

STUDENT- PARENT HANDBOOK

2015-2016

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.

We wish you a successful year.

Mr. Phil Brownridge,
Principal

Mr. Christopher A. Ilconich
Assistant Principal
Grade 9
Special Education 9-12

Mrs. Naomi Threadgill
Assistant Principal
Grade 10-12 L - Z
Language Arts Literacy and
Media Center

Mr. Neal Canavan
Assistant Principal
Grade 10-12 A - K
Math & Science

James S. Mills
Director of Pupil Services

Peter E. Teifer
Supervisor of Athletics and Extra
Curricular Activities

BOARD OF EDUCATION

Mrs. Judy Hirt, President
Mrs. Sherry Knight, Vice President
Mrs. Donna Crenshaw
Mrs. Donna Custard
Mr. Milton Diligard
Mrs. Susan Eichmann
Mrs. Mary Ann McMahon-Nester
Mr. Israel Rivera
Mr. Balvir Singh

CENTRAL ADMINISTRATION

Mrs. Mary Ann Bell
Interim Superintendent
Assistant Superintendent/School Business Administrator
Ann M. Britt
Assistant Superintendent for Curriculum and Instruction

HIGH SCHOOL ADMINISTRATIVE TEAM

Mr. Phil Brownridge, 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 Roman, Counselor at Hopkins Building
Cindy Marzilli, Counselor
Alicia Hayes, Counselor
Troy Scott, Counselor
Lara Webb, 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.

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. 1030
High School Guidance Office	387-1713 ext. 1004
High School Supervisor Extracurricular Activities/Athletic Director	387-1713 ext. 1011
High School Nurse's Office	387-1713 ext. 1029
Hopkins Building Nurse's Office	387-3774 ext. 2006
High School Attendance Office	387-1713 ext. 1036
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 & 1018

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.wvvi.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

District Policies and Regulations

Parents/guardians should review and be aware of district policies and regulations which can be found on the [Policies and Regulations](#) section of the district website.

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 at-

tendance.

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".

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. Ann M. Britt is the District 504/ADA Coordinator. She may be contacted at 609-387-3955, ext. 2066 or via e-mail abritt@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, vivisection, 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, vivisection, 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>.

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.

CRISIS INTERVENTION

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.

SUMMER ONLINE CLASS SUPPORT

The Summer Course Completion Program is now the Summer Online Class Support. To receive credit for a course that a student failed during the school year, students must register for online classes through Educere's credit recovery program. Educere is an online provider of 100's of courses that meet the New Jersey state requirements for high school credit. Students take these courses online at their own pace. There is a cost involved per course that is paid directly to Educere. The high school may provide an open computer lab during the summer program with staff that can assist students in the completion of the courses. Information on this program will be available in May of each school year.

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. AW..... Administrative Warning (1 Point each)
2. AD..... Administrative Detention the number after the dash (-) indicates the number of detentions, 2:15 – 3:15pm Tues., Wed., Thurs. or 6:45 – 7:15am Monday through Friday. (3 Points each)
3. APC Parent conference with the administration
4. ANP Administrative notification to Parent/Guardian
5. C Confiscation – Item returned only to parent/guardian
6. CSTR..... Child Study Team Referral
7. BH..... BH/Possible Expulsion
8. ISS..... In-School Suspension – the number after the dash (-) indicates the minimum days in-school suspension (6 points each)
9. P Possible Police Notification/Notified School Resource Officer – Charges may be

filed

- 10. OSS Out of School Suspension – the number after the dash (-) indicates the minimum days of suspension (7 Points each)
- 11. R..... Restitution or payment of loss; including medical expenses
- 12. RS..... Referral to Superintendent
- 13. RSI..... Referral Student Intervention – SAC, counseling, anger management, mediation
- 14. SAT..... Saturday Session – the number after the dash (-) indicates the minimum number of Saturday Sessions, 8 am – 11:00 am (5 points each)
- 15. S-CAF Suspension 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. TD..... Teacher detention assigned.
- 18. TW..... Teacher warning to student

