provide social experiences in a wholesome atmosphere under proper supervision.
- B. School dances are primarily for BTHS students. Any student who has been suspended may not be eligible to go to any school dances
- C. **Homecoming**-BTHS students and BTHS alumni 20 years of age and under.
Prom - BTHS students and guests 20 years of age and under.
Cotillion – BTHS students only
All other dances – BTHS students only

EIGHTH GRADE STUDENTS ARE NOT PERMITTED AT HIGH SCHOOL DANCES.

Any student who has been suspended during the current school year is disqualified from the Prom. (see page for appeal process). *Students under suspension or students not on the "Student in Good Standing" list are ineligible to attend.*

- D. All BTHS students and guests must be registered in the Activities/AD office by the Monday prior to the event.
- E. Any student attending the dance must be present in school the day of the dance. (In the case of a Saturday dance, the student must be present in school the Friday before.)
- F. Anyone attending the dance must arrive within one hour of the start of the dance and remain until one hour before the scheduled end of the dance. Any student who leaves a dance early is subject to school discipline.
- G. Anyone leaving the dance will not be permitted to return.
- H. Extremes in dancing are banned.
- I. Dress code is to be followed unless otherwise designated.
- J. No backpacks and bags are permitted inside the dance.
- K. Dance tickets are sold during school hours prior to the dance. BTHS students will be permitted to buy tickets through the Wednesday prior to the scheduled dance. NO dance tickets are purchased at the door on the evening of the dance. ID cards must be shown at time of purchase.

DANGEROUS IMPLEMENTS

- A. Objects, which by their nature, present a hazard to persons or property or which could be disruptive to the educational process are prohibited and may result in an out of school suspension of up to ten days. This includes pointed objects, linked rings, cutting instruments, explosive devices, and all types of firearms.
- B. Since these are violations of criminal statutes, a Board of Education hearing may be required and further consequences imposed. The student will be reported to the police according to Board of Education policy.
- C. The above applies to any student attending any school function, whether authorized or not or whenever the possession of such instruments is detrimental to the function of the school.

ADMINISTRATIVE/SATURDAY DETENTION

- A. For cause, students will be assigned to Administrative and Saturday Detention by the Vice Principal or his/her designee. Failure to attend administrative and/or Saturday Detention will result in additional detentions, Saturday Detention and ultimately out of school suspension. Students are still responsible to serve all detention hours accrued.
- B. All administrative and Saturday Detentions must be served within a week or will be subject to additional consequences.
- C. All school rules are in affect during administrative and Saturday Detentions.
- D. Any inappropriate behavior during administrative and/or Saturday Detention will result in additional consequences
- E. Teacher detentions take precedence over administrative detention.

- F. Students' must reschedule detentions with their administrator prior to the scheduled detention. Failure to do so will be treated as a cut.

DRAFT BOARD REGISTRATION

Students are not excused to register for selective service. Students may register in the Guidance Office.

DRIVER TESTS

- A. Time missed during the school day to take the written test and the road test will be excused, provided proper documentation is submitted.
- B. No student is excused to take another student to obtain his permit or to take his test. This is the family's responsibility.

FIGHTING

- A. **Fighting, threatening, bullying, and harassment are banned.** Any violence or threats of violence to persons or property will result in out-of-school suspension. Those students who accompany others in any of the above referenced offenses will be subject to discipline. Any instance of such behavior may be reported to the police for appropriate criminal disposition. Upon returning to school, students will be required to meet with the Student Assistance Coordinator.
- B. Horseplay, hand slapping, shadow boxing etc. that gets out of hand may fall into this area as well.
- C. School authorities have jurisdiction over student altercations occurring off school property. In addition, any student present at an altercation occurring off school property will be subject to disciplinary action.
- D. Students are expected to seek assistance from staff members when they are experiencing a conflict with another student or with a group of students. No student or group of students should become involved in abusive shouting matches on school property. Students who engage in such behavior will be subject to discipline.

FIRE DRILLS

For all practical purposes, every fire signal is an actual fire. Fire drills are life and death affairs and must be considered as such by all. Students are required to leave the building in an orderly fashion. Talking or misbehavior is punishable by teacher detention.

