

# NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL

## HOME OF THE GREYHOUNDS!

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### DISTRICT ADMINISTRATIVE OFFICES

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Ms. Kathy L. McCormick, Assistant Superintendent  
Mr. Richard Kaz, Business Administrator/Board Secretary  
160 Mansfield Road East  
Columbus, New Jersey 08022

### HIGH SCHOOL ADMINISTRATION

Mr. Andrew Kearns, Principal  
Mr. Douglas Newman, Assistant Principal  
Mrs. Maggy Hanna, Assistant Principal  
Mr. Matthew Konowicz, Assistant Principal  
Mrs. Sheryl Staszewski, Director of Counseling  
Mrs. Holly Post, Director of Special Services  
Ms. Amy Stella, Director of Instruction, Math and Sciences  
Mrs. Robin Harden-Daniels, Director of Instruction, Humanities  
Mrs. Sally Lopez, Director of Instruction, World Languages  
Ms. Chris Haines, Athletic Director

### SCHOOL INFORMATION

Address: 160 Mansfield Road East  
Columbus, New Jersey 08022  
Phone: (609) 298-3900  
Fax: (609) 298-8563  
School Colors: Blue and Gray  
School Mascot: Greyhound  
Emergency Closing  
Identification Number: 661

[www.nburlington.com](http://www.nburlington.com)

### STUDENT GOVERNMENT OFFICERS

Megan Clark	President
Melissa Smith	Vice-President
James Walton	Secretary
Matthew Bassett	Treasurer

### CLASS COUNCILS

#### Class of 2010

Shannon Dolan	President
Joe Grogg	Vice-President
Lauren Pigott	Secretary
Carli DiCioccio	Treasurer

#### Class of 2011

Alison Magee	President
Kelsey Panella	Vice-President
Teddy Malison	Secretary
Samantha Nixon	Treasurer

#### Class of 2012

John Hermesmann	President
Chelsie Peterson	Vice-President
Shauna Berkeyheiser	Secretary
Kayla Peterson	Treasurer

#### Class of 2013

Stephanie Parada	President
Ronak Trivedi	Vice-President
Imani Washington	Secretary
Raymond Branch	Treasurer

## NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL

Dear Student:

Welcome to Northern Burlington County Regional High School – a student-centered, academically-focused high school where the staff and administration firmly believe that all students can achieve great things. We are pleased to welcome you to the 2009-2010 school year. Now is the time to set for yourself the standards and expectations that will guide you to a successful and rewarding school year. In your pursuit of excellence, set your goals high and take advantage of every opportunity that NBC offers.

It is the idea of “community” that is the driving force behind all we do at Northern Burlington County Regional High School and behind the guidelines contained within this handbook. These guidelines were put in place to ensure an environment that is safe, supportive, and productive. Maintaining respect for yourself and for those around you is probably the single most important commitment you can make. Respect for yourself, respect for your peers, and respect for the adults around you are critical as we develop a community atmosphere.

The guidelines contained in this handbook are meant to be just that: Guidelines. As you read the handbook, attempt to focus on the “spirit” of the guidelines and procedures set forth rather than focusing on how to challenge the system. Most of us know and understand what is meant by “doing what is right.” As a member of our school community, it is your first responsibility to make good decisions and choose to do what is right at all times.

We ask that you take a few minutes to review this handbook and discuss it with your parents. If you have any questions, please do not hesitate to ask your teachers, counselor, or an administrator. We are here for you. Call on us at any time. Best wishes for a successful and rewarding school year.

*Yours for success,*

**The Administrative, Teaching, and Support Staff at NBC**

### EDUCATIONAL CONTRACT BETWEEN STUDENTS, PARENTS, AND SCHOOL

The philosophy of the Northern Burlington County Regional School District, as the proactive educational agent of this community, is to provide a comprehensive educational program that gives all students the opportunity to become productive citizens of society and to enhance the quality of their personal lives. Integrating the agricultural, military, and township resources of the community, this program provides knowledge and skills and instills pride through individual achievement, enabling all students to realize their unique potential.

In order to become responsible and productive citizens, students will be provided a comprehensive educational program, which will develop academic, vocational, and life-management skills. To enhance the quality of their lives, students will be provided with an opportunity to explore diverse experiences that will enable them to develop a positive image of self and others.

To promote this philosophy, the district solicits the active support of its constituents: students, parents, community, faculty, administration and Board of Education.

- Provided with a variety of course offerings, students will make informed choices about course selections and explore options for career opportunities. Students are encouraged to seek counsel when appropriate and to participate in the decision-making process.
- To facilitate the student's success, parent(s) or guardian(s), as the primary role models, will be encouraged to provide an environment supportive of learning by becoming involved in their child's education.
- To maximize the student's potential, the faculty will implement the curriculum through teaching strategies that address a variety of learning styles. Using available resources and technology, the faculty will develop the student's literacy and critical thinking skills.
- The administration will provide supportive leadership that inspires enthusiasm and confidence

in the district's ability to implement its philosophy and reach its goals.

- The Board of Education will establish sound educational policy which reflects responsible decision-making for the betterment of the student's educational experience. The Board is responsible for maintaining and upgrading technology, facilities, and resources.

Students are always given the right to freedom of expression, inquiry, and due process. The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive behavior that infringes on the rights of others. Therefore, the privileges and rights carry with them the task of responsibility. Students and parents have the responsibility to see that the student attends school on time everyday and adheres to school rules to ensure a safe environment for all.

**2009-2010 SCHOOL CALENDAR OF IMPORTANT DATES**

<b>September</b>	
1-2	Teacher In-service – No School for Students
3	School Opens for All Students (early dismissal the next day on the 4 <sup>th</sup> )
7	Labor Day – School Closed
17	High School "Back to School" Night
<b>October</b>	
6-8	HSPA Testing (Regular Testing for retained 11 <sup>th</sup> graders & 12 <sup>th</sup> graders)
10	SAT not @ NBC
12	Columbus Day – School Closed
14	PSAT Testing
13-15	HSPA Testing (Senior Make-up Testing)
<b>November</b>	
2-3	Parent Conferences – Early Dismissal Afternoon & Evening Conferences
5-6	NJEA Convention – School Closed for Students
7	SAT Test Date @ NBC
11	Veterans Day – School Closed

23-25	Teacher In-Service – No School for Students
26 - 27	Thanksgiving Holiday – School Closed
<b>December</b>	
5	SAT Testing Date – NOT @ NBC
23	Early Dismissal – Winter Break Begins
24-Jan.1	Winter Recess – School Closed
<b>January</b>	
4	School Re-Opens
18	Martin Luther King Day – School Closed
23	SAT Testing Date – Not @ NBC
27-29	Midterm/ End of Semester Assessments
<b>February</b>	
12&15*	President's Weekend – School Closed
22	Evening Parent Conferences
<b>March</b>	
2-4	HSPA Testing
9-11	HSPA Make-Up Testing
13	SAT Testing Date – NOT @ NBC

<b>April</b>	
2-9	Spring Recess – School Closed
12	School Re-Opens
<b>May</b>	
1	SAT Test Date @ NBC
17	End of Course Biology Exam
20	End of Course Biology Exam Make-Up Testing
24	Algebra I End of Course Exam
27	Algebra I End of Course Exam Make-Up Testing
31	Memorial Day – School Closed
<b>June</b>	
4	Early Dismissal for Students (Prom)
5	SAT Testing Date NOT @ NBC
15-17	Final Exams – Early Dismissal for Students
18	Last Day For Students (Graduation)
21	Last Day for Teachers
22	Last Day for New Teachers

\* Note: In the event that school is closed for inclement weather prior to February 12, 2010, the February 12<sup>th</sup> date will be used as a make-up day. All other make-up days will involve Spring Break days.

#### REGULARLY SCHEDULED BOARD OF EDUCATION MEETINGS

Work Sessions

Regular Meetings

September 14  
 October 13  
 November 9  
 No session  
 January 11  
 February 8  
 March 15  
 No session

September 21  
 October 19  
 November 16  
 December 7  
 January 19  
 February 16  
 March 22  
 April 26

NORTHERN BURLINGTON COUNTY REGIONAL  
 HIGH SCHOOL

SCHOOL DAY INFORMATION

PERIOD	REGULAR	EXTENDED HOMEROOM	EARLY DISMISSAL	90 MINUTE DELAY
HOMEROOM	7:30 - 7:35	7:30 - 7:53	7:30 - 7:35	9:00 - 9:14
1	7:39 - 8:20	7:57 - 8:36	7:37 - 8:03	9:18 - 9:48
2	8:24 - 9:05	8:40 - 9:19	8:05 - 8:31	9:52 - 10:22
3	9:09 - 9:50	9:23 - 10:02	8:33 - 8:59	10:26 - 10:56
4	9:54 - 10:35	10:06 - 10:45	9:01 - 9:27	11:00 - 11:30
5	10:39 - 11:20	10:49 - 11:28	9:29 - 9:55	11:34 - 12:04
6	11:24 - 12:05	11:32 - 12:11	9:57 - 10:23	12:08 - 12:38
7	12:09 - 12:50	12:15 - 12:54	10:25 - 10:51	12:42 - 1:12
8	12:54 - 1:35	12:58 - 1:37	10:53 - 11:19	1:16 - 1:46
9	1:39 - 2:20	1:41 - 2:20	11:20 - 11:47	1:50 - 2:20

## **EMERGENCY CLOSINGS AND DELAYS**

In case of emergency or severe weather conditions such as heavy storms or snow, parents and students will be notified of closings or delayed openings through KYW AM-1060 radio, as well as WKXW (101.5 FM), Fox 29, NBC 10, Comcast Ch. 19, Verizon FIOS Ch. 42, and the NBC web site [www.nburlington.com](http://www.nburlington.com). Certain inclement weather conditions might suggest a ninety (90) minute delayed start on a given school day rather than a school closing. Indefinite weather conditions during the early morning hours might change a decision from a delay to a closure. **The Northern Burlington County Regional School District's Emergency Closing/Delay Identification Number is 661.**

## **DAILY ANNOUNCEMENTS**

The opening exercises and daily announcements will take place each morning during homeroom; additionally, they will be posted on PowerSchool. Each student is to participate in the opening exercises in a respectful and orderly manner and is to remain quiet to hear the daily announcements and allow them to be heard by other students and staff members. The State of New Jersey requires by law that you show respect during the recitation of the Pledge of Allegiance. One may abstain from participation but must show respect by not being disruptive.

## **LATENESS TO SCHOOL AND EARLY DISMISSAL**

Homeroom is important because your attendance record for a particular day begins with roll taking there; homeroom begins at 7:30 a.m. Students arriving to school later than 7:30 a.m. must report to the West or East Building Main Office to complete the necessary admission forms. Failure to report to homeroom while in the building will be treated as a class cut with the same consequences. Students will also be marked late to school.

## **STUDENT IDENTIFICATION**

Identification cards will be provided to all students. All students are expected to carry their identification cards while in school. Students are to hold onto their cards for use every year they attend Northern. Identification cards may also be used for services in areas such as the Cafeteria and Media Center. Students will be required to present their ID cards for admission to certain school functions. If the ID is lost, there will be a \$5.00 replacement fee.

## **VISITORS**

All visitors to Northern Burlington County Regional High School are required by law to register in the Main Office upon entering the building, except for those attending a function or event that is open to the public. Student guests may not be admitted during the school day unless prior approval has been received from an administrator.

## **CHANGE OF ADDRESS AND PHONE NUMBER**

All students are required to ensure that the school has a current home address and phone number. Should a student change his/her address or phone number, he/she should inform the Counseling Office immediately.

If you move to or live in a home outside of the Northern Burlington County Regional School District, you must notify the Counseling Office. Only residents of the townships served by the regional school district are permitted to attend our school. Students who move out of the district after October 15 of their senior year may request to finish the school year. This request must be submitted by writing a letter to the Board of Education via Director of Counseling. This semester privilege is granted on the basis of the individual student's passing grades, satisfactory attendance, and satisfactory conduct.