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
I. Personal Conduct				
A. Possession/Use of Electronic Devices/Cell Phones inside the school building. (Subsequent offenses will be addressed administratively)	AW, ANP, C (return to student at end of day) 1 point	AD-1, C, ANP (return to student at end of day) 3 points	SAT-1, C, ANP, APC (return to parent/ guardian) 5 points	ISS-1, C, ANP, APC (return to parent/ guardian) 6 points
B. Violation of dress code	TW/AW, TCP/ANP 0-1 point	AD-1, ANP 3 points	SAT-1, ANP, APC 5 points	ISS-1, ANP, APC 6 points
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-1, ANP, P (Loss of computer use if warranted) 3 points	1SS-1, ANP, APC, P, (Loss of computer use if warranted) 6 points	OSS-1, ANP, APC, P (Loss of Computer use if warranted) 7 points	
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 21 points	OSS-5, ANP, APC, RSI, P, R 35 points	OSS-7, ANP, RS, RSI, P, R, RS 49 points	OSS-10, P, ANP, RSI, R, RS, BH 70 points

F. Vandalism – intent and/or actual defacing, abusing, or destroying of property	ISS-1- OSS 3, ANP, APC, P, R Points vary	OSS-1 – 5, ANP, APC, RSI, P, R Points vary	OSS-5 – 7 , ANP, P, R, RS, RSI Points vary	OSS-7 – 10 , RS, BH, R, P ANP, RSI Points vary
G. Gambling	ISS-1, C, APC, ANP, RSI 6 points	ISS-3, C, APC, ANP, RSI, P 18 points	OSS-1-3, C, APC, ANP, RSI, P Points vary	OSS-3-5, ANP, APC, C, P, RSI Points vary
H. Possession and/or use of tobacco products, including e-cigarettes, in the school or on school grounds and/or on buses or at school sponsored activities.	ISS-1, ANP, C 6 points	OSS-1, ANP, APC, RSI, C 7 points	OSS-3, ANP, APC, C, RSI 21 Points	OSS-5, ANP, APC, C, RSI 35 Points
I1. Use of alcohol, and/or controlled substances including steroids; possession of drug paraphernalia, (cumulative 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 35 Points	OSS-10, ANP, APC, RSI, P 70 Points	OSS-10, ANP, APC, RSI, P, RS, CSTR 70 Points	
I2. Possession or distribution of alcohol, and/or controlled substances including steroids; possession of drug paraphernalia, (cumulative 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 70 Points	OSS—10, ANP, APC, RSI, P, RS, CSTR 70 Points		
J. Possession of dangerous implements and/or devices (excluding firearms)	OSS-5, RSI, ANP, APC, C, P 35 points	OSS-7, RSI, ANP, APC, C, P, RS 49 points	OSS-10, RSI, ANP, APC, C, P, RS, BH 70 points	
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		

	49 points	70 points		
L. Bus Misconduct Policy #3541.5	Please See Discipline Consequences as Outlined in BOE Policy #3541.5			
M. Using Inappropriate Language	TW – ISS 1 Points vary	AW – ISS 2, ANP Points vary	AD-1 – OSS 1, ANP, RSI Points vary	OSS 1 – 3, ANP, APC Points vary
N. Parking car on school property without authorization	AW, ANP 1 point	AD-1, ANP 3 points	SAT-1, APC, ANP 5 points	ISS-1, ANP 6 points
O. Videotaping any students or activities and/or posting any students or activities without proper authorization.	ISS - OSS-1, ANP, APC, P Points vary	OSS-3, ANP, APC, RSI 21 points	OSS-5, ANP, APC, RS, P, RSI 35 points	OSS-10, ANP, APC, P, RSI, R, RS, BH 70 points
P. Present at an off campus fight or altercation (Not participating in the altercation or fight)	AD-1, ANP 3 points	SAT-1, ANP, APC 5 points	ISS--1, ANP, APC, RSI 6 points	OSS-1, ANP, APC 7 points

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 – AD(s), ANP Points vary	AD(s) - SAT, ANP Points vary	SAT – ISS ANP, APC Points vary	ISS (s)-OSS ANP, APC Points vary
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II. Behaviors that Endanger or Threaten Others

