

STUDENT- PARENT HANDBOOK

2018-2019

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 Director of Human Resources and Community Relations, 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 A. Threadgill
Assistant Principal
Grade 10-12 L - Z
Language Arts Literacy and
Media Center 9-12

Mr. Neal Canavan
Assistant Principal
Grade 10-12 A - K
Math 9-12

James S. Mills
Director of Pupil Services

Peter E. Teifer
Supervisor of Athletics and Extracurricular Activities
Athletic Director

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Assistant Superintendent for Curriculum and Instruction

Mr. Christopher Giannotti

Assistant Superintendent for Special Education

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School Business Administrator

Mrs. Elizabeth Scott

Director of Human Resources and Community Relations

HIGH SCHOOL ADMINISTRATIVE TEAM

Mr. Phil Brownridge

Principal

Mr. Christopher A. Ilconich

Assistant Principal/Hopkins Building

Mr. Neal Canavan

Assistant Principal

Mrs. Naomi A. Threadgill

Assistant Principal

Mr. Peter E. Teifer

Supervisor of Athletics and Extracurricular Activities/Athletic Director

HIGH SCHOOL GUIDANCE

Mr. James S. Mills, Director of Pupil Services

Heidi Roman, Counselor at Hopkins Building

Alicia Hayes, Counselor

Troy Scott, Counselor

Lara Webb, Counselor

Tara Winkelspecht, 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.

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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 refer to this handbook throughout the school year. 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.

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. 1010
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
Homeless Liaison	387-3955 ext 1067
Transportation Office	387-3955 ext. 2077 & 1018
B. Bernice Young School	386-3520 ext. 5007
Fountain Woods School	387-1799 ext 3011
Burlington Township Middle School @ Springside	699-4021 ext 4011

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, Director of Human Resources and Community Relations, 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. Student email accounts are noted in the AUP policy #2361 in the section titled "Individual Network Accounts for Pupils." The Affirmative Action policy is listed under policy # 1140 titled Affirmative Action Program. Sexual Harassment policy is listed under policy #5751 titled Sexual Harassment.

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.
 - a. 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.
 - b. 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.
 - c. 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 WILLFUL 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:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teachers or person having authority over him.
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils.
4. Physical assault upon another pupil or upon any teacher or other school employee.
5. Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property.
7. 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.
8. 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.
9. Incitement which is intended to and does result in truancy by others.
10. Use, possession or sale of alcohol and/or other drugs.
11. Cutting school detention.
12. Refusing to report to detention.
13. Violation of Board of Education's Harassment Policy
14. Violation of Technology Acceptable Use Policy, including any instance of harassment or intimidation, initiated or conducted through any technological means.
15. 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”.

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. Des Moines); 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

1. 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:
 - a. 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;
 - b. Has a record of such an impairment; or
 - c. Is regarded as having such an impairment.
2. 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 email 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:

Nicholas Bice, 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.

1. 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:

- a. Copying and or offering homework verbally, in written form, or by electronic means.
- b. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.
- c. Bringing in and using unauthorized information during class time, including information stored in a calculator.
- d. Offering or receiving information under circumstances when information is not to be shared.
- e. Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.
- f. 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.)
- g. Copying answers from answer guides in texts.
- h. Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.

2. 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.

- a. Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- b. Copying another's work.
- c. Using another's ideas without proper citations.

- d. Incorporating portions of another's writing within the context of your own work.
- e. Failing to acknowledge a source of information.
- f. Using "unique" phrases without citations.
- g. 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

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 accessing the courses. There are no subject specific teachers available in the computer lab. Final exams must be taken at the high school under direct supervision. 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, 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 stakeholders to work 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

1. **TEACHER DETENTION:** Action by a staff member to detain a student before or after scheduled classes for violation of the discipline code.
2. **ADMINISTRATIVE DETENTION:** Action by a Vice Principal/Principal that detains a student during school (lunch/advisory) or before school from 6:45 – 7:15 am.
3. **IN-SCHOOL SUSPENSION:** Action by Vice Principal/Principal removing student from class to a restricted classroom.
4. **OUT-OF-SCHOOL SUSPENSION:** Action by Vice Principal/Principal removing student from school. Student must be accompanied by a parent upon return to school.