# SCHOLASTIC ACHIEVEMENT AND ACADEMICS

## GRADUATION REQUIREMENTS

The Board of Education has established the requirements you must meet to graduate from Northern Burlington. It shall be the policy of the Board to acknowledge each student's successful completion of an approved instructional program by the awarding of a diploma at fitting graduation ceremonies. There shall be only one diploma awarded by this district and no distinctions shall be made between various programs of instruction. The minimum requirements for graduation shall include successful completion of the following:

### I. Credit Requirements

A total of 120 credits are required to receive a diploma for the class of 2010. A total of 130 credits is required beginning with the class of 2011.

### II. Course Requirements

The following are the course requirements for graduation from Northern Burlington with a state endorsed diploma:

- One (1) year of World Language
- Two (2) years of U.S. History
- One (1) year of World History
- One (1) year of Health, Safety and Physical Education for each year the student attends public school in New Jersey
- Four (4) years of English
- Three (3) years of Science
- Three (3) years of Mathematics
- Five (5) credits required in Practical Arts and five (5) credits required in Visual and Performing Arts commencing with the
- One half year (2.5 credits) in Personal Finance-Pathways (beginning with the class of 2011)

### III. State Testing Requirements

Prior to graduation from high school, all students must achieve a passing score on all sections of the State of New Jersey Test of Graduation (currently, the HSPA) or successfully complete a state-approved equivalent.

### IV. Attendance Requirements

All students are responsible for attending school daily. The minimum/maximum number of days in attendance is explained under the topic "Attendance."

## THREE-YEAR GRADUATION PLAN

Students who can cope with and profit from an accelerated program may plan to pursue a three-year program of study that will meet all course requirements prescribed by the State of New Jersey and the Board of Education. For further information, contact the Counseling Office the summer after your freshman year.

## LATE GRADUATION

A student who is deficient ten or less credits for graduation may, within one year of the original date of graduation, qualify for a Northern Burlington County Regional diploma by completing the deficiency, providing she/he has also passed all required courses. Said deficiency may be made up by:

1. Attendance at an approved summer school.
2. Attendance at an approved night school, provided student is not enrolled at Northern Burlington.

- Attendance at a Northern Burlington regular program with permission of the Board of Education.

### GRADUATION CEREMONY

Participation in the graduation ceremony shall be dependent upon successful completion of all graduation requirements by graduation date. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but may be denied participation in the graduation ceremony when the student's conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process of suspension.

### CLASS RANK

Class rank will be determined at the end of each academic year by the numerical average of the final grade for each subject completed. In computing grade point averages for honors and advanced placement courses, seven points are added to the final grade. Note: Transcripts will reflect the actual report card grade.

Students in the top 20% of their class will be eligible to apply for one of two speeches at graduation (there will be no Valedictorian or Salutatorian recognition).

## GRADING AND ACADEMIC STANDARDS

### GRADING

Students will be assessed according to a grading system developed and shared by their classroom teacher. The physical education grading system has been developed by the physical education department and will be reviewed with all students at the start of the school year.

At the close of each marking period and during examination periods, report card grades will be expressed as a whole percentage, with 65% established as the minimum passing grade for each course.

The calculation of all final grades shall be based on the following:

	<u>Semester 1 Grade</u>	<u>Semester 2 Grade</u>
1st Quarter Grade	40%	
2nd Quarter Grade	40%	
Semester 1 Assessment	20%	
3rd Quarter Grade		40%
4th Quarter Grade		40%
Semester 2 Assessment		20%

The final grade in each year-long course will be attained by averaging the two semester grades. Grades for semester-length courses (half year) will be based upon the semester grades only, as listed above.

### POWERSCHOOL

One of the most powerful methods of remaining abreast of a student's progress is by accessing PowerSchool. Using a personal log-in, announcements, attendance, report cards, interim notices, and up-to-date grades can be viewed on-line at any time. If at any time a personal log-in is lost, please contact the child's counselor for the information. Find the PowerSchool link on the Northern Burlington web site at [www.nburlington.com](http://www.nburlington.com).

### CUMULATIVE SEMESTER ASSESSMENTS

Semester assessments will be scheduled at the conclusion of each semester and will be cumulative in nature. Students missing a semester assessment due to illness or other authorized reason must make arrangements with the classroom teacher to make up the assessment. Students who do not make up assessments in a timely fashion will receive a grade of zero (0) for the assess-

ment.

### **SENIOR SEMESTER ASSESSMENT EXEMPTION**

All seniors are eligible for exemption from semester examinations (both full year and semester courses) provided they meet the following requirements.

#### Semester Courses

- 1) Students must have a 90 or better average in both quarters in the semester.
- 2) Student must not have more than six (6) absences for the semester.
- 3) The final grade will be determined by averaging the two quarter grades.
- 4) Students who wish to take the semester exam may do so to improve the grade but must realize that the exam grade will count regardless of the outcome.

#### Full Year Courses

- 1) Students must have a 90 or better average in each of four marking periods as well as the first semester exam.
- 2) Students must not have more than twelve (12) absences for the year.
- 3) The grade will be determined for the second semester by averaging the third and fourth quarter grades.
- 4) Students who wish to take the semester exam may do so to improve the grade but must realize that the exam grade will count regardless of the outcome.

### **REPORT CARDS**

Report cards will be issued to students to take home to their parents after the close of each of the first three marking periods. The final report card will be mailed home. The issuing date for report cards will be approximately one week after the close of the marking period.

### **INTERIM NOTICES**

Interim notices are made available each marking period. Notices are sent in an attempt to improve teacher-parent communication. Parents may want to arrange for a conference with the counselor and/or teacher to discuss ways to help the student improve his or her performance in the course.

### **HONOR ROLL**

The following Honor Rolls are published at the end of the marking period to provide recognition and an incentive for high scholastic achievement.

High Honor Roll designation is awarded to students who have achieved a 90% or better in every subject.

Honor Roll designation is awarded to students who have earned an average of 85% for all subjects. Regardless of the academic average, no student who has earned a 77% or lower in any subject will be included in this list.

\*Weighted value for honors courses will only be added to the final passing grade but will be considered each marking period for the purposes of Honor Roll determination.

### **EXTRA HELP**

If you are experiencing difficulty with your school work, there are many resources available to you. For instance, National Honor Society does offer peer tutoring; so please talk with your teacher or counselor to explore all of the available options.

As a reminder, transportation is available to you should you need to stay after school for extra help. Also, teachers have an available resource period during the day to provide extra assistance.

### **REMEDICATION/SUPPORT**

All ninth, eleventh, and twelfth grade students who have not met the minimum state competencies in Language Arts Literacy or Mathematics are offered academic support through the Remediation classes. Students should check with their counselors for more information.

## **STUDY HALLS**

Students are expected to follow the guidelines below during assigned study hall periods.

1. Promptness to study hall is as important as arriving on time to a regular class. Regular tardy procedures will be followed.
2. Courtesy toward your fellow students is expected; therefore talking should be kept to a minimum.
3. You must remain in your assigned seat at all times.
4. Study hall time is intended to be used constructively for reading, thinking, project work, homework or planning for future assignments.
5. Students should report directly to study hall. Media center passes will be issued by study hall teachers; there will be a limited amount of passes.
6. Students with passes for the Counseling Office, Nurse or other locations should first report to study hall for an attendance check.

## **MISSING WORK AND INCOMPLETE GRADES**

Students are responsible to contact teachers for any make-up work on the day they return from an absence. Students receiving an Incomplete (I) in any subject due to absence at the end of the marking period must make up work within a period not to exceed the length of the absence. Exams and assignments announced prior to a student's absence will be administered as scheduled with no extension of time unless deemed necessary by the teacher. A student attending an approved field trip will be excused from class but is required to make up all missed work immediately upon returning to school.

## **REPEATING A COURSE**

A student may repeat a course previously passed with a grade of 81% or lower in an effort to raise a grade point average; however, no course taken in this manner will contribute to additional credits toward graduation. \*Both the previous grade and new grade are figured in to the final average.

## **FAILURES**

There are several ways of making up credit in a subject which a student has failed:

1. By taking the subject in an approved summer school with permission from the Director of Counseling Services and passing the subject.
2. Via private tutoring by a New Jersey Certified Teacher in the specific subject (Applications available in the Counseling Office).
3. Via internet-based instruction through Keystone High School or Educere (information available in Counseling Office).
4. By repeating and passing the subject during the next school year.

Students who fail subjects that are in sequence will not be permitted to take the following courses until the preceding subject has been passed. For example, a student who fails U.S. History I may not take U.S. History II until he/she has passed U.S. History I unless the student has the chance to graduate in June. This student may be scheduled for two courses in the same subject discipline which are sequential.

## **SUMMER SCHOOL**

To be eligible for makeup credit, a student must earn a minimum of a 50 as a final grade for a course. Students who earn less than a 50 must retake the course for original credit. Credits will be accepted for original work and make-up work from all New Jersey public schools. Credits for summer school and make-up work taken at private schools in New Jersey will also be accepted if these schools grant diplomas, have appropriately certified staff, and the courses meet the state criteria. Advanced or new course work must consist of additional hours; any such courses must be offered at the Northern Burlington and have the approval of the principal. Original credit is also possible via private tutoring (specific information available in the Counseling Office).

Courses taken at state approved public schools outside the state of New Jersey will be transferable upon the receipt of an official letter from the school and according to the conditions listed above. Credits for original work, make-up, or other instruction at unapproved summer schools, unapproved tutors, learning centers, or from other agencies shall not be transferable to Northern Burlington.

Both the grade earned in summer school and the previous failed grade will be included in the computation of the G.P.A. Both grades will be maintained on the student record and transcript. However, courses taken to earn original credit, gain make-up credit, or raise passing grades will be given credit only once. Credits for courses taken in summer school will be applied to the credit in the previous school year.

### **NATIONAL HONOR SOCIETY**

For your information, the following outlines the selection process for the National Honor Society.

**Section 1:** The Counseling Department will provide the advisors with a list of juniors who have a grade point 91.0% and above within one week of the distribution of report cards for the second marking period. The advisor will call a meeting of all eligible juniors and explain the National Honor Society to them. Application materials will be distributed to eligible juniors. This same procedure will be followed for seniors at the conclusion of the first marking period.

**Section 2:** Candidates will distribute evaluation forms to their counselor, all current teachers, advisors and coaches to be returned to the advisors of the National Honor Society.

**Section 3:** The chapter advisor or chairperson of the Honor Council will tabulate the results of these evaluations.

**Section 4:** Minimum ratings for Leadership, Character and Service are an average of 3.8 out of five. Minimum service is three activities for juniors and four activities for seniors from grade nine to present or one activity per year. Service will include both school and community related activities. The Honor Council has the power to adjust minimal requirements for Leadership, Character and Service where circumstances are deemed unusual.

**Section 5:** The Honor Council shall meet to vote the acceptance or rejection of each candidate. All candidates will be notified of their acceptance or rejection in writing by the chapter advisor or chairperson of the Honor Council.

### **PROMOTION**

Students shall be required to take class instruction for seven periods during a regular school day. Cooperative Education students shall be required to take class instruction for four periods plus the supervised employment hours. Classified students shall be scheduled according to the Individualized Education Program developed by the Child Study Team.

In order to move from one homeroom level to a higher homeroom level, students are required to pass the course requirements as determined by a credit system.

Freshmen	0 credits	Junior	55 credits
Sophomore	27.5 credits	Senior	80 credits

Beginning with the freshman class of 2011 the following course requirements will be required. 130 credits will be required to graduate.

Freshmen	0 credits	Junior	60 credits
Sophomore	30 credits	Senior	90 credits

### **ACADEMIC HONESTY**

All Northern Burlington County Regional High School students are expected to observe the highest

standards of honesty and integrity in meeting the requirements of the programs in which they are enrolled. Violations of academic honesty, such as cheating or plagiarism in any assignment, essay, quiz, or examination may result in a grade of zero for the work in question, as outlined below. **Depending on the gravity and nature of the offense, violations of academic honesty may also result in exclusion from honorary societies and consideration for awards whose requirements include evidence of honesty and good character.**

Plagiarism is the presentation of the words or ideas taken from someone else without the appropriate citation. When you use an outside source to help you get ideas and information for any assignment that is submitted for credit (homework, essay, report, speech, project, journal, etc.), you must document that source. This means that plagiarizing from any source, even another student's paper, will result in serious consequences, including, but not limited to, the loss of full credit. Specifically, teachers follow this policy when determining the consequences of plagiarism:

- Homework, Quizzes & Tests: The student will receive an automatic zero with no chance to make up the grade. Any student who lends homework to another student to be copied will also receive an automatic zero.
- Project grades (such as essays, book reports, journals, speeches and oral reports, artwork and other artistic presentations, and all other major written, oral, and visual assignments):

For the first offense, the project will receive a zero until the student either re-submits the original project in corrected form or submits an alternative, but related, project assigned by the teacher. In either case, the highest grade possible for the project will be a D or 65. If the student fails to re-submit the project, the grade of zero will stand. For repeated offense(s), the student will receive an automatic zero with no chance to make up the grade; further infractions may result in disciplinary action.