ID BADGES

Every student must have an ID badge. If you lose it, you must sign up for a new one in the main office for the cost of \$1.

LIBRARY BOOKS

- A. Books must be signed out before being removed from the Media Center.
- B. Books are to be returned on or before the date due.
- C. Tardy book holders receive a notice form immediately.

LOCKERS

- A. All students will be assigned a hall locker and a gym locker and are authorized to use those lockers only. Students are not permitted to share lockers. Lockers may be searched by the administrator.
- B. Only locks provided by the school may be placed on lockers. Other locks may be cut off. Students will be charged \$5.00 for each school lock lost.

MEDICATIONS

NO MEDICATIONS (PRESCRIPTION OR NON-PRESCRIPTION) ARE PERMITTED IN SCHOOL UNLESS THE FOLLOWING CONDITIONS ARE MET:

- A. Students requiring long term medication or students who self medicate must see the school nurse to obtain a form to be filled out containing the name of the medication, its dosage, usage, instructions and the doctor's signature.
- B. Students needing to take short-term medications must present to the school nurse a doctor's note including the name of the medication, its dosage, usage, and the doctor's signature.
- C. All medications are to be brought in the original container, appropriately labeled by the pharmacy or physician, and are kept in school (pharmacy will split prescriptions).
- D. All medications are kept in the nurse's office unless the student has a life threatening condition that requires the student to carry the medication.

- E. Failure to comply with these procedures will be considered a violation of the district's drug and alcohol policy.

PASSES

- A. **No student is permitted outside the assigned room without a pass.**
- B. When using a pass to use the lavatory, students are to report to the lavatory closest to their classroom. Students using a lavatory pass from the cafeteria are to use the lavatories in "A" wing. Students are not permitted to use the lavatories in the PAC or in the locker rooms.
- C. Whenever students are dismissed from an area with a pass, they are to report directly to their destination and report promptly back to class.
- D. **SRE classes** - Students are not permitted to leave an SRE and report to another classroom without that classroom teacher's permission and a pass from that teacher. Before a student leaves an SRE, he/she will be asked to show the pass that they received from the other teacher. If for any reason the SRE teacher believes the pass is not valid, he/she will contact the teacher the student is reporting to before he/she sends them.

PHONE CALLS

No student is to use the office telephone to make phone calls unless it is an emergency. They are not permitted to receive phone calls from friends. Students must sign a logbook before placing any calls.

RESTRICTED USE ITEMS

Beepers, Cell Phones, Radios, Electronic Devices, etc.

The school accepts no responsibility for cellular phones, iPods, electronic games, radios, headsets, etc. that are brought to school or to school sponsored events. Students may keep such items on their person; however, they may not be turned on or in use in the hallways or classrooms (unless utilized as part of the lesson or with teacher's permission) prior to the dismissal bell. I-pods are only permitted in the cafeteria. Use of these items in an unauthorized area will result in the item being confiscated and returned to the parent/guardian only. **Beepers are banned on school property.**

Coats are to be placed in students' lockers upon arriving to school. Coats may be worn when students are transitioning from building to building. Also, coats may be worn in the classroom at the discretion of the teacher. Pajamas bottoms, house slippers, sunglasses, whistles, balloons, and watch/wallet chains are also not permitted.

Students are permitted to have ONLY plastic water bottles outside the cafeteria. Any beverage, other than plastic water bottles, brought to school must be in its original container, sealed, and closed. These beverages must be placed in the lockers and remain there until the student's scheduled lunch period.

SEARCHES AND USE OF DRUG DETECTING CANINES

The Burlington Township Board of Education has an express policy that permits student lockers to be inspected at any time. Locker inspections form a key component of the district's continuing effort to maintain a safe and orderly academic environment within the district's schools. The Burlington Township Board of Education has determined that it is in the best interest of the students to authorize drug-scent dogs to conduct suspicionless inspections on school property. These inspections will be conducted by handlers and dogs trained and qualified according to national standards. Handlers will be licensed by the U.S. Drug Enforcement Agency (DEA) and the State of New Jersey. In addition to lockers, the drug-detection dogs may inspect classrooms, vehicles parked on school property, desks, handbags/purses, backpacks, portable containers and outer clothing removed from students.