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, Lunch/Advisory or 6:45 am – 7:15 am 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 Board Hearing/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. 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).
15. TD Teacher detention assigned
16. TW Teacher warning to student
17. LOP Loss of Parking

	1st Offense	2nd Offense	3rd Offense	4th Offense
I. Personal Conduct				
A. Possession/Use of Electronic Devices/Cell Phones inside the school building (Noncompliance)	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	AD-2, C, ANP, APC (return to student at end of day) 6 points	ISS-1, C, ANP, APC (return to student at end of day) 6 points
B. Violation of dress code *Student will be required to adjust apparel to meet dress code standard or be placed in ISS for remainder of the day* (Noncompliance)	TW/AW, TCP/ANP 0 -1 point	AD-1, ANP 3 points	AD-2, ANP, APC 6 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			
D1. Taking the property of the school or an individual without permission; possession of stolen property of major value (ten dollars or more) *Restitution as warranted* (Unsafe Behaviors)	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
D2. Taking the property of the school or an individual without permission; possession of stolen property of minor value (Less than 10 dollars). *Restitution as warranted* (Unsafe Behaviors)	OSS-1, ANP, APC, RSI, P, R 7 points	OSS-2, ANP, APC, RSI, P, R 14 points	OSS-3, ANP, RS, RSI, P, R, RS 21 points	OSS-5, P, ANP, RSI, R, RS, BH 35 points
E. Vandalism – intent and/or actual defacing, abusing, or destroying of property *Student may incur cost of restoration of property as warranted* (Unsafe Behaviors)	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
F. Gambling	ISS-1, C, APC, ANP, RSI 6 points	OSS-1, C, APC, ANP, RSI, P 7 points	OSS-3, C, APC, ANP, RSI, P 21 points	OSS-5, ANP, APC, C, P, RSI 35 points
G1. Possession and/or use of tobacco products (including Vapes or Juuls after a negative drug test) in the school or on school grounds and/or on buses or at school sponsored activities (Unsafe Behaviors)	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
G2. Use of alcohol, and/or controlled substances; possession of drug paraphernalia, in the school or on school grounds and/or on buses or at school sponsored activities (Unsafe Behaviors)	OSS-4, ANP, APC, RSI, P 28 Points	OSS-8, ANP, APC, RSI, P 56 Points	OSS-10, ANP, APC, RSI, P, RS 70 Points	
G3. Possession or distribution of alcohol, and/or controlled substances in the school or on school grounds and/or on buses or at school sponsored activities (Unsafe Behaviors)	OSS—10, ANP, APC, RSI, P 70 Points	OSS—10, ANP, APC, RSI, P, RS 70 Points	OSS—10, ANP, APC, RSI, P, RS 70 Points	
H. Possession of dangerous implements and/or devices. (excluding firearms) (Unsafe Behaviors)	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	
I. Possession of an item that resembles but does not function as a weapon. (toy knife, gun, or any other paraphernalia)	N/A			