To avoid plagiarism, a student should carefully follow the rules of documentation as specified by the Modern Language Association (MLA) and as taught and reviewed each year by the English/Language Arts teachers.

## ATTENDANCE REQUIREMENTS

Pursuant to N.J.S.A. 18A:38-25, the Board of Education has an obligation to require regular school attendance in order to ensure that each student receives the maximum benefit of a thorough and efficient education. Recording student attendance is the responsibility of the school. Absences and tardiness will be indicated in an appropriate manner on report cards and other student records. Perfect attendance is a goal for which every student should strive.

Students must be present for a minimum of four hours during the day to be counted a "present" and participate in any extracurricular activity occurring on that given day. A partial day means you are in attendance more than four hours, but less than the full scheduled day of instruction. Students who are not in attendance for at least four hours will be charged with a full day absence.

### EXCUSED ABSENCES

The educational programs offered at Northern Burlington provide you with the most benefit if you are present in school everyday. When you are absent from school any day, your progress is disrupted. While your own extra effort to make up work, receive tutoring, and do extra credit work may help, these supplements cannot replace your participation in regular class activities such as interacting with students and teachers.

Any student who exceeds **18 absences** (eighteen) will lose credit in all full-year courses. A student who exceeds **9 absences** (nine) will lose credit in all semester courses. This means that if you have more than eighteen **18 absences** (eighteen) for a full year or **9 absences** (nine) for a semester, you will automatically lose credit regardless of grades achieved.

Excused absences will not be counted in the accumulated totals when determining possible loss of credit. Absences can only be excused under the following circumstances when supported by the appropriate documentation:

1. Religious observances as permitted by law and with a letter from the parent or guardian;
2. Death in the family with a letter from the parent or guardian;
3. College visitations for juniors and seniors with a letter from the college;
4. Administration of school services such as testing, Child Study Team evaluation or counseling;
5. Administrative Action (Example: Out of School Suspension)
6. Illnesses of 3 consecutive days or more (Physician's documentation is necessary).

***Please note: Absences of less than three days duration, with or without a doctor's note, are not considered excused.***

Please be advised that the school reserves the right to investigate the cause of any absence. Appropriate documentation must be presented to your homeroom teacher as soon as you return to school, but not later than five (5) school days after the absence.

Our Parent Link automated system will be contacting families on a daily basis of students who are not in school. Should you receive a call and your child is in school, please contact the Attendance Office at extension 2215 as soon as possible.

Parents are asked to call the  
Attendance Office (298-3900, ext. 2215)  
to report all student absences.

### **MAKE-UP WORK AFTER AN ABSENCE**

Students must be prepared for full class participation on the day they return to class following a planned absence. The responsibility for getting assignments prior to the absence rests with the student. All work missed during absences not planned in advance must be made up within a period of time not to exceed the length of the absence.

In cases of lengthy absences due to prolonged illness, your parents may contact your counselor to request bedside instruction.

### **TRUANCY**

Parents or guardians must authorize the absence of any student. Those absent without parental knowledge will be considered truant per N.J.S.A. 18A:38-27. The student will be subject to discipline action and academic consequences that include receiving '0' credit for class work/assignments/graded work on that day with no opportunity to make up the work.

### **CLASS CUTTING**

Students who cut a class will not be eligible to make up any work done or due on the day of the cut. This includes class participation as well as homework, tests, projects, or presentations.

### **PARTIAL DAY ABSENCES/TARDINESS TO SCHOOL**

Both school tardiness and early dismissal will be incorporated into absence totals by the following equation:

Three (3) partial unexcused absences = 1 day's absence.

A partial day means you are in attendance more than four hours, but less than the full scheduled day of instruction. Students who are not in attendance for at least four hours will be charged with a full day absence. Tardiness to school will be defined as your failure to be physically present in your homeroom class by 7:30 a.m. Again, unless you are excused for reasons listed in the Attendance Policy, school tardiness will be counted as one-third of a day's absence in determining the total number of absences.

Students requesting early dismissal must report to the West or East Building Office for authorization to leave the building. If you need to leave school during the school day, a parent or guardian must come into school to sign you out in the West Building Attendance Office. If these individuals cannot come in personally, you should bring a signed note from a parent or guardian to the Atten-

dance Office explaining the circumstances, the person with whom you are leaving and when you are leaving. As this information will be verified, please make sure to include a phone number where your parent can be reached that day. For your safety, if your note cannot be verified, you will not be permitted to leave. All parents/guardians will be required to present proper identification (i.e. driver's license, military I.D. card, etc.) in order to sign a student out of school. Students leaving school early due to illness may be signed out in their appropriate building's nurse's office.

Remember that both school tardiness and early dismissal have a direct effect on absences and may jeopardized course credit.

#### **FIRE COMPANY MEMBERSHIP**

Students who are members of volunteer fire companies and who enter school late because they have been involved in an emergency will be marked with an excused absence; students will be responsible for any work missed as a result of the absence. Documentation from a Chief Officer is needed.

#### **THE EIGHTEEN YEAR-OLD STUDENT**

Eighteen year-old students must adhere to all attendance regulations as outlined earlier but may report themselves absent in the place of a parent or guardian as mandated in N.J.S.A. 18A:38-26. Those not meeting the conditions outlined in the statute will be considered truant. Students must report to the Attendance Office to complete the necessary forms and to gain administrative approval.

#### **CLASS ATTENDANCE**

The bell schedule allows four minutes travel time between classes. This amount of time is reasonable and adequate to travel between the most distant parts of the school. The tone at the end of the four-minute period is the signal that you are to be in your seat and prepared to begin your work. It is not a signal to dash to your class. Cutting class is absence from your assigned class without proper authorization. Students cutting class are subject to disciplinary action and the same academic consequences noted for truancy.

### **STUDENT BEHAVIOR – CODE OF CONDUCT**

The Northern Burlington County Regional Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of the school facilities. The Code of Conduct has been developed for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.

The objectives of the Code of Conduct and Discipline Policy are to ensure the maintenance of an orderly school environment that is conducive to learning and to teach students to be proactive and take responsibility for their actions in all situations. It is important for everyone to learn that rules and regulations are established for the benefit of the group and that individuals who fail to follow these rules infringe upon the rights of others. Under no circumstances will a student be permitted to disrupt the education of other students. Students who disrupt the education of other students in any manner will be subject to the consequences outlined in the Code of Conduct. The Code of Conduct is meant to be a *general guide* for students, teachers, and administrators. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

Students at Northern Burlington County Regional High School will be expected to:

1. Come to school, dressed appropriately, on time, every day
2. Be prepared and complete all assignments
3. Respect themselves and others, including personal space
4. Be courteous in interactions with others

School Counselors and/or Child Study Team members will become an important part of the system

by participating in any conference requested by the administrator and responding to reasonable requests for evaluations or other appropriate activities that may effect positive change in student behavior.

### **PERSONAL APPEARANCE – DRESS CODE**

The school takes pride in the appearance of our students. Research in schools conducted throughout the nation has found a relationship between the way students dress and the way they behave. In order to help students prepare for a lifetime of learning, employability skills, and productive adult roles, students are required to conform to an acceptable standard of dress based on modesty, cleanliness, and health and safety. Classroom teachers have the responsibility to determine the safety requirements of their instructional programs. Within these guidelines, individual tastes in dress and grooming shall be respected.

The school reserves the right to remove from the classroom anyone whose appearance detracts from classroom activities or interferes with the rights of others. During the first week of school, students will receive explicit guidelines in regards to acceptable standards of dress. Students who violate the dress code will be required to change clothes, report to the In-School Alternative Program, or will be sent home.

In an effort to promote an academic and businesslike atmosphere, the following minimum standards of dress have been established:

1. The wearing or carrying of any type of headgear or sunglasses is not permitted during the school day. All such items should be left in the student's locker throughout the school day.
2. Clothing which is excessively tight, sheer, low-cut, revealing or deemed immodest by an administrator (including bare midriffs) is not permitted; shorts or skirts must be as long as the tip of the fingers when arms are extended; pants may not be worn below the hips. Modesty is the key.
3. Spaghetti straps, halter tops, backless, and one strap tops are not permitted. Straps over shoulders must be at least one inch in width.
4. Clothing which is lewd or displays any message with a sexual connotation, profanity, or advertises drugs, alcohol, or violence shall not be permitted; any type of student attire that is considered disruptive to the educational process (including any gang related clothing, offensive tattoos or symbols which pose a disruption in school such as the confederate flag, swastikas, and etc. shall be restricted.
5. Chains attached to wallets, keys, or pants which are hanging out of pockets are not allowed.
6. The wearing of undergarments as outer garments is prohibited. At no time should any undergarments be seen.

*In summary, if you look at yourself in the mirror before leaving for school in the morning and wonder "Will I get away with this?" - find something else to wear.*

All questionable issues will be reviewed by the administration and students will be expected to rectify the situation immediately by securing alternate clothing. If alternate clothing is not available, the student will remain excluded from the regular school program until appropriate clothing can be secured. The dress code may be modified to be more or less restrictive during school-sponsored trips. Students should check with the trip sponsor to determine the appropriate attire to be worn on the trip.

### **EXPLANATION OF TERMS USED IN DISCIPLINARY CODE**

Behavioral Contracts - In certain situations students, teachers, administrators, school counselors, student assistance coordinators and/or parents may enter into behavioral contracts designed to

produce desirable behavior outcomes. Contracts are developed mutually describing goals and expectations of all parties, means of achieving goals, and ways of assessing success. This becomes the document used in clarifying expected student behavior.

Detention - Your teachers have the right to assign an after-school detention for infractions that may occur in the classroom. This detention is assigned from 2:30 p.m. to 3:20 p.m. in a designated area that is supervised by a teacher. Teachers may also request that you spend that detention period with them in the classroom. Transportation is provided at 3:25 p.m. for your ride home. Bus passes will be available for the bus runs.

Administrative detentions may also be assigned by the appropriate administrator. These detentions will begin at 2:30 and end at 3:20 or 5:20. Transportation will be available at 5:30 p.m. for your ride home. Bus passes are required to board these buses as well.

When a detention is assigned, you will receive a form addressed to your parents informing them of the reason for your detention as well as the date and time of the detention. Students will be given at least twenty-four hours notice.

Failure to serve detentions will result in administrative action as outlined in the Student Conduct Code unless the absence is excused by an administrator. Also, students will re-serve the detention when they fail to behave in an acceptable way during that time period and will be subject to more severe disciplinary consequences. Students should bring enough work for the entire detention period.

*The assignment of detention becomes the priority of the student that supersedes athletic contests, practices, outside work commitments or other school related activities.*

#### Bus Suspension

Serious or repeated violation of bus regulations will result in losing your privilege to ride the school bus and perhaps other disciplinary action as detailed in the Discipline Code. Since you are still required to attend school while on a bus suspension, your parents will be required to furnish transportation.

In-School Suspension Alternative Program (ISAP)/Out-of-School Suspension (OSS) - A student may be suspended for serious breach of school rules. Students receiving an in-school suspension will be assigned to a supervised room for the duration of the suspension and are expected to complete school work. Violation of the In-School Suspension room rules will result in Out-of-School Suspension. When students are suspended out-of-school, they are to remain home until a parental conference is held with an administrator. Under no circumstances should a student come to school when suspended out-of-school. Arrangements to obtain assignments can be made by contacting the Counseling Office. Absences are considered excused when an Out-of-School Suspension is assigned by an administrator.