SENIOR TRIP RESTRICTIONS –BOARD POLICY- #6153.2

- A. Representatives of the senior class and the Trip Coordinators shall appear before the Board no later than October 30th of the school year to request formal permission and outline the activities that will be included in the trip. This request shall be scheduled through the Superintendent.
- B. The Board of Education must approve this activity by majority vote of one.
- C. **The senior trip is a senior privilege. Eligibility to attend is based on positive behavior (See Student In Good Standing Program in Section III).**
- D. Parent/guardian and participants will be required to sign documents prior to the trip/activity related to the trip itinerary and school rules associated with the trip.

II. Requirements of Students Attending the Trip

- A. All seniors eligible for graduation are considered as eligible to attend.
- B. Any senior making a deposit on the trip by the 15th of October, shall be placed on the list of those planning to attend. Students may request to be included on the list later: however, their attendance will be based on space availability and permission of the Principal.
- C. Any senior suspended from school within 12 months of the trip/activity and/or assigned to the deprived list will seriously jeopardize his/her participation.
 - 1. The high school Principal and his staff will be responsible for reviewing the cases of all seniors who were suspended and/or who are not in good standing within twelve (12) months of the trip. The Principal will provide written recommendations on the seniors who are not recommended to participate at least one month prior to the trip. The Board of Education will act on the Principal's recommendation at a regular Board of Education meeting.
 - 2. Any students assigned to the high school deprived list at the time of the trip will be ineligible to attend the trip.
- D. The Trip Coordinators will provide to the Superintendent a percent breakdown of the number of seniors electing to go.
- E. A complete list of seniors who intend to go will be provided to the Vice Principal no later than November 15th. The purpose of this is to allow the administration an opportunity to review the names and eliminate anyone whose behavior warrants his/her removal. The student always has the right to appeal this decision to the Board.
- F. The chaperone breakdown for the trip shall be one (1) chaperone for every fifteen (15) students. The Board will provide at least one (1) chaperone at their expense. Chaperones will be selected by the Administrator attending the senior trip in the following order: Trip Coordinators, Seniors Class Advisor and Junior Class Advisor. Any additional chaperone slots will be selected by the Coordinators with the approval of the Principal.
- G. The Board of Education will provide bus transportation to and from the airport.
- H. When an administrator is not in attendance on the trip, the Principal's designee is responsible for any decisions during the course of the trip. They will also be responsible to make daily reports to the High School administrators as to the status of the trip.

TEXTBOOKS AND EQUIPMENT

The student is expected to care for school materials in a reasonable manner. School property, which is abused or mutilated while in the care of a student, must be paid for (18A:37-2 provides for student punishment and 18A:37-3 holds the parent financially liable).

VISITORS

Visitors' passes will only be permitted for academic purposes and issued through the main office at the discretion of the building principal. Individuals in the building without authorization are subject to criminal trespass charges. Visitors are prohibited to enter the building during passing times.

SECTION V CO-CURRICULAR ACTIVITIES

- A. Attendance and participation in extra-curricular activities is considered an integral part of a student's educational experience. Students are expected to abide by all school rules while attending or participating in activities. Students who do not abide by school rules are subject to disciplinary action and may be deprived of the privilege to participate in or attend future events.

B. ATHLETIC AND ACTIVITY ELIGIBILITY REQUIREMENTS

ELIGIBILITY RULES apply to ALL FRESHMEN, JUNIOR VARSITY AND VARSITY teams representing a High School (girls and boys).

- 1. ELIGIBLE if a student has not reached the age of 19 prior to September 1.
- 2. ACADEMIC REQUIREMENTS

- a. To be eligible for athletic competition, cheerleading or **any activity** during the first semester (September 1 to January 31), a pupil must have completed at least 30 credits with a passing grade and attained a GPA of 2.0 or higher from previous school year (does not apply to incoming eighth grade students).
 - b. To be eligible for athletic competition, cheerleading or activities which begins during the second semester (Feb. 1 to June 30), a pupil must have a passing average in 15 of 20 credits and a GPA of 2.0 or higher from the previous semester.
 - c. At every grade level, students must be passing in 30 credits.
 - d. A pupil who is eligible at the beginning of a sports season shall be allowed to finish that season.
3. ELIGIBLE if transfer because of a change of residence by parents or as approved by the Executive Committee of NJSIAA.
 4. ELIGIBLE as per NJSIAA rules regarding transfers. All incoming students from previously attended districts must complete a "Transfer Form" according to NJSIAA regulations.