J. Use of fireworks and/or chemical or nuisance devices	OSS-7, RSI, ANP, APC, RS, C, P 49 points	OSS-10, RSI, ANP, APC, C, P, RS, BH 70 points	OSS-10, RSI, ANP, APC, C, P, RS, BH 70 points	OSS-10, RSI, ANP, APC, C, P, RS, BH 70 points
K. Bus Misconduct Policy #3541.5	Please See Discipline Consequences as Outlined in BOE Policy #3541.5			
L. Using Inappropriate Language and/or profane gestures	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
M. Parking car on school property, including Fountain Woods, without authorization	AW, ANP 1 point	AD-1, ANP, loss of parking for 30 days senior year 3 points	AD-2, APC, ANP, loss of parking for 60 days senior year 6 points	ISS-1, ANP, loss of parking senior year 6 points
N. Videotaping any students, staff, or activities and/or posting any students or activities without proper authorization (Unsafe Behaviors)	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
O. Present at an off campus fight or altercation (Not participating in the altercation or fight)	AD-1, ANP 3 points	AD-2, ANP, APC 5 points	ISS--1, ANP, APC, RSI 6 points	OSS-1, ANP, APC 7 points
P. Inappropriate Physical Contact (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, etc.) (Physical Aggression)	AW – AD, ANP Points vary	AD-2, ANP 6 points	ISS, ANP, APC 6 points	OSS-1 ANP, APC 7 points
Q. Dangerous Misconduct	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	
R. Violation of Technology Policy (Noncompliance)	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	
II. Behaviors that Endanger or Threaten Others				
A. Possession of Firearm	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
B2. Assaults against staff (cumulative for entire time at BTHS)	Suspension pending an expulsion hearing, file charges with police			
B3. Dating Violence	As per policy 5519			
C1. Verbal Assault, obscene or vulgar language, 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 Confrontation/Altercation towards another student	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
C3. Verbal confrontation involving any threat of violence, remarks that are sexual in nature, or harassing remarks that are racially or ethnically motivated	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 Inappropriate 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			
III. Classroom and Building Guidelines				
A. Refusing to provide or display identification when requested	AD-1, ANP 3 points	AD-2, ANP, APC 6 points	ISS-1, ANP, APC, RSI 6 points	OSS-1, ANP, RSI 7 points
B. General misconduct including: disruption of class or activity; littering, food/drink in building except cafe, running in hall, loitering, not following staff directions, etc.	TW 0 points	TD, TCP 0 points	AD-1, ANP, RSI 3 points	AD-2, ANP, APC 5 points
C. Insubordination and/or Disregard for school authority. Examples: Refusing to leave or remain in an area of the school when directed by a staff member, resulting in calling for an administrator, or failure to 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-ISS-1, TCP, ANP Points vary	AD-2-ISS-2, ANP, APC Points vary	ISS-1-OSS-1, RSI, ANP, APC Points vary	OSS-1-3, RSI, ANP, APC Points vary
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. Suspension of Parking Privileges	10th late 1 week	15th late 2 weeks	19th late Loss of spot	
G. Late to School	3rd and 4th late to school Warning for each 1 point for each	5-15 LATES AD-1 3 points Guidance call-5, VP call-10 Parent Mtg-15	16+ LATES ISS-6 6 points Loss of good standing for year at 72 points	
H. Not Signing In When Arriving Late to School/Not signing out when leaving early	AD-1, ANP 3 points	AD-2, ANP, APC 5 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC, RSI 7 points
I1. Cutting Class	AD-1 3 points	AD-2, ANP 6 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC 7 points
I2. Cutting Teacher Detention	AD-1 3 points	AD-2, ANP 6 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC 7 points
I3. Cutting Administrative Detention	ISS-1, ANP 6 points	ISS-1, ANP, APC 6 points	ISS-1, ANP, APC 6 points	ISS-1, ANP, APC 6 points
J. Leaving Class Without Permission	AD-1 3 points	AD-2, ANP, APC, RSI 6 points	ISS-1, ANP, APC, RSI 6 points	OSS-1, ANP, APC, RSI 7 points