All students suspended both in and out of school become ineligible to attend any school-sponsored events either as a participant or spectator. This restriction is in place from the meeting when the suspension is assigned and continues until the day the student returns to the regular educational program.

#### Restitution/Police Notification/School Board Hearing

Occasionally offenses are committed of such a serious nature that it becomes necessary to notify the local police department and/or exclude the student from school pending a School Board Hearing. Students may also be required to make restitution to the school district or to individuals depending upon the offense.

Expulsion - An expulsion is a permanent exclusion from school. The principal will follow the Out-of-School Suspension procedures while preparing for an expulsion hearing. In addition, the pupil and his/her parents will be notified with (a) a written notice containing the date and the time of the hearing and statement of the specific charges that justify expulsion; (b) his/her right to be represented by an attorney; (c) a list of witnesses against the pupil and a written report on the facts to which the witnesses will testify; (d) an opportunity for the pupil to present his/her own defense and to pro-

duce, either by oral testimony or written affidavits, witnesses in his/her behalf; and (e) an opportunity to confront and cross-examine the witness.

**DISCIPLINE CODE, CONSEQUENCES, AND PROCEDURES**

When examining specific instances of misconduct, all students will be granted the opportunity for an informal hearing. All available information regarding the situation at hand, previous disciplinary records, and any case or personal defense made by the student will be considered when making decisions. A student's previous discipline record may aggravate or mitigate the disciplinary judgment.

**CODE OF CONDUCT OFFENSES AND POSSIBLE CONSEQUENCES**

<b>Assault and Battery on a Student (fighting)</b>
Automatic OSS with possible Board Hearing and police involvement. Re-entry meeting and mediation will follow.
<b>Assault and Battery on Staff Member (defined as unlawful attempt to hurt another person)</b>
Automatic OSS, mandatory parent conference, referral to police and Superintendent for Board of Education hearing. Restitution may be required.
<b>Biased or Discriminatory Conduct/Ethnic Hate Statements</b>
Minimum 1-5 days ISAP with possible upgrade to OSS and referral to police. Further incidents may result in immediate OSS pending referral to Superintendent, Board of Education, and Police.
<b>Bus Misconduct</b>
Consequences may include but not be limited to administrative warning, bus suspension, ISAP, or OSS depending on the nature of the offense.
<b>Cutting Class, Study Hall, or Lunch</b>
Minimum 1 day office detention. Further infractions may result in ISAP or OSS from 1-5 days. A student may be considered cutting the class if he or she is excessively late to class.
<b>Cutting Office Detention</b>
Failure to report or be on time will result in a minimum 1–5 day ISAP and student must serve original detention. Repeated infractions may result in OSS.

<b>Cutting Teacher Detention</b>
Minimum 1 day office detention. Further infractions may result in ISAP or OSS from 1-5 days.
<b>Dress Code Violation</b>
Minimum office detention and change of clothing. Further infractions may result in ISAP or OSS. See "Dress Code" outlined in this section.
<b>Eating or Drinking in Unauthorized Areas</b>
Minimum office detention. Further infractions may result in ISAP or OSS.
<b>False Alarm / Arson / Bomb Threat</b>
5-10 days OSS with notification of proper authorities. Referral to Superintendent and Board of Education.
<b>Fireworks or other chemical nuisance devices (possession or use)</b>
Minimum 1-5 days ISAP (possession) and 1-5 days OSS (use) with possible referral to the police, Superintendent, and Board of Education.
<b>Forgery</b>
Minimum 1 day office detention with possible assignment to ISAP or OSS.
<b>Gambling</b>
Minimum 1-5 days ISAP. Further infractions may result in additional ISAP or OSS.
<b>Insubordination toward Staff Member</b>
Minimum 1-5 days ISAP, with possible upgrade to 1-5 days OSS depending on nature of issue.

<b>Leaving Building / Grounds without Permission</b>
Minimum 1–5 days OSS. Continued infractions may result in Board Hearing and involvement of police.
<b>Loitering on School Grounds</b>
Students loitering before and after school without adult supervision will receive the following consequences: (1) Warning (2) 5:20 Detention (3) 5:20 Detention (4) ISAP.
<b>Malicious or Accidental Damage to School Property/Vandalism</b>
Minimum 1-5 days OSS (malicious) and/or restitution for damages (malicious or accidental) and referral to police. Additional offenses will lead to additional OSS, restitution, referral to police, and referral to Superintendent and Board of Education.
<b>Misconduct in Classroom, Hallway, Cafeteria, or General Area (Running in halls, shouting, horseplay, abuse of passes, public display of affection, or loitering without supervision)</b>
Misconduct in a classroom or general area of the school or loitering during or after school without appropriate supervision will result in consequences ranging from office detention to possible parent conference, ISAP, or OSS for repeated offenses. Throwing food or other items in a common area creating a specific and serious danger will result in a minimum 1-5 days OSS, possible referral to the Superintendent and Board of Education, and police involvement.
<b>Obligations (textbooks, uniforms, damage to property, etc.)</b>
Textbooks and other materials are the property of the Board of Education. Materials are loaned to students with the requirement that they be returned in satisfactory condition. Students who do not return materials, supplies, and uniforms in satisfactory condition due to loss, damage, or theft will be assessed the amount of the loss. Lockers, report cards, student schedules, transcripts, and ultimately diplomas may be held until all obligations have been satisfied.
<b>Parking Violations</b>
Students parking on school grounds (this includes the middle school) without a parking permit or administrative permission will receive the following consequences: (1) Ticket \$20/Warning {Resolving the ticket will become an obligation} (2) ISAP and Car may be towed at the student's expense. Juniors parking without administrative permission will

forfeit their ability to apply for parking as a senior.
<b>Possession or Under the Influence of Drugs or Alcohol</b>
Refer to Drug and Alcohol Policy found at the end of this section.
<b>Possession of Tobacco Products (including lighters or matches) on School Grounds</b>
Minimum 1-5 days ISAP with possibility for additional OSS for repeated offenses. Use of tobacco products may result in referral to police for issuance of a summons/ticket and fine.
<b>Possession of a Weapon or Facsimile</b>
Immediate OSS, immediate notification of police, and hearing with the Superintendent and Board of Education.
<b>Reckless Driving on School Grounds</b>
Consequences range from suspension of parking privileges to ISAP/OSS or police involvement depending on the offense.
<b>School Environment – Creating a Disturbance / Disruption</b>
Creating or causing a disruptive school environment that will negatively affect the daily operation of the school. Minimum 1-5 days ISAP, with possible upgrade to 1-5 days OSS depending on nature of issue.
<b>Sexual Harassment/Sexual Assault</b>
Minimum 1-5 days OSS. All incidents of sexual assault or sexual harassment will be referred to the appropriate authorities. In all cases, the Board of Education policy on Sexual Harassment will be followed. The policy is included at the back of this handbook.
<b>Stealing/Theft</b>
Minimum 1-5 days ISAP with referral to local police and possible restitution. Additional offenses will result in additional OSS with possible referral to Superintendent and Board of Education.

<b>Tardiness (class, lunch, study hall)</b>
First offense will result in a teacher warning. Second and third offenses will result in teacher detention. Subsequent offenses will be referred to the administration for office detentions, ISAP, or OSS.
<b>Terrorist Threats or Ethnic Hate Statements</b>
Minimum 1-5 days ISAP with possible upgrade to OSS and referral to police. Further incidents may result in immediate OSS pending referral to Superintendent, Board of Education, and Police.
<b>Threatening a Staff Member</b>
Automatic OSS, mandatory parent conference, and referral to police and Superintendent for Board of Education hearing.
<b>Threatening a Student / Bullying / Harassment</b>
Minimum 1-5 days ISAP or OSS depending on nature of the threat/harassment. Further infractions may result in additional ISAP, OSS, and referral to police and Superintendent.
<b>Threat with a Weapon</b>
Immediate OSS, confiscation of the weapon, notification of police, and referral to Superintendent for Board of Education hearing.
<b>Truancy</b>
Minimum 1-5 days ISAP. Further infractions may result in OSS.
<b>Unacceptable Language or Disrespect toward Student</b>
Minimum office detention with additional offenses resulting in possible 1-5 days ISAP or OSS.
<b>Unacceptable Language or Disrespect toward Staff Member</b>

Minimum 1-5 days ISAP, with possible upgrade to 1-5 days OSS depending on nature of issue.
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**POINT SYSTEM**

Description

As stated previously, the objective of the Code of Conduct and Discipline Policy is to ensure the maintenance of an orderly school environment that is conducive to learning and to teach students to be proactive and take responsibility for their actions in all situations. A student's privileges as a member of the Northern Burlington community may be limited as a result of behavior or misconduct that warrants such limitation. Northern Burlington uses a point system to track student discipline infractions and promote an environment where students may learn from their mistakes before those mistakes negatively impact their student privileges and their ability to take full advantage of all opportunities offered at Northern.

Code	Disposition	Point
W	Administrative Warning	1 point
OD	Office Detention	2 points
BUS	Bus Suspension	2 points
ISAP	In-School Alternative Program	3 points
OSS	Out-of-School Suspension	4 points
SBH	School Board Hearing	5 points

Individual Student Point Levels

Point Totals	Action
12 points	Intervention implemented by school.
22 points	Hearing Before the Principal.

A student's privilege to participate on school trips (\*), school dances, or the Junior/Senior Prom will be repealed after any of the following:

- 22-Point accumulation
- Two (2) In-School Suspensions or Out-of-School Suspensions during the year
- Violation of drug/alcohol policy

**Senior Trip privileges** will be repealed after any of the following:

- 22-point accumulation
- Two (2) In-School Suspensions or Out-of-School Suspensions during the year
- Violation of drug/alcohol policy

**NOTE:** Money already committed for the trip is not guaranteed to be returned.

#### Appeals

An appeals process will be in place for students who have accumulated enough points to limit their privileges (above). Students who have demonstrated significant and consistent improvement in their behavior and level of responsibility over a 60-day period or by a recommendation from an administrator may appeal to participate in school events. This appeal will be done by application process through the student's administrator and the Student Management Committee. Student appeals will occur on an event-by-event basis and decisions may not be the same for all events.

#### **BULLYING**

The high school recognizes that bullying and teasing are troubling behaviors that sometimes appear in schools. Bullying is defined as any verbal, written (including electronic messages), or physical act – motivated by race, religion, gender, sexual orientation, ancestry, national origin, and a mental or physical disability – that damages a student's property or insults, harms or instills fear in the student. In cases where bullying by a student is substantiated, disciplinary consequences will be applied, consistent with our Code of Conduct. Students are encouraged to report cases of bullying to their teachers, whether they are the recipient or if they see someone being victimized. Harassment based on race, religion, gender, sexual orientation, ancestry, or disability is prohibited.

#### **GANG ACTIVITY**

If it is determined unacceptable conduct was committed by pupils representing a gang, appropriate disciplinary action will be assigned and the parent(s) or legal guardian(s) of the victim and the offender will be notified, as will the Superintendent of schools and local law enforcement. To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on any school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities. Administrative discretion will be used to determine whether or not specific clothing is gang related.

#### **DRINKS IN HALLWAYS AND CLASSROOMS**

For cleanliness, sanitary, and safety reasons, food and drink must not be consumed in the halls with the exception of bottled water in its original container. Furthermore, glass bottled beverages are not permitted in school, on school grounds or on the school bus as they present a potential danger if broken. Students wishing to bring beverages to school for lunch must use non-breakable containers which must be placed and stored in their lockers until the assigned lunch period.

#### **HEADSETS, RADIOS, AND OTHER ELECTRONIC GEAR**

Students are not permitted to use electronic devices that are disruptive to the school environment or classroom activities during class time. Students found to be using such devices may have them confiscated and it will only be returned to a parent/guardian after a conference with an administrator. Students who refuse to relinquish electronic devices when requested to do so by a faculty member are subject to disciplinary action, including suspension. The school assumes no responsibility for the loss or theft of any personal electronic device.