A. Possession of or threat of having Fire-arm	Suspension pending an expulsion hearing, file charges with police			
B. Fights and Assaults against students (cumulative for entire time at BTHS)	OSS 5, ANP, APC, P, RSI, R 35 points	OSS 7, ANP, APC, P, RSI, R 49 points	OSS 10, ANP, APC, P, RSI, R, RS, BH 70 points	OSS pending BOE hearing Points vary
B1. Assaults against staff (cumulative for	Suspension pending an expulsion			

entire time at BTHS)	hearing, file charges with police			
C1. Verbal Assault or threats directed to a staff member	OSS-5, ANP, APC, RS, P, RSI 35 points	OSS-7, ANP, APC, RS, P, RSI 49 points	OSS-10, ANP, RS, BH, P, RSI 70 points	
C2. Verbal Altercation	ISS-1, ANP, APC, RSI, P 6 points	OSS-1, ANP, APC, RSI, P 7 points	OSS-3, ANP, APC, RSI, P 21 points	OSS--5, ANP, APC, RSI, P 35 points
D. Behavior that endangers the welfare of others or interrupts/disrupts the learning environment	OSS 1-5, RSI, ANP, APC, RS, P Points vary	OSS 3-7, ANP, APC, RS, P, RSI Points vary	OSS 5-10, ANP, RS, BH, P, RSI Points vary	
E. Using Abusive Language Towards Staff	ISS-1- OSS-1, ANP, APC 6 - 7 points	OSS-3, ANP, APC, RSI 21 points	OSS-5, ANP, APC, RSI 35 points	OSS-7, ANP, APC, RSI 49 points
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			
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III. Classroom and Building Guidelines

A. Refusing to provide or display identification when requested (\$2 replacement cost for lost lanyard)	AD-1, ANP 3 points	SAT-1, ANP, APC 5 points	ISS-1, ANP, APC, RSI 6 points	OSS-1, ANP, APC, RSI 7 points
B. General misconduct	TW 0 points	TD, TCP 0 points	AD-1, ANP, RSI 3 points	SAT-1, ANP, APC 5 points
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 respond to the directions of a staff member	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC 7 points	OSS-3, ANP, APC, RSI 21 points	OSS-5, ANP, APC, RSI 35 points
D. Misrepresentation of authority via forged signatures, altered passes, altered notes, etc.	AD-1, TCP, ANP 3 points	SAT-1, ANP, APC 5 points	ISS-1, RSI, ANP, APC 6 points	OSS-1, RSI, ANP, APC 7 points
E. Late to Class (Subsequent lates to class will be addressed administratively)	3 rd & 4 th Late TCP 0 points	5 th Late AD-1, ANP 3 points	6 th Late AD-2, ANP, APC, RSI 6 points	7 th Late AD-3, ANP, APC, RSI 9 points
F. Late to School (Subsequent lates to class will be addressed administratively)	1-5 LATES ANP 1 point per late	6-10 LATES ANP 2 points per late	11+ LATES ANP, APC 3 points per late	
G. Not Signing In When Arriving Late to School/Not signing out when leaving early	AD-1, ANP 3 points	SAT-1, ANP, APC 5 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC, RSI 7 points

H1. Cutting Class	AD-1, TCP 3 points	SAT-1, ANP 5 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC 7 points
H2. Cutting Teacher Detention	AD-1, TCP 3 points	SAT-1, ANP 5 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC 7 points
I. Leaving Class Without Permission	AD-1, TCP 3 points	AD-2, ANP, APC, RSI 6 points	ISS-1, ANP, APC, RSI 6 points	OSS-1, ANP, APC, RSI 7 points
J. Leaving school grounds without authorization; in parking lot without permission	ISS-1, ANP 5 points	OSS-1, ANP, APC, RSI 7 points	OSS-3, ANP, APC, RSI 21 points	OSS-5, ANP, APC, RSI 35 points
K. Being in an unauthorized area of the school and/or being after school without permission.	AD-1, ANP 3 points	SAT-1, ANP 5 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC, RSI 7 points
L. Truancy	SAT-1, ANP, APC, RSI 5 points	ISS-1, ANP, APC, RSI, P 6 points	ISS-2, ANP, APC, RSI, P 12 points	ISS-3, ANP, APC, RSI, P 18 points