K. 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
L. Being in an unauthorized area of the school and/or being after school without permission.	AD-1, ANP 3 points	AD-2, ANP 6 points	ISS-1, ANP, APC 6 points	OSS-1, ANP, APC, RSI 7 points
M. Truancy	AD-2, ANP, APC, RSI 6 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 food or objects Disruption to Learning	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, ANP 3 points	AD-2, ANP, APC, RSI 6 points	ISS-1, ANP, APC, RSI, P 6 points
C. Cutting in line	TW/AW 0-1 point	AD-1, ANP 3 points	AD-2, ANP, APC, RSI 6 points	ISS-1, ANP, APC, RSI, P 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
D. 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): Administrative Detention (ADET): Students are expected to serve their Administrative detention hours when assigned. Students have two options for serving their detention hours. They may attend from 6:45 AM to 7:15 AM. in room B6 on Monday through Friday mornings (this counts as one hour of detention) or during the **student's lunch and advisory** period. 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 when assigned will be assigned an ISS.

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 antisocial 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.

1. Discipline:

- a. Students who receive 20 discipline points will no longer be in good standing and are not able to participate or attend school events.
- b. 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. Community service must be completed after the infractions and cannot be accumulated beforehand. Students may only complete 51 hours of community service during the academic year.

Students who have accumulated 72 discipline points cannot regain their student in good standing status.

2. *Obligations

All obligations must be met prior to the date of the privilege or event, including but not limited to the following:

- a. Library Books
- b. Text Books
- c. Athletic Equipment/Uniforms
- d. Graduation Fee (by January of their senior year; Graduation Fee funds the following activities: graduation and project graduation)
- e. 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.

3. *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:

- a. InfoSnap information completed
- b. 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 extracurricular 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 Principal five days before the activity/event. 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.

STUDENT RECOGNITION

Burlington Township High School believes in a culture of respect for staff and students. Recognition is given by the staff and administration when appropriate.

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 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.

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 or designee
3rd offense	OSS	Parental conference with Superintendent may be required.
4th offense	OSS	Hearing before the BOE may be required upon return to school.
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 may be required by the SAC.
3rd offense	10 days	Parental conference with Superintendent.

	OSS	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 is 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' Advisory/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

There are a variety of things parents can do to help their children develop good attendance habits. We realize some absences are unavoidable due to health problems or other circumstances. However, when students miss too much school (regardless of the reason), it can cause them to fall behind academically and struggle socially.

5 Tips for Improving School Attendance

1. Remember that good attendance benefits your child's education. Students who miss a day of school not only miss instruction, but they must make up work and catch up with the new material at the same time.
2. The bus is a consistent way to ensure your child arrives at school in a timely manner. Arriving late can be disruptive for your child, the teacher, and other children in the class. Students are expected to be at the bus stop 5-10 minutes before "pick-up" time.
3. Try to schedule doctor and dentist appointments in the beginning or end of the day so that your child will only miss part of the day. When possible, try to schedule these on days when school is closed.
4. Remember that there are 180 school days out of 365 total days in the year. Families are encouraged to take vacations during summer vacation or during other extended school breaks.

If there are underlying reasons why your child is not coming to school (school phobia, relationships with peers, academic difficulties, transportation, medical reasons, etc.), please make us aware of the issue(s). We would like to be as proactive as possible in assisting in any way we can.