## **CELL PHONES AND PAGERS**

As per New Jersey Code of Criminal Justice 2C:33-19, students are not permitted to use cell phones in school. Students who are found to be using cell phones during the school day will have the phone confiscated. On the first offense, the cell phone will be returned to the student at the close of the school day. On the second and subsequent offenses, the device will be turned over only to the student's parent. Cell phones are important communication devices to be used before and after school. During the school day, please turn them off and put them away. The school assumes no responsibility for the loss or theft of any personal electronic device.

## **SELF-PROTECTIVE DEVICES**

Spray gas canisters such as pepper gas, tear gas, etc., and electrical protective devices are not permitted on school grounds, including hanging from key chains. Students who bring such items to school will have the items confiscated immediately and will be subject to disciplinary actions.

## **PUBLIC DISPLAYS OF AFFECTION**

Students are reminded that school property is considered to be public property, thus appropriate decorum is required at all times. Public displays of affection are not appropriate and not permitted.

## **STUDENT PASSES**

Students must carry a current Hall Pass when in the halls while classes are in session. Students should request that teachers sign their hall pass if they wish to be excused to the restroom, media center, counseling or nurse's office. Students found to be abusing hall pass privileges will be placed on pass restriction.

## **VANDALISM AND PROPERTY DAMAGE**

N.J.S.A. 18A:37-2 states that any student who willfully causes or attempts to cause damage to school property shall be liable to disciplinary action up to and including suspension or expulsion from school. Monetary assessments shall be made by the Principal and, in accordance with N.J.S.A. 18:A37-3, shall be the responsibility of the parent/guardian of the student.

## **WEAPONS AND DANGEROUS INSTRUMENTS**

New Jersey State Law and Northern Burlington County Regional Board of Education Policy prohibit the possession or use of weapons and dangerous instruments at school or on school grounds. This includes such items as guns and knives, as well as any other item that may be used as or considered a weapon. The building principal shall have the authority to determine whether a specific item falls under the meaning of the term "weapon or dangerous instrument" as used in this paragraph.

## **CONDUCT OCCURRING OFF SCHOOL GROUNDS**

School authorities have a right to suspend or expel a student for conduct happening outside of school hours or conduct away from school grounds where reasonably necessary for students' physical or emotional safety and well-being or for reasons relating to safety and well-being of other students, teachers, or school property.

## **POLICE PROCEDURES**

On occasion, law enforcement agents may enter the building to interview students. If a student is under the age of eighteen, every effort will be made to contact the parent/guardian prior to the interview. The administration will be present during the interview unless the student and parent/guardian request otherwise. Students eighteen or older are legal adults; therefore the protections available to a juvenile are not available to them.

## **SEARCH AND SEIZURE**

Because of the responsibility of school officials to maintain safety and order in our school, searches may be conducted when reasonable suspicion occurs to seize weapons; controlled dangerous substances, drugs, alcohol, evidence of a prior, pending or anticipated crime, or evidence of a violation of rules or policies of the Board of Education.

School officials reserve the right to inspect school property which includes lockers, desks and storage areas. In addition, a student's person and/or possessions may be searched given a reasonable suspicion.

The Northern Burlington County Regional School District maintains the right to conduct drug searches using trained canines under the specific guidelines of the Burlington County Prosecutor's Office.

### **DRUG, ALCOHOL, STEROID POLICY AND PROCEDURES**

The Northern Burlington County Regional Board of Education prohibits the use, possession, and/or distribution of any drugs, alcohol, tobacco, or steroids on school premises, at any school-sponsored event, and on any transportation vehicle provided by the school. The Board also prohibits any student from being under the influence of drugs, alcohol, or steroids in any of the situations mentioned above.

The Northern Burlington County Regional School District is required to adhere to NJSIAA regulations authorizing random drug testing of any athlete participating in a state tournament.

The Northern Burlington County Regional Board of Education recognizes that in addition to maintaining a comprehensive substance abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems. The district also has an obligation to maintain a safe environment for all students and staff members.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing vapors or fumes (N.J.S.A. 2A:170-25.9). "Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick or injured.

#### Guidelines and Procedures

Use of controlled dangerous substances: Any student suspected of being under the influence of drugs or alcohol will have a medical examination by a physician which includes a urine screen and may include a breathalyzer examination. If the medical examination proves to be positive, the following will occur:

- A five (5) day In-School Alternative Program
- Mandatory Parent conference
- Follow-up meetings with the Student Assistance Coordinator
- Re-test via our random testing program
- Students will lose parking privileges until there is a negative drug screen

Before a student can return to school after a positive drug screen, a physician must certify, in writing, that a student may return to school and that the student's substance use will not interfere with his/her education.

All information about the incident and an assessment by the Student Assistance Coordinator will take place and appropriate action, according to the following categories, will occur:

1. Chemical Dependency: If it is determined that the student has developed a chemical dependency, the principal will recommend that the student be enrolled in a program of treatment developed in cooperation with the parents. The district will also recommend the student to participate satisfactorily in an after-care program as a condition of return to school. Any cost associated with this shall not be the responsibility of the Board of Education.
2. Chemical Abuser: If the examination indicates that the student does not have a chemical de-

pendency but finds that the student is a chemical abuser, the principal, in consultation with the appropriate administrator and/or "student assistance coordinator," may recommend the student to participate in a chemical abuse contract, chemical abuse support program or supplementary chemical health education as a condition of return to school following suspension. The cost associated with this shall not be the responsibility of the Board of Education.

3. **Isolated Occurrence:** If, after evaluation, the incident proves to be an isolated occurrence and no chemical dependency or abuse is detected, appropriate administrative or counseling action will follow.

The determination and action will be communicated in writing by the principal to the parents/guardians, copy to the Superintendent. The appropriate administrator(s) and/or "student assistance coordinator" will supervise the student's involvement in the program as determined.

If a student has a second offense of being under the influence of alcohol or a controlled dangerous substance, the following will occur:

- A minimum of (5) days Out-of-School Suspension
- Expulsion hearing before the Board of Education
- Exclusion of the student from extra-curricular participation for the remainder of the school year
- Students will lose parking privileges until there is a negative drug screen

**Sale, Purchase, Transfer, or Possession of controlled dangerous substances:** Incidents involving the sale, purchase, transfer or possession of drugs and alcohol on school property or at school functions will result in the following:

- Notification of parents
- Exclusion of the student from school pending a formal hearing
- A medical examination by a physician which includes a urine screen and may include a breathalyzer examination
- Suspension for a minimum of five (5) days Out-of-School
- Exclusion of the student from participation in extra-curricular activities for the remainder of the school year
- Suspension of Driving Privileges
- Notification of the local police department
- A formal hearing to determine the extent school policy has been violated with possible expulsion hearing before the Board of Education

If, in the principal's judgment, there is evidence of activity in violation of school regulations, a search may be made by the principal or his/her designee.

A second offense involving the sale, purchase, transfer, or possession of alcohol or controlled dangerous substance will result in the following:

- Suspension of the student for a minimum of five (5) days Out-of-School
- An expulsion hearing before the Board of Education
- Exclusion of the student from participation in extracurricular activities for the remainder of the year

The details of the Northern Burlington County Regional School District Substance Abuse Policy apply to any school sponsored function, on or away from school property. More detailed information can be found in Board Policy and Regulations.

### **CONFLICT RESOLUTION**

Experience tells us that the best way to resolve a conflict is to avoid the specific conflict in the first place. NBC offers several outlets for students to express their feelings or concerns in a safe and productive manner. Please be sure to take advantage of any or all of these avenues:

### Parental Involvement

Whenever you have a problem at school, it is a good idea to discuss the circumstances with your parents or guardians. Sometimes they will be able to help you solve the problem, while other times they may wish to become involved with you and the school in looking for a solution.

### School Counselors

Your counselor is another good step in resolving conflicts. Each student is assigned a counselor who is qualified to support the student with academic, social and emotional problems. Your parents should contact the school counselor to arrange a conference with your teacher when the problem is related to grades, report cards, or scheduling of classes.

### Student Assistance Coordinator

It is the intention of the Student Assistance Program to provide services to our students to enable them to learn in a safe and drug-free school environment. The services include individual sessions, peer support groups, referrals to other in-school services and referrals to out of school services. Our Student Assistance Coordinator welcomes the opportunity to assist students in various situations that may occur.

### Peer Mediation

Conflict is inevitable, but aggressive behavior is not acceptable. This program uses trained peer mediators and conflict resolution strategies to help students settle disputes. Peer mediation is open to all students upon referral and request provided both parties are willing to participate in the process. Contact the SAC or your guidance counselor to use the services of peer mediation or for information on becoming a peer mediator.

### S.T.O.P. (Students Together Opposing Prejudice)

S.T.O.P. functions as a proactive group. Together students air concerns and address issues which affect the school climate. Contact your guidance counselor for more information.

### Peer Support Groups

These groups provide students with a mutual support system as well as a resource to deal with problems and issues they face. Groups are organized based on situation needs. Contact your guidance counselor for more information.

## **STUDENT/PARENT GRIEVANCE PROCEDURES**

### **A. GENERAL**

Whenever an individual student feels that his/her rights have been violated or he/she has been treated unjustly, he/she may file a grievance by following the steps listed on the following page. All steps should be taken as promptly as is convenient to the persons directly involved at each level. This procedure has been developed by an Administrative-Faculty-Student Committee and approved by the Northern Burlington County Regional Board of Education.

Any person seeking consideration of a grievance should request a conference with the person against whom the grievance claim is made; the conference to be held at a time mutually agreeable to both parties. The purpose of the conference will be to provide a private meeting, during which a frank and honest exchange of views may take place in an effort to resolve the problem. At least one day should elapse between the problem in question and the grievance conference.

Should Step No. 1 fail to resolve the problem, the student may then make written request that the problem be referred to the administration and/or supervisor for review. The written request should include what the problem is and what remedy is sought as a solution to the problem. The review, which will take place before either the assistant principal or principal, will consist of the following steps:

- a. A scheduled conference at which time the student will be given an opportunity to state the problem directly to the administrator conducting the review.
- b. The presentation of the person against whom the complaint is filed to the administrator

conducting the review.

- c. A discussion of issues between both parties in the presence of the administrator.
- d. The administrator's suggestions or recommendations.

Parental involvement in the conference is optional at either of the first two levels of this procedure.

Should Step No. 2 fail to resolve the problem, an appeal may be made to the Building Principal in a written statement from the parties concerned. The written statement should include what the problem is and what remedy is sought as a solution to the problem. At that time the Building Principal will coordinate a conference. Parents will be informed of the student's request for a hearing with the Building Principal.

Should Step No. 3 fail to resolve the problem, an appeal may be made to the Superintendent of Schools at which time the Superintendent will request a written statement from the parties concerned conference with the Superintendent will be held with all parties involved. Parents will be informed of the student's request for a hearing with the Superintendent.

Parents may choose to be involved at this level or the Superintendent may require that parents be involved in the hearing. The Superintendent will rehear the matter, review the written reports submitted, and offer recommendations.

Should Step No. 4 fail to resolve the problem, the student may appeal to the Board of Education. All previous conference records will be forwarded to the Board of Education. At this level, parental involvement becomes mandatory. Following a hearing, the Board of Education will render its judgment as the final authority within the school, under Statutes of New Jersey, Title 18 Education. (A copy of which is available in the library.)

#### **POSITIVE BEHAVIOR REINFORCEMENT**

Northern Renaissance is a club that reinforces positive student behavior as many times throughout the year as possible. It recognizes positive student behavior through the Smart Cookie Awards, Renaissance Cards, Greyhound Choice Awards, HSPA breakfast, Renaissance BBQ, and the T-shirt contest. It also has fundraisers that allow students to earn money for their classes or toward their senior trips. Furthermore, it involves students in the culture of Northern by allowing them to help with the staff incentives such as the birthday brigade, the staff holiday breakfast, and staff anniversary gifts. Any student is welcome to join the Renaissance club and to become a Renaissance helper.

The Student Recognition Committee (SRC) is a group of teachers and administrators who strive to acknowledge student accomplishments and positive contributions within our school community. For Students of the Month, faculty members are requested to nominate one student from each grade who demonstrates qualities, such as responsibility, contemplation, initiative, perseverance, optimism, courage, respect, compassion, adaptability, honesty, trustworthiness and loyalty. The faculty then submits comments on these nominees. Ultimately, the SRC committee chooses students based on the positive comments from the faculty. They also select an Elks Student of the Month through staff comments and information about community service supplied by each student.