C. ATHLETIC RULES

The following rules and regulations will apply during all sports seasons:

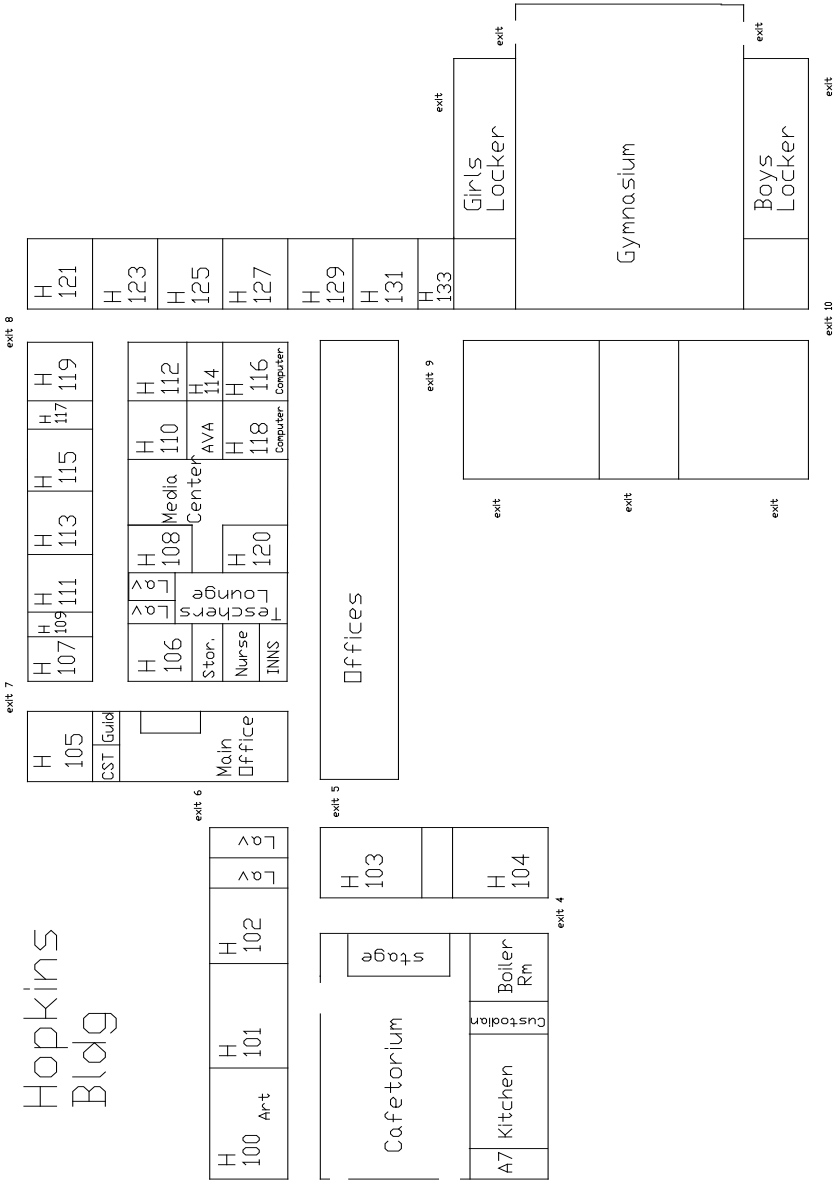
1. Any student who is caught using alcohol, tobacco, or illegal drugs during a game, practice, while in uniform, or under the supervision of a coach, will be removed from the appropriate team and will also be subject to regular school discipline as outlined in Board Policy.
2. **No student may practice or participate in any athletic event if absent the day of a game or the day prior to the game if the game is on Saturday.** To be counted present for the day, athletes must be in school before 10:00 a.m. or they will not be able to participate in that day's events or on the weekends if it is a Friday.
3. **Fighting, hazing, initiation, etc.** Any student who engages in fighting, hazing, or initiations involving physical violence with another student during a game, practice or at any time in uniform or under the supervision of a coach will be removed from the team and subject to other school discipline. Students who violate this rule may also not be allowed to participate in any other sport for the remainder of the school year.
4. **Return of Uniforms** Students/players are responsible for returning all uniforms/equipment to the coach at the conclusions of the season. Students must turn in equipment and uniforms from previous season to be eligible to play the subsequent season. The students will be charged for any unreturned uniforms/equipment.