- The New Jersey Department of Education defines "Chronic Absenteeism" as not being present in school for 10% (18 days) or more of the days in session.
 - End of marking period 1 - 5 days or more
 - End of marking period 2 - 9 days or more
 - End of marking period 3 - 14 days or more
 - End of marking period 4 - 18 days or more
- In order for students to learn and achieve their fullest potential, it is critical that they are in school and engaged in the learning process.
- Research shows that that chronic absenteeism is a primary cause of low academic achievement and a powerful predictor of a student's risk of dropping out of school.
- The first month of the new school year is crucial to good attendance practice. According to a study (Baltimore Education Research Consortium, 2012), half of all students who miss 2 to 4 days of school in the first month will go on to miss nearly a month of school in excused or unexcused absences.
- According to the same study, 9 of 10 students who missed 5 or more days in the first month went on to be chronically absent for the school year.
- In another report, "Absences Add Up" (Attendance Works, 2014, p.1), the following is stated:
"At every age, in every demographic, and in every state and city tested, students with poor attendance scored significantly lower on standardized tests. In our schools, this translates into weaker reading skills, failing grades, and higher dropout rates."
- The New Jersey Department of Education has adopted attendance regulations (N.J.A.C. 6A:16-7.6) that require each board of education to develop, adopt, and implement policies and procedures regarding the attendance of students.
- The Burlington Township School District recognizes the following absences as excused: take your child to work day, religious observance, medical with a doctor's note that the child was seen by the doctor, college visitation, legal matters as evidenced by court documentation, and observance of Veteran's Day.
- All other absences will count as unexcused including parent notes or phone calls. Students are allowed 6 unexcused absences before experiencing potential impact on grades and credits earned for all classes.
- Given the high academic standards and expectations set for Burlington Township Middle School at Springside 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 Principal 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:
- Policy 2624.3: A student who has been absent from class is responsible for making up class work which has been missed for all classes including physical education. 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.

1. Each student enrolled in the High School is required to attend school and classes regularly, all days and hours school is in session. Students must be present in school for four hours to be counted as present for a full school day and to participate in after school activities.
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 Main 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.

State Excused Absences	School Excused Absences	School Unexcused Absences	Truant
<ul style="list-style-type: none"> • Bring Your Child to Work Day • State Approved Religious Holiday 	<ul style="list-style-type: none"> • College Visits • Legal Matters • Doctor's Visits with note • Funerals • School Sponsored Events • Suspensions • Driving Test 	<ul style="list-style-type: none"> • Vacations • Doctor's notes without visit • Work • Weddings 	Parent is unaware of student absence

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. If a parent does not want a 17 year old senior to sign themselves out of school, a note should be provided to the school. **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 parking 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 cell phone 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 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 their period 1 classroom.
3. Any student not in their period one class by 7:20 am or who arrives to school after 7:20 am 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 according 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.
5. Seniors who are chronically late to school and are parking on property will receive the following consequences:
 - a. 10th late to school - 1 week suspension of parking
 - b. 15th late to school - 2 weeks suspension of parking
 - c. 19th late to school - loss of parking spot for remainder of school year

Lates are cumulative for the school year, not based on semesters.

CLASS ATTENDANCE

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 4:00 p.m. activity bus or must be picked up no later than 3:15 p.m. There is an activity bus on Tuesdays, Wednesdays 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 **\$1.60**, or a la Carte
2. Cash – cost of lunch **\$ 2.80**, or a la Carte
3. 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.
4. 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.

Snack/A La Carte Purchase Option Opt-Out

We are excited to announce that, starting in the 2018-2019 school year, students at Burlington Township High School, Burlington Township Middle School, and Fountain Woods Elementary School will have the option to purchase snacks and a la carte items using their student pin account.

Please take a few moments to speak to your child about this new option. We do not want parents to be surprised when their child(ren) purchases snacks and a la carte items using their student pin account. We recognize this may decrease your child’s account balance more quickly and wanted to ensure parents were aware. Be reminded that this is the same account from which students pay for their lunches.

The option to purchase snacks and a la carte items using their student pin account will be offered to all Burlington Township High School, Burlington Township Middle School, and Fountain Woods Elementary School students, unless you actively opt your child out. [Click here to access the Google form to OPT-OUT](#). If you have more than one child, you should submit the form separately for each child that you wish to opt out.

Here are a few points of clarification regarding this new option:

- We will not allow a child to purchase snacks or a la carte items using their student pin account unless there is enough money in the account to cover the cost.
- Be reminded that this is the same account from which students pay for their lunches.
- If a parent chooses to restrict their child, their child will not be permitted to purchase snacks or a la carte items unless the child has cash.
- If a parent completes the opt-out form and changes their mind at a later time, the parent must contact the school cafeteria at cafeteria@burltwpsch.org to have the restriction removed.
- Parents have the ability to control their settings in the LunchTime Portal. Take time to control how funds in your child's account are replenished and notifications regarding low balances. Please review your settings.