## **NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL FACILITIES AND SERVICES**

#### **COMPUTER PRIVILEGES**

The Board of Education recognizes that as telecommunications and other new technologies shift, the manner in which information is accessed, communicated, and transferred will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libra-

ries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in-school use to materials appropriate to educational purposes.

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore has adopted standards of conduct for the use of computer networks as outlined in Board Policy #2361 "Acceptable Use of Computer Network/Computers and Resources." All students and parents must agree to the *Acceptable Use* policy to gain access to computer network resources. The policy may be found at the back of this handbook.

## COUNSELING SERVICES

Each student will be assigned a school counselor. You are encouraged to visit your counselor during lunch, study hall, or after school. No students will be permitted to miss a class to see a counselor unless the counselor has issued a pass for a specific appointment time or in case of emergency. Students wishing to see a counselor during a lunch or study hall period should request a pass prior to that period. This guideline applies to students seeking one-on-one or group counseling services.

Counselors do not judge you or your concerns. They treat you with respect and, if at all possible, keep discussions confidential. Counselors work with you because they care about you. Your parents are encouraged to call upon the Counseling Office anytime they need information on school-related issues and to make your counselor their point-of-contact with the high school.

Counseling services include, but are not limited to:

- Help in better understanding yourself;
- Help with accepting yourself as you are;
- Helping with the development of personal decision making skills;
- Help with college, vocational, and career information;
- Help with scholarship/financial aid information;
- Help with information regarding the Armed Services;
- Help with scheduling concerns;
- Help with class work that is becoming too difficult;
- Help making tough decisions or with personal problems;
- Help when you need someone to listen;
- Help for a friend with a drug or alcohol problem;
- Help talking with a teacher.

A counselor can be an "outside" person for you to talk with and can assist in many ways to help you succeed in school, at home, or on the job.

Counselors are available to help students who may be experiencing personal, school, family, alcohol, or drug problems that may be affecting their ability to perform in school. Except as noted, counseling services are completely voluntary and, to the extent allowed by law, confidential. The counselors and Intervention and Referral Services Committee have established procedures for early identification and intervention with students. Teachers, administrators, counseling staff, students, and parents may make referrals to a counselor or to I&RS. Students may also refer themselves. The only mandatory referrals to the program occur when a student violates the district Drug and Alcohol Policy.

The counselors' offices are located in the Media Center of the West building and the Main office of the East Building. Sources of information include:

1. Counseling Website – [www.nburlington.com](http://www.nburlington.com)

Note: NBC High School tab, Counseling Services Link

2. Naviance – Internet based program for college/career planning.  
Note: Counseling Services Link, College Planning Resources Link
3. Scholarship Bulletins –on-line at [www.nburlington.com](http://www.nburlington.com)
4. College Catalog File- Catalogs of all the leading colleges and technical schools in every state in the country.

#### Course Selection Process

Northern Burlington County Regional High School strongly encourages students and parents to become active in the course selection process. Students have the opportunity to build an educationally sound, individualized program beyond what is required for graduation. Students should select their courses based on their needs, interests, and abilities. Consideration is given to each student's anticipated college and career goals.

Each year, the Counseling Department will publish a Program of Studies Booklet that contains information on the courses to be offered during the following school year. At that time, course selection guidelines and deadlines will also be published.

#### Auditing

The purpose of auditing is to gain skill or experience in a subject area without credit for the subject. You may also want to go back and audit a course in which you did not do well to strengthen your skills before moving on to a more difficult course. You will only be permitted to audit courses that are challenging to your ability. A State or Board of Education requirement cannot be satisfied by auditing.

If you would like to change the status of a course from "for credit" to "audit," you may request an audit up to one week following the distribution of the first marking period grades for first semester or full year courses or following the distribution of third marking period for second semester courses.

Should the audit be approved, please be advised of the following conditions:

1. You will only be permitted to audit if space and materials permit;
2. A student who audits must complete all regular requirements such as tests, homework, projects and other assignments;
3. Conduct must be acceptable in order for you to continue auditing;
4. Once an audit is granted, you cannot return to a credit status.

#### Withdrawal or Transfer from School

When a student wishes to withdraw or transfer from school, he/she should report to the Counseling Office at least three days prior to the date of withdrawal and a parent/guardian must sign the student out. All obligations must be fulfilled. All books must be returned before the school will transfer a record to another school or an employer. A student's educational record, including the discipline file will be forwarded to the new school.

#### Request for Homework and Home Instruction

When students are absent from school it is advisable to check the teacher's website where assignments may already be posted. Contacting teachers by e-mail is another quick source for the desired information. Parents may also contact the counseling office. In most cases it requires a day to gather the assignments from the teachers. Assignments may be picked up in the Counseling Office the day following the request or arrangements can be made to have a student bring the work home. It is important to remember that all work missed during an absence must be made up, after the student returns to school, within a period of time not to exceed the length of the absence.

Home instruction is available for long-term absences on the 5<sup>th</sup> day of suspension by an application process and with approval of the school physician and Board of Education. Parents should contact the student's counselor as soon as it becomes evident that the illness will require a long-term absence and request an application for home instruction. The application must have a diagnosis and

must be signed by the doctor and returned to the counselor who will forward the request to our school physician. It is important that the application be processed promptly since the school must advertise for instructors. Instructors will contact the family directly to schedule instruction time. The school requires that an adult be present for all visits. Students who require beyond sixty (60) days of home instruction shall be referred to the Child Study Team.

#### Student Records

In accordance with the Family Educational Rights and Privacy Act, parents and students are permitted to review their individual educational records, which are maintained within the school. A written request should be submitted to the registrar and an appointment will be made within two weeks of receiving the request.

Northern Burlington County Regional High School is required to share directory information (names, addresses, telephone listings) with military recruiters as part of the *No Child Left Behind Act*, unless parents withdraw the students name via the Directory Information Refusal Form. This form is mailed to each family during the summer months and copies are available on the web site. Additionally, the Counseling Office may share directory information with known institutions and organizations seeking such information for scholarship and general recruitment purposes.

#### PowerSchool

The staff and administration at NBC use the PowerSchool Student Management System to record attendance, grades and student progress (interim reports). Teachers utilize the electronic grade book in Powerschool and post assignments, quizzes and tests throughout the marking period. Parents can access their child's account through the NBC website [www.n Burlington.com](http://www.n Burlington.com). Both the user name and password that were issued to students upon entry into the district will remain the same during the 2009-2010 school year. This information is printed on report cards and interim notices.

#### Transcript Requests

A copy of a student's transcript can be requested by completing a transcript release form (available in the West Counseling Office and on the school's website). Official transcripts are sent directly to the desired institution or organization designated on the release form. Students and parents can request an *unofficial* copy of the transcript by completing the same form. There is no charge for currently enrolled students and a **minimum of two weeks** is required to process the request. Upon the student's 18th birthday, all requests for transcripts must be made directly by the student. Request forms are available under the counseling services section of the school website.

### **EMERGENCY EVACUATIONS**

All schools are required by law to conduct fire drills or emergency evacuations regularly. The objective of the drill is not only to see how quickly the building can be emptied, but how orderly and completely. At the sound of the signal, students will clear the building according to the plan. Each room will have a posted chart indicating the exit directions for the class using the room. During an evacuation students are expected to comply immediately to directions from faculty & staff.

Every alarm signal should be considered as an actual emergency because in fact it may be an emergency. In the event of an actual issue the alarm signal equipment detects excessive heat and smoke automatically and sounds the signal to evacuate the building. All students and staff must leave the building except those staff members who have been designated to handle emergency equipment. Students may return to the school only after being directed to do so by school officials.

If an alarm sounds during passing time, students should evacuate the building & report to the football field. Once there, they should find the letter posted on the football field matching their home-room teacher's last name.

### **FIELD TRIPS**

Field trips provide students with educational opportunities outside the classroom. Students are reminded that while they are on field trips, they are under the full supervision and authority of the school district. Therefore, the same standards of student behavior that are required in school are

also required while on the field trip. A serious infraction of a school rule while away on an extended trip may result in the student being sent home early at the expense of his/her family. Specific revisions to school rules, regulations, and dress code may be adopted and reviewed with students prior to any field trip.

Prior to all field trips, it is necessary to turn in a parental permission slip to the faculty member sponsoring the trip. Parents are required to transport students home when trips return after school hours. Students will be informed of the time of return for all trips prior to the day of the trip. Students may also be asked to pay for the cost of the field trip. In those cases, students will not be permitted to go on the trip if they have not paid the appropriate fee.

### **FOOD SERVICE / LUNCH**

The cafeteria functions on a daily basis for all students. Students may bring lunch from home or purchase a variety of items. Our Point of Sales system allows you or your child to deposit money into a student lunch account, which the student then electronically accesses using his/her ID card. All students should present their student ID card for lunch purchases. For students who qualify, a free or reduced lunch program is available. **Parents may access their child's lunch account through the Lunch Box portal that is available at [www.nburlington.com](http://www.nburlington.com).**

Student behavior in the cafeteria should be based on courtesy and respect. Demonstrate good manners, behave appropriately, keep the area clean and deposit trash in the proper containers.

Students must report to their assigned cafeteria during their lunch period and may not leave without permission of the supervisor. Students are expected to get passes from the lunch supervisor to leave the cafeteria; furthermore, media center passes will be issued by the cafeteria supervisor in a limited quantity. Students are not permitted to leave school property for lunch. Grade 9 students are expected to eat in the East Building with students in grades 10-12 eating in the West Building.

### **INTEGRATED PEST MANAGEMENT PLAN**

In accordance with New Jersey state regulations, The Northern Burlington County Regional School District has adopted and implemented an Integrated Pest Management (IPM) Policy and Plan. The IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy following this notice. Further information about the IPM Plan can be found on the school website at [www.nburlington.com](http://www.nburlington.com).

### **LAVATORIES**

Students may visit the lavatories between classes providing they get to class on time. Otherwise, students may visit the lavatories during the school day after receiving a pass from the classroom teacher.

### **LOCKERS**

Each student at Northern Burlington County Regional High School is issued a locker in which belongings can be stored. As the student who is assigned to the locker is ultimately responsible for its contents and up-keep, students are not permitted to share lockers. Students should NOT bring large sums of money or valuables to school and should certainly not use lockers to store either money or valuables. The school district can not be responsible for items left in lockers. The student is responsible for the neatness and cleanliness of his/her locker. Pictures/photographs that are revealing, lewd, sexually suggestive, that draw attention to drugs, alcohol, violence, or biased or discriminatory messages are not permitted on the exterior or interior of your locker. Food should not be left in a locker overnight. Students should report defective lockers to the main office.

Students are reminded that lockers are school property and as such may be searched at any time by appropriate school personnel. The administration intends to inspect and/or search lockers as often as necessary to maintain order and to protect the safety and well being of students and staff. All closed containers stored in lockers may be opened and inspected. Students should be advised that NBCRHS intends to use drug canines to search student lockers on a regular basis.

## LOST AND FOUND

The Lost and Found is located in the West or East Building Main Office. Students may claim lost articles by identifying those articles in the main office. Unclaimed articles may be discarded or donated to charity after 30 days.

## MEDICAL PERSONNEL AND FACILITIES

Northern Burlington has a staff of nurses to assist you with medical problems that develop during the school day, to survey students' needs, and to maintain health records on all students. Their job is not to replace your family doctor in the treatment of out-of-school injuries.

### Preventive Health Screening

Medical Exams must be completed by a family physician during each developmental stage - i.e., adolescence (grades 7 through 12). In addition, all students at Northern Burlington participate in the following preventative health screening programs:

1. Vision examinations - grades 9 through 12
2. Hearing examinations - grades 10, and 12
3. Scoliosis screening - grades 10 and 12
4. Height, Weight, and Blood Pressure - grades 9-12
5. Tuberculosis - new students from specific locations

Parents will be notified if further medical evaluation is indicated by the screening. All new students are screened for the above unless they have evidence of a current physical examination. Sports physicals are to be conducted by the student's family physician.