IV. Cafeteria Misconduct				
A. Throwing objects	AD-2, ANP, APC, R, S-CAF-5 6 points	ISS-1, ANP, APC, R, RSI, S-CAF-10 6 points	OSS-1, ANP, APC, RS, R, RSI, S-CAF-20 7 points	OSS-3, RS, APC, ANP, RSI, S-CAF-30 21 points
B. Refusal to cooperate when asked to put tray or debris in proper place, littering	AW 1 point	AD – 1 3 points	Sat. Det. 5 points	ISS – 1 6 points
C. Cutting in line	TW/AW 0-1 point	AD-1 3 points	Sat. Det. 5 points	ISS-1 6 points
D. Lateness to cafeteria	TW/AW Points vary	AD1, APC 3 points	S-CAF-1, AD-2, APTC 6 points	S-CAF-Indef. PPC Points vary
E. Excessive noise	AW 1 point	AD-1, S-CAF-3, ANP 3 points	AD-2, S-CAF-5, ANP 6 points	AD-3, S-CAF-10 9 points

Please Note:

Administrative Detention (ADET): Students are expected to serve their Administrative detention hours within two weeks of assignment. Students have several options for serving their detention hours. They may attend from 6:45 a.m. to 7:15 a.m. in room B6 on Monday through Friday mornings (this counts as one hour of detention) or immediately after school on Tuesdays and Thursdays in room B1 from 2:15 to 3:15 p.m. There is a late bus on these days. Students must bring enough schoolwork to do for the entire period. All school rules are in effect (no use of electronic devices, dress code, etc.) Students who do not attend ADET because of absence to school must attend administrative detention the next day it is held. Students who fail to serve their detention within two week of assignment will result in loss of good standing status until consequence is served.

Saturday Detention (SD): Students assigned to Saturday detention must report to the front lobby of the main high school building promptly at 8 a.m. They will be met by a teacher and escorted to the detention room. Saturday detention is from 8:00–11:00 a.m. Students must provide their own transportation and must be picked up promptly at 11:00 a.m. Students must bring work with them. Computers will be available for student use. If students are not prepared to work, they will be sent home. All school rules are in effect (no use of electronic devices, dress code, etc.) Students failing to serve Saturday detention within one month will result in loss of good standing status until consequence is served.

In School Suspension (ISS): Students must report to the Hopkins building main office by 7:20 a.m. on the day the suspension has been assigned. Students should bring all books and work for the day with them. Lunch will be eaten in the ISS room. All school rules are in effect (no use of electronic devices, dress code, etc.)

Cutting is defined as not attending an assigned class, advisory, lunch, 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, In School suspension, and Out of School suspension. Parents will be notified in writing of all consequences resulting from behavioral infractions excluding administrative warnings. 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/threat 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 PROGRAM

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 criterion below is cumulative for the school year. All students are considered in "Good Standing" at the beginning of each school year. *Exception: See discipline.

A. Discipline:

- Students who receive 20 discipline points will no longer be in good standing and are not able to participate or attend school events.
- Students may eliminate discipline points by completing approved community service activities. This must be approved in advance by the appropriate administrator. For every hour of service completed, 1 point will be removed.

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. Graduation Fee (by January of their senior year; Graduation Fee funds the following activities: 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. InfoSnap information completed
 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 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.

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.***

STUDENT RECOGNITION

Burlington Township High School believes in a culture of respect for staff and students. The committee can consist of staff, students, parents and community members to bring recognition and recognition activities to the school.

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 fighting, weapons, drug related offenses 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 for 3 or more days is disqualified from the senior trip, prom, project graduation and participation in the graduation ceremony. Any underclassman that is suspended out of school 3 or more days 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

3rd offense	OSS	Parental conference with Superintendent may be required; Student loses his/her eligibility to participate in the Student in Good Standing Program.
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. (Facilitated by Guidance Counselor and/or Vice Principal)
 - 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 if obtained from both parties, two peer mediators will be selected to mediate the case. (Facilitated by Guidance Counselor and/or Vice Principal)
 - 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. 1036) 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 classroom.
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 with the **Attendance Officer** located in the Main 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 ac-

ording to the following guidelines:

- a. 1st and 2nd offenses – teacher warning
- b. 3rd and 4th offense – teacher phone call to parent/guardian
- c. 5th offense and all subsequent lateness will be referred to the VP.