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.

1. The cafeteria manager will be responsible to report all student accounts receivables to the building principal on a weekly basis.
2. 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.
3. 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).
4. Students who owe money to the cafeteria will not be allowed to purchase snacks.
5. 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.
6. 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.
7. This policy will be printed in its entirety in all school student handbooks.

CAFETERIA BEHAVIOR

1. The cafeteria is the student's 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 not permitted to order food and have it delivered during school hours.
3. Students are to wait patiently in line until served. No cutting in line is permitted.
4. Throwing food, utensils or items of any kind will not be tolerated.
5. 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.
6. The picnic tables outside are for **seniors only**.
7. Students must report to their assigned lunch period.
8. No student will be permitted to leave the cafeteria without a valid pass.

CARS - STUDENT VEHICLES

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.

1. Parking privileges will be reserved for seniors who are In Good Standing.
2. 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.
 - a. **Students with 10-14 lates to school in their Junior year, will not be eligible to drive until October 1st of their senior year.**
 - b. **Students with 15-18 lates to school in their Junior year, will not be eligible to drive until November 1st of their senior year.**
 - c. **Students with 19 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.**
3. 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.
4. 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**). Parking privileges will also be revoked for a failed drug test. Parking will be reinstated when the student has passed the drug test. The results for a passing test must be shared with the high school administration.
5. Seniors who are chronically late to school and are parking on property will receive the following consequences:
 - a. 10th late to school - 1 week suspension of parking
 - b. 15th late to school - 2 weeks suspension of parking
 - c. 19th late to school - loss of parking spot for remainder of school yearLates are cumulative for the school year, not based on semesters.
6. 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.**
7. The principal shall develop regulations and penalties for student parking of properly registered vehicles, and for student driving on school property. Student's automobiles parked on school property are subject to search, based on reasonable suspicion.

BICYCLES

1. 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.
2. 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 POLICY #5701

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 a graduation expense which must be paid two months before graduation. 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

1. It is essential that all students conduct themselves appropriately in all large group settings, such as lunches, assembly programs in the Performing Arts Center and in the gymnasium.
2. 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.

DANCE POLICY

Dances are scheduled in recognition of the needs of the school to provide social experiences in a wholesome atmosphere under proper supervision. Inappropriate dancing at school functions will result in the music being turned off and the students being reminded of our expectations.

1. **Homecoming-BTHS students and BTHS alumni 20 years of age and under.**
2. **Proms - BTHS students and guests 20 years of age and under.**
3. **All other dances – BTHS students only**
4. Any student, who is not in good standing at the time of the Prom, is not eligible to attend. See **high school website** for appeal process.
5. All BTHS students and guests must be registered in the Activities/AD office by the Monday prior to the event.
6. 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.
7. 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.
8. Anyone leaving the dance will not be permitted to return.
9. Dress code is to be followed unless otherwise designated.
10. No backpacks or bags are permitted inside the dance.
11. Dance tickets are sold during school hours prior to the dance. NO dance tickets are purchased at the door on the evening of the dance. ID cards must be shown at time of purchase.

EIGHTH GRADE STUDENTS ARE NOT PERMITTED AT HIGH SCHOOL DANCES.

DANGEROUS IMPLEMENTS

1. 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.
2. 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.
3. 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.

DRESS CODE

The following codes shall be in effect for all students:

1. Apparel shall not be so tight fitting, sheer, transparent, brief, low-cut or revealing above or below the waist as to be indecent, distracting, or disruptive to the school environment.