### Medical Records

Individual medical records are maintained for each student in Northern Burlington County Regional High School. Parents and students are required to provide the school nurse with the information requested from time to time in order to maintain the complete record necessary for sound medical-health services as a part of the school program.

Please remember to update emergency contact numbers if you move or your parents/guardians change jobs. Please contact the guidance department to communicate any corrections to the emergency card.

### Medications

If it is necessary for you take any medication whatsoever during school hours, a form (available in the nurse's office) must be completed by your parents and physician for any prescription or non-prescription medication. Medication brought to the nurse's office by the parent must be kept in its original container. Compliance with this procedure is extremely important; please check with the nurse for more specific information.

### Accidents

All accidents must be reported to the school nurse immediately regardless of how minor the injury may seem to be at the time of the accident. Failure to report an accident may nullify insurance coverage which requires the school records to verify the accident as having taken place. *You are advised that school insurance takes effect after any existing family policy has been used or if there is no family insurance.*

### Illness during school hours

If you become ill during the school day, you are to report to the nurse in the building your current class is located. Please obtain a pass from your classroom teacher. The nurse will only accept emergencies without a pass. If the nurse is not available, report to the main office. The nurse will determine if you need to leave school because of illness.

### Health and Physical Education

All students are required by state law to participate in Health and Physical Education classes. For

Physical Education class student may be excused for medical reasons by a physician and a note is placed on file with the school nurse. Regardless of diagnosis, all students must renew their exemption from physical education at the beginning of the school year and every three months thereafter. Exemptions should include diagnosis, limitations, and date when physical education classes should be resumed.

Requests to be excused from a physical education class for health conditions are subject to the following procedures:

1. Notes from parents must be presented to the nurse in advance and will be valid for a maximum of three days.
2. Excuses requested for a period beyond three days must be represented by a certified medical note. The teacher will determine the assignments that will compensate for lack of participation based upon the student's limitation. Students with prolonged medical excuses may be re-assigned to adaptive physical education if this can be done without affecting the student's remaining schedule.
3. Students without notes that have injuries or illnesses that they think prevent them from participating in gym should report to their teacher who will make a judgment relative to participation. These students will remain with the physical education class.
4. Students injured in gym classes must report to the Physical Education instructor and the nurse that day.

Other safety issues include:

1. Students are not permitted to wear any type of body/face piercing during Physical Education classes. Failure to remove any piercing will result in a zero for the day as well as the inability to participate.
2. Food and gum present a choking danger. No student shall bring any of these items to the locker room, gym or health rooms.
3. Proper dress is required with mandatory use of sneakers as footwear.

## **MEDIA CENTER**

The Media Center is the hub of research activities in the high school. The Media Center provides a wide range of materials to meet both the academic and recreational needs of the student body. Use of the Media Center is a privilege, and students are expected to behave appropriately. Please be considerate of others who may be studying and/or working. Students may not use cell phones, and no food or drink may be consumed in the Media Center at any time.

The following guidelines are in place in the Media Center:

1. All students coming to the Media Center must have an appropriate pass. This includes students coming from study hall, class, or lunch.
2. Students must present their school I.D. in order to circulate materials.
3. Materials circulate for a twenty-eight day period and may be renewed for one additional twenty-eight day period. Reserved books, reference books, and magazines are primarily for use in the Media Center only.
4. Materials in circulation may have reserves placed on them by other borrowers.
5. A maximum of four books may be checked out to any student.
6. Books borrowed from the Media Center must be returned by the due date indicated inside the book.
7. Overdue materials will be fined at the rate of 10 cents per item per school day. Playaways will be fined at the rate of \$1.00 per school day. Fines may accrue to a maximum of \$5.00 per item.

8. Overdue notices are issued weekly. Fines are automatically computed by Follett Destiny Library Manager, the Media Center's circulation system and electronic catalog. Students will receive their overdue notices in homeroom and are expected to return the materials and/or pay the fine. If you disagree with a notice, please see the librarian immediately.
9. Students may not renew materials without paying any existing fines on that material.
10. Borrowers with overdue materials and/or fines exceeding thirty days will be referred to building principles for administrative action.
11. Failure to clear book and financial obligations posted against your name will result in:
  - a. Withholding of report card at end of each semester until obligation is satisfied.
  - b. Suspension of further circulation privileges until obligation is satisfied.
  - c. Student's use of Media Center will be suspended. Student will only be allowed Media Center use when coming with a class. Student will lose privileges to come from study hall, lunch, or after school.

#### **AFTER SCHOOL USE OF THE MEDIA CENTER**

1. The Media Center will be open from 2:20 until 3:10 PM on Tuesday, Wednesday, and Thursday afternoons. **The Media Center is never open after school on Mondays or Fridays.**
2. All students must remain in the Media Center until bus passes are issued at 3:10.
3. Media Center use after school is open to all students who wish to do homework, use computers, do research or for recreational reading.

#### **MOTOR VEHICLES AND PARKING ON SCHOOL GROUNDS**

There are a limited number of parking spaces available for student use. Because of this, it is necessary to establish priorities for students desiring to drive a vehicle to school. Only seniors are granted the privilege of driving to school. All other students are prohibited from driving and parking on school property during school hours.

It is necessary to apply for senior parking prior to driving your vehicle to school. Each student receiving parking privileges will be issued a numbered parking permit that will allow them to park on school grounds. Students that receive parking privileges will be issued a numbered parking permit that correlates with the number of their parking slot.

Under no circumstances may a student park his/her vehicle on school property overnight.

##### Parking Application Criteria:

Any student may apply for parking privileges. Juniors must remain below 10 disciplinary points and accumulate less than two (2) suspensions (ISAP or OSS) during their entire junior year. The deadline for application will be set and advertised. Any application received after the deadline will be issued a parking space based on availability.

New registration tags will be issued for all vehicles. Any unregistered vehicle will be towed away at the owner's expense. The misuse of vehicles will result in loss of the parking privilege and other consequences which may involve police action. Students who are habitually late to school will lose their parking privileges. (Please refer to parking contract for additional information.)

All students, once driving to school, are required to remain below 10 discipline points for the entire school year to retain the parking privilege. Any student who accumulates two or more suspensions (ISAP or OSS) or violates the district's substance policy will forfeit their parking privilege for the balance of the academic year.

\*Any underclassman who parks illegally will automatically forfeit their chance to receive a parking spot in their senior year.

##### Parking Selection Process:

All parking applications will be reviewed. Spaces will be assigned depending on the number of applicants and total parking spots available. Students are encouraged to submit their application with the name of a partner who is a senior (applications without a partner will still be reviewed). In order to accommodate as many students as possible, students may be expected to share a parking space with another student.

The point system will consider grades, attendance, after-school activities, and the disciplinary record of the junior year.

Note: In the event that all applicants cannot be accommodated through the sharing of spaces, there will be an allotted number of parking spaces that will be distributed by the lottery system as opposed to the point system.

### **SCORING RUBRIC**

1. Student's overall GPA for their junior year; "A"=10pts, "B"=5pts, "C"=3pts.
2. Sports, Student Government or Class Council = 5 pts
3. Clubs = 4pts.
4. Wise, NHS = 3pts.
5. Attendance for the junior year as follows:  
Un-excused absences = negative -1 point
6. Discipline Points for junior year: follow the Code of Conduct description of pts.  
Ex. Detentions= negative -2pts, ISAP= negative -3, OSS= 4pts.

### **SPECIAL SERVICES**

#### Child Study Team (CST)

The CST is comprised of individuals who are specialists in the area of educational disabilities. Their responsibility is to identify, evaluate, and determine whether a student is eligible for Special Education and related services. The evaluation typically consists of a social development/history, an assessment of the student's learning characteristics and academic achievement and an evaluation of the child's potential for learning and social/emotional status. If a student is determined to be eligible for Special Education services, the CST works closely with other personnel and the parent/guardian in the development and review of a student's Individualized Education Program (I.E.P.).

#### Child-Find

Public school districts have a legal obligation to identify and locate every qualified person with a disability residing in the district. Districts must take steps to notify people with disabilities and their parents or guardians of their duties to provide a free appropriate public education. This includes children enrolled in public and private schools, those living in hospitals or institutions, those too young to attend school, and even homeless children who are residing in the district.

#### Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal law designed to prevent discrimination against persons with a disability in any program receiving Federal financial assistance. The school district must identify, evaluate, and, if a student is determined to be eligible under Section 504, afford access to appropriate educational services and accommodations.

\*For information call Mr. Doug Newman at (609) 298-3900 x2610

### **TELEPHONE USE**

Should an emergency situation arise please ask to speak to an administrator. Rides, appointments and personal business should be arranged before leaving for school.

### **TRANSPORTATION**

The location of the high school makes it necessary to depend on bus transportation for 100 percent of the student body. Each day, many school buses transport the students to the school. Any problems or

questions regarding transportation (other than disciplinary matters) will be handled by the Transportation Coordinator.

Please be prompt and alert in being at the right place for both morning and afternoon bus runs. Know the bus that you take to and from school and ride on this bus only. Your bus will always stop at the same place for you in the morning and will always be parked at the same place in the afternoon. Buses leave five minutes after dismissal.

Any student who misses the bus is responsible to make arrangements for his/her transportation to school. Seniors are reminded that they are only permitted to drive to school on their approved specified days. Underclassmen are prohibited from driving to school under any circumstances.

Bus safety is our primary concern. You are expected to cooperate with the driver at all times and not engage in any activity that would distract the driver's attention. You must always be seated on a moving bus with seat belts secured if provided. The Transportation Department has installed security cameras on school buses. You may be videotaped at any time. Bus Suspension will result for repeated or serious misbehavior on the bus.

#### Activity Buses

Activity buses at 3:25 and 5:30 are provided for those involved in club activities, extra help, make-up work or detention. Students should listen for a special announcement for the schedule and procedure to be followed. **Students will not be permitted to ride any activity buses unless they present a special pass for that day issued for that bus by an administrator or the sponsor of the activity.**

#### Walking To and From School

Students are not permitted to walk or ride a bike to school or home from school. The Board of Education has provided bus transportation for everyone and expects that it will be used.

### **USE OF BUILDINGS AND GROUNDS**

We take great pride in the attractive appearance of our campus. Preserve the school grounds by not disrupting shrubbery, flowers and grass. Please use walkways to move between buildings. We expect our school building to be a model of good housekeeping and cleanliness in the community. Each student should do his/her part to help toward this goal. Please keep halls and classrooms litter free. Equipment, furniture and learning materials should be used as they are intended.

Students are not permitted to remain in the building after school or to use any part of the building or grounds unless under the supervision of a teacher who is present during the time the activity is taking place. Loitering in the corridors of the school is not permitted. Persistent problems with loitering may result in disciplinary action and exclusion from after-school activities.

#### Hall Displays

The walls of the corridors and the cafeteria may be used to display posters advertising school activities under the direction of the advisor. When this occurs, the students involved should obtain the advisor's initials and the date of the expiration on the lower right hand corner of the poster. All posters must reflect good taste and correct spelling. Students are responsible for disposing of posters. See Distribution of Printed Material for further information.

#### Distribution of Printed Material on School Grounds

The Board of Education has adopted guidelines to provide for the responsibility that goes hand in hand with freedom of the press. The guidelines and procedures are designed to protect the individual and the school community from irresponsible publications such as those aimed at creating hostility, pornography or material of libelous nature.

Any student who desires to post printed material on school grounds needs approval of his/her advisor or, in the case when an activity advisor is not involved, the principal.

### **WORKING PAPERS**

The New Jersey Department of Labor mandates working papers for any student under the age of eighteen who is seeking employment. The Main Office has information on working papers and will

process all such requests.

## NORTHERN BURLINGTON COUNTY REGIONAL SCHOOLS SUPPORT ORGANIZATIONS

### HUMAN RELATIONS COUNCIL

The district has a standing Human Relations Council (HRC) focused on improving the interaction between all members of the school community. The HRC's Purpose Statement is as follows:

*The HRC will assist the district in creating and maintaining a positive learning environment where mutual trust, respect and harmony exist among the students, staff and community. In doing so, we will explore options and provide recommendations to the Superintendent and the Board of Education.*

### PARENT-TEACHER-STUDENT CONNECTION (PTSC)

The PTSC encourages and welcomes ALL parents, teachers, and students to become involved in the organization. The PTSC hopes to improve lines of communication between the home and school community via positive involvement in various aspects of the Northern Burlington County School District. If a parent or student is interested in joining the PTSC, he/she should call the Main Office at the school or visit the PTSC link on the website at [www.n Burlington.com](http://www.n Burlington.com).