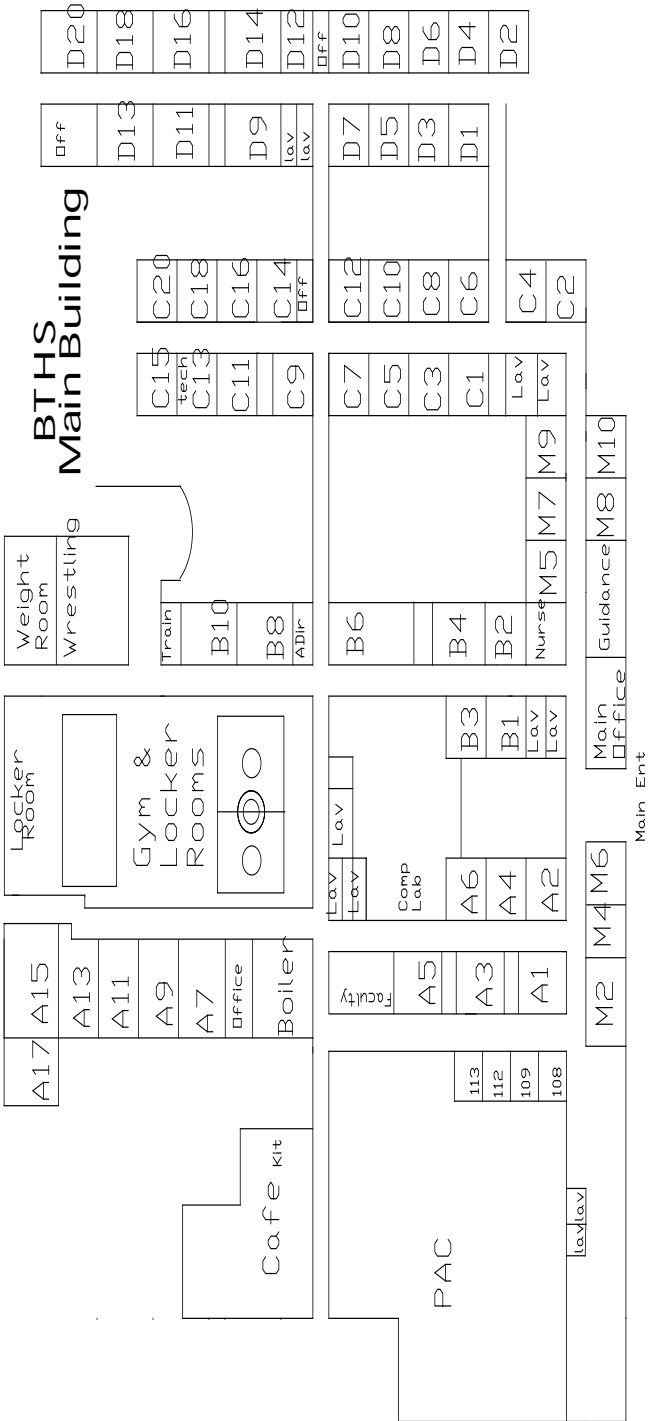
2. Student Clubs and Service Organizations

Art Club	Billiards Club	Chess Club	Debate Club
Digital Photo Club	Environmental Club	Falcon Club	Falcon Newspaper
Teen Book Club	Foreign Language Club	Interact Club	Key Club
Future Business Leaders of America (FBLA)		History Club	Literary Club
Math Club	Merlin Yearbook	National Honor Society	School
Play	Science League	Table Tennis	Junior Honor Society
S.E.T. (Student Equity Team)		Snack Shack	Lighting and Sound
Student Government		SET – Multicultural Club	Set Design Club
Set Construction Club		Future Educators of America	

SECTION VI MAPS

Hopkins Bldg





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