2. Undergarments shall not be visible.
3. Tank tops, halters, strapless tops, top supported with strings or thin straps (spaghetti) and tube tops are not permitted. Students are not permitted to wear clothing that acknowledges the use of alcoholic beverages or narcotics, or promotes sexual innuendos, displays weapons or violent messages/and or images, or displays profanity, or displays other images and/or messages that are deemed inappropriate and/or offensive.
4. Footwear is required. Shoes with excessively high heels or platform shoes, or other shoes that the building administrator determines are unsafe, are not permitted.
5. Dress/presentation must be in accordance with Policy 5615 Suspected Gang Activity. 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 pupils, 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.
6. Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.
7. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or club instructor.
8. Hats may not be worn or carried in the building. "Hats" shall not include headgear worn of religious significance.
9. Sunglasses may not be worn in the building.

FIRE DRILLS

For all practical purposes, every fire signal should be treated as an actual fire. 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.

LIBRARY BOOKS

1. Books must be signed out before being removed from the Media Center.
2. Books are to be returned on or before the date due.
3. Overdue books will result in an obligation.

LOCKERS

1. All students will be assigned a hall locker and a gym locker and are authorized to use those lockers only. Lockers may be searched by the administrator.
2. 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:

1. 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.

2. 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.
3. 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).
4. 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.
5. Failure to comply with these procedures will be considered a violation of the district's drug and alcohol policy.

PASSES

1. **No student is permitted outside the assigned room without a pass.**
2. 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.
3. Whenever students are dismissed from an area with a pass, they are to report directly to their destination and report promptly back to class.
4. **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.

RESTRICTED USE ITEMS

Cell Phones, Electronic Devices, etc.

Students may keep such items on their person. They may not be turned on or in use in the classrooms (unless utilized as part of instruction). I-pods and cell phones are only permitted in the hallways, cafeteria, and in advisory period at the teacher's discretion. At no time can cell phones be used to make phone calls, take pictures, or to send text messages. Violent video games are not appropriate for the school environment and will be subject to discipline. Improper use of these items will result in the item being confiscated. Please refrain from calling or texting your child during the school day. In addition, students are not permitted to charge their electronic devices in class.

Students are ONLY permitted to have water in clear, plastic bottles outside the cafeteria. Any beverage 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.

Any items sold in school must be approved by the Board of Education, principal or designee. Students are NOT allowed to sell items in school.

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- #5850.2

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.

1. 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.

2. 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.

3. 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).

VAPING

Vaping has become an overwhelming issue in schools across the country. Vaping poses serious health issues to students. Furthermore, THC can be used in these devices. Vaping equipment is prohibited in school and will be subject to discipline even if not in use. Drug tests will be required if vaping equipment is discovered. The Board of Education prohibits smoking by pupils at any time in school buildings and on any school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board. Pupils who

violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Pupil Discipline/Code of Conduct and may be subject to fines (\$250-\$1,000) in accordance with law.

- If test come back negative - Address as possession of a Vaping Device
- If test comes back positive - Address as a violation of the substance abuse policy

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

1. Attendance and participation in extracurricular 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.

2. ATHLETIC AND ACTIVITY ELIGIBILITY REQUIREMENTS

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

A. ELIGIBLE if a student has not reached the age of 19 prior to September 1.

B. ACADEMIC REQUIREMENTS

1. 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 obtained a GPA of 2.0 or higher on a 4.0 scale from previous school year (does not apply to incoming eighth grade students).
2. 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.
3. At every grade level, students must be passing in 30 credits.
4. A pupil who is eligible at the beginning of a sports season shall be allowed to finish that season.

C. ELIGIBLE if transfer because of a change of residence by parents or as approved by the Executive Committee of NJSIAA.

D. ELIGIBLE as per NJSIAA rules regarding transfers. All incoming students from previously attended districts must complete a "Transfer Form" according to NJSIAA regulations.

3. ATHLETIC RULES

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

A. 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.

B. **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.

C. **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.

D. **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.

4. Student Clubs and Service Organizations

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

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