CLASS ATTENDANCE

1. Missing a class or part of 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 an activity bus **ONLY** on Tuesdays and Thursdays; therefore, all students must leave the building at dismissal. With availability on the activity bus being limited, only those students who are under the supervision of a teacher will be allowed on the activity bus. (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. Vice Principals or their designees shall do verification of the notes.
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 #N3542.1)

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 **\$ 2.50**, or a la 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).
 - 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 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 who are In Good Standing.
 - 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 lates to school, or more than 12 unexcused absences 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 no more than two out of school suspensions will be processed in November.
 - **4th Tier** - Students with multiple issues 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). 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

Seniors are assessed \$47.00 for graduation expenses, which must be paid by January 10th, 2014. These monies offset the costs of graduation and project graduation.

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 incident.
 - 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. Guidelines for appropriate dancing will be shared with students at the opening class meetings. Continued inappropriate dancing at school functions will result in the music being turned off and the students being reminded of our expectations.
- 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.
Proms - BTHS students and guests 20 years of age and under.
All other dances – BTHS students only

EIGHTH GRADE STUDENTS ARE NOT PERMITTED AT HIGH SCHOOL DANCES.

Any student, who is not in good standing at the time of the Prom, is not eligible to attend. (see **high school web site** for appeal process).

- 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 within the appropriate amount of time will result in additional consequences. Students are still responsible to serve all detention hours accrued.
- B. All school rules are in effect during administrative and Saturday Detentions.
- C. Any inappropriate behavior during administrative and/or Saturday Detention will result in additional consequences.
- D. Teacher detentions take precedence over administrative detention.
- E. 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.
- 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 his or her ID badge. If you lose it, you must apply for a replacement in the main office for the cost of \$1. Loss of lanyard will result in a \$2 replacement cost.

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. In the course of an investigation, 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. **Advisory classes** - Students are not permitted to leave an advisory and report to another classroom without that classroom teacher's permission and a pass from that teacher. Before a student leaves an advisory, he/she will be asked to show the pass that they received from the other teacher. If for any reason the advisory 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

Cell Phones, 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 and in an advisory classroom. Use of these items in an unauthorized area will result in the item being confiscated and a parent/guardian may be required to pick it up.

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 clear, 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- #S5850.2

5850.2 STUDENTS PARTICIPATING IN THE SENIOR TRIP

The annual senior class trip is one of the culminating activities of the senior year. It shall be the goal to prepare an itinerary that provides an opportunity for a rewarding experience in a group setting.

I. Procedures

A. The Supervisor of Activities/Athletic Director shall provide the Superintendent with a formal written request for approval of the Senior Trip no later than October 30th of the school year. Such request shall detail the activities and itinerary of the trip and address safety and supervision provisions. The Board of Education must approve this activity.

B. 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 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 Students Not in Good Standing List will seriously jeopardize his/her participation.

1. The high school Principal and his/her staff will be responsible for reviewing the cases of all seniors who were suspended and/or assigned to the Students Not in Good Standing List within twelve (12) months of the trip. The Principal will determine the seniors who are not permitted to participate at least one month prior to the trip. The Principal's determination is final with no appeal.

2. Any students assigned to the high school Students Not in Good Standing List at the time of the trip will be ineligible to attend the trip.

3. Students who become ineligible due to behavioral issues shall only be reimbursed funds which have not already been expended by the school.

All funds expended that are non-refundable shall not be reimbursed to the student/parent/guardian.

D. The chaperone breakdown for the trip shall be approximately one (1) chaperone for every fifteen (15) students. The Board may provide at least one (1) chaperone

at their expense. Chaperones will be selected by the Principal. The Board of Education may provide bus transportation to and from the airport.

E. 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. The designee will be responsible to make daily reports to the High School administrators regarding the status of the trip.

III. Behavior on Senior trip:

A. Any drug/alcohol, act of violence or theft violation while on the senior trip will result in the student losing his/her privilege of participation in commencement exercises and all other senior class activities, including but not limited to the Senior Prom and Project Graduation (even if it does not constitute the third suspension).

B. If a student(s) is sent home from the senior trip because of a discipline issue(s), the cost incurred for sending the student and chaperone home and then the cost for sending the chaperone back to Florida will be paid by the parent/guardian of the student(s) being sent home.

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 on a 4.0 scale 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.

D. Student Clubs and Service Organizations

Please see the [Athletics and Activities Website](#) for more information about clubs and activities.