### EXTRACURRICULAR OPPORTUNITIES AND ELIGIBILITY

Student activities are an important part of our total program. While participation in extracurricular activities is encouraged, you should always understand that your priority for being here is to address academic responsibilities. Most high school activities begin at 2:30 p.m. and end at 5:30 p.m. In some cases, your activity will only meet for one fifty (50) minute period (2:30 - 3:20) and it will be necessary for you to have an activity bus pass. Students needing to utilize the bus opportunities at 5:30 p.m. will need to secure an activity pass as well. These passes will be distributed to you by your activity sponsor or coach.

While recognizing the value of student participation in intramural, co-curricular and interscholastic activity programs, the Board acknowledges their responsibility to ensure that student participants maintain a standard of academic performances that is consistent with the primary mission of the schools.

There are strict *eligibility requirements* governing participation in school activities:

- An Incomplete (I) in any course which affects eligibility status must be converted to a grade by completing required work before eligibility is determined;
- A student must have earned 27.5 academic credits in the previous school year to be eligible for the fall semester. Students must also be passing 13.75 academic credits in the first semester of a school year to be eligible for participation in an intramural, co-curricular activity or interscholastic athletics which begin in the second semester;
- Students who become ineligible for participation in the second semester may complete the intramural, co-curricular activity and interscholastic athletics started in the first semester to its completion, but shall not begin a new intramural, co-curricular or interscholastic athletics during the second semester;
- Students participating in year-long co-curricular activities and who become ineligible at the conclusion of the first semester shall remain eligible until the end of the third quarter, whereupon said students shall be excluded from participation. Year-long co-curricular activities include: Class Council, Student Council, School Newspaper, Yearbook, Interact, Honor Societies, Clubs, and Marching Band.

Any student who is absent or suspended (ISAP or OSS) on the day of the activity may not attend the function unless you have administrative approval. Students are not permitted to return to an activity once you have left the building nor should you remain in the parking lot.

Parents and students should make arrangements for the student to get home from any activity. Students must be picked up within fifteen minutes after the conclusion of the activity. Any student who is not picked up within this time frame may be excluded from future activities.

The type of clothing appropriate for an activity will be announced in advance. Some activities are planned along certain themes, and students are asked to cooperate with the sponsoring organization. Students who appear in extreme dress not appropriate to the school function may be excluded. In such cases, your parents will be contacted and requested to take you home.

#### Activity Offerings

Because activity offerings are constantly changing as student interests change, there is a prepared handout detailing the activities that are available to students. This list is also available on the web site at [www.nburlington.com](http://www.nburlington.com).

#### Athletic Offerings

Girl's Sports: Field Hockey, Cross Country, Basketball, Softball, Track (Winter/Spring), Tennis, Bowling, Golf, Soccer, Lacrosse, Volleyball, Cheerleading and Swimming

Boy's Sports: Football, Cross Country, Basketball, Baseball, Track (Winter/Spring), Tennis, Bowling, Golf, Soccer, Wrestling, Lacrosse and Swimming

Students participating in interscholastic sports must meet the *NJSIAA Rules* as outlined in the Athletic Handbook found in the Northern Burlington Web page under High School Athletic.

Failure to return equipment/uniforms/medical supplies will require reimbursement to the school. Students will not be issued any other equipment until previous season's equipment is returned or reimbursed.

#### Athletic Code of Conduct

The Board of Education recognizes the importance of interscholastic sports and the role they play in education. Good sportsmanship is expected of our athletes as well as spectators (students, parents, & community members). Accordingly, the following athletic code of conduct is in place to encourage good sportsmanship.

In accordance with N.J.S.A. 5:17-2 et seq. any person who

1. Engages in verbal or physical threats or abuse aimed at any pupil, coach, official or parent; or spectator at athletic contest or practice.
2. Engages in fight or threatens, or in violent or tumultuous behavior; creates a hazardous or physically dangerous condition by any act which serves no legitimate purpose at an athletic contest or practice

The Director of Athletics or his/her designee has the right to have the person(s) involved in the above mentioned behaviors removed from school property using police if necessary. Meeting with the Director of Athletics and Building Principal will occur with consequences to follow.

#### Student Council

NBC has an active and well-organized Student Council. Student Council officers are the highest elected student officials in the school. In addition to the President, Vice-President, Secretary, and Treasurer, there are student representatives to the Council. If you wish to run for a Student Council office, attend meetings, or become more informed about Council activities, you may stop at the Main Office and secure a copy of the Student Council Constitution. In addition to the Student Council, each class has its own officers and elections are held each year in the spring. Class Councils are also important to student life at Northern Burlington as they organize many dances, trips and other large activities.

#### Dances

School dances are sponsored by student council, class councils, or an extra-curricular club. Tickets will be sold to all eligible students prior to the dance. No tickets under any circumstance will be sold at the door for any of the school dances.

The following rules will cover your attendance at school dances:

1. No student who has been suspended (ISAP or OSS) from school on the day of the dance is permitted to attend the dance.
2. Eligibility for dances will be based on provisions in the Student Code of Conduct.
3. You will not be permitted to return to the dance once you have left the building.
4. If you leave before the end of a dance, you are not permitted to remain in the parking lot.
5. You must be picked up within fifteen minutes after the dance.
6. All students must carry their student identification cards as a means of identification and present them to gain entrance to the dance.
7. The type of clothing appropriate for the dance will be announced in advance. Some dances are planned along certain themes and students are asked to cooperate with the sponsoring organization. Students who appear in extreme dress not appropriate to the school function may be excluded. In such cases, your parents will be contacted and asked to take you home.
8. There is no secure place to store personal property at a dance. Students should not bring valuables to a dance since the school will not be responsible if they are lost or stolen.
9. Students who wish to bring an outside guest must fill out a "Guest Request Form" prior to purchasing a ticket. In order to be considered, the form must be returned to the Advisor in charge of the dance on the last day tickets are being sold.
10. No dance tickets will be sold at the door

A Northern Burlington High School student may invite one student that does not attend Northern Burlington County Regional High School to accompany him/her to a school dance. The outside guest is expected to adhere to all of the school rules that apply to Northern Burlington students. The Northern student who sponsors an outside guest will be responsible for his/her actions. (Please refer to rule #9)

All school rules, including our Drug/Alcohol policy, are in effect for dances.

## AFFIRMATIVE ACTION AND SEXUAL HARASSMENT STATEMENTS

Any member of the school community who feels that he/she has been subjected to discrimination on the basis of race, color, creed, religion, sex, ancestry, social or economic status will be encouraged to resolve the issue formally, which may include the assistance of the Affirmative Action Officer. Should such attempt be unsuccessful, or if the complainant wishes to file a formal grievance, the following procedures will be utilized:

### LEVEL I

A person with a grievance shall first discuss it with the Affirmative Action Officer for the purpose of resolving the problem formally. A decision must be rendered within ten (10) school days after the meeting.

### LEVEL II

If the aggrieved party is dissatisfied with the disposition then the matter may be filed in writing with the Superintendent within five (5) school days after the Affirmative Action Officer's decision. The Superintendent shall hold a hearing with all interested parties and render a decision within ten (10) school days after receiving the written complaint.

### LEVEL III

If the aggrieved party is dissatisfied with the Superintendent's disposition, then an appeal may be made to the Board of Education. The Superintendent must be notified in writing within five (5) school days after his decision that such an appeal is being made. Relevant decisions and information will be forwarded to the Board of Education. The Board will conduct a hearing and make a

final decision within thirty (30) days from the receipt of written complaint.

The Affirmative Action Officer is Mr. Eric Barnett, Principal of the Middle School. His office is located in the main office of the Middle School where affirmative action documents and grievance procedures can be reviewed.

## **SEXUAL HARASSMENT STATEMENT**

It is the policy of the Northern Burlington County Regional School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Northern Burlington County Regional School District's staff to harass another staff member or student through conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

### **I. DEFINITION**

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student when:
  - 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education.
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for academic or professional performance or creating an intimidating, hostile, or offensive employment environment.
  - 3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or education environment.
- B. Sexual harassment, as set forth in Section II-A, may include, but is not limited to the following: Verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person with sexual or demeaning implications; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### **III. PROCEDURES**

- A. Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Affirmative Action Grievance Procedures. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.
- B. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the school district's legal obligations, but balanced with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **IV. SANCTIONS (All sanctions include a corrective action plan in an effort to eliminate future concerns)**

- A. A substantiated charge against a staff member in the school district shall subject such staff member to disciplinary action, including discharge.
- B. A substantiated charge against a student in the school district shall subject that student to student disciplinary action including suspension or expulsion, consistent with the student discipline code.

### **V. NOTIFICATION**

Notice of this policy will be circulated to all schools and departments of the Northern Burlington County Regional School District on an annual basis and incorporated in teacher and student handbooks.

# NBC COMPUTER NETWORK ACCEPTABLE USE POLICY FOR STUDENTS

The use of the Northern Burlington County Regional School District computer network is a privilege, not a right, and violation of district's Acceptable Use Policy will result in revocation or suspension of this privilege. All students and parents must agree to the *Acceptable Use* policy to gain access to computer network resources. The following represents a guide to the acceptable use of the district's computer network.

- The computer network shall only be used to access educational information.
- Students shall not share computer account information with others.
- Students shall not install any software on district computers.
- Students shall not download copyrighted materials such as but not limited to mp3 and software through P2P programs or via web site.
- Students shall not vandalize hardware or software (changing computer settings will be considered vandalism).
- Students shall not use any electronic messaging or instant messaging other than what the district provides. These include any web-based emails, instant messengers or chat applications.
- Students shall not use the Internet/Intranet to send any information that would threaten, offend or promote any illegal activities.
- Students shall not connect any personal computing devices on the district's computer network without authorization of the classroom teacher.
- Students shall not introduce any virus/malicious code to the district computer network.
- Students shall not gain unauthorized access to another account, confidential school records or to the network.
- Students shall not use the district's computer network for personal financial or business gain.
- Any activity including browsing web and files stored on the school provided network storage is not private and is subject to monitoring by district technology personnel upon request by administrators.

## Violation

Individuals violating this policy shall be subject to consequences such as suspension and revocation of network and computer privileges, as well as appropriate legal action when appropriate.

## SUPPLY LIST FOR COURSES

Students will need to have the following materials, depending on what courses they have selected:

### **English Department**

Pack of colored pencils
Pack of 5 different colored highlighters
1" or 1 1/2" binder
Loose leaf paper for binder
2 packs of 50 3x5 inch lined note cards
Pencils and blue and black pens
Hole punch to put in binder
Marble composition journal book

Post-it notes
Flash key
Agenda book

### Science Department

	IEPS (all levels)	Biology (all levels)	Chemistry (all levels)	Physics (all levels)
3-ring binder	2"	1" 3"-Anat. & Phys.	2"	2"
Composition book	1	1 2: Anat. & Phys.	1	1
Spiral notebook	1 red & 1 green			1 red & 1 green
Colored pencils	yes	yes		
12 inch ruler (with metric)	yes	Yes		
Scientific Calculator (equivalent to TI-34 or higher)	yes		yes	yes
Graph paper				yes
Pencils	Yes	Yes	Yes	Yes
Blue or Black pen	Yes	Yes	Yes	Yes

### History Department

1" binder; 3" binder for AP classes
Loose leaf paper
Highlighter
Pens, Pencils
USB flash drive

### Math Department

Spiral notebook
Pocket folder
Teacher recommended calculator

**World Languages Department**

Foreign language dictionary
Binder
Loose leaf paper
Dividers

**Visual & Performing Arts Department:**

Ceramics	Art	Theater
Pocket Folder	Pocket folder	Pocket folder
Pencils	Pencils	Writing utensils
Optional: old button down shirt	Erasers	
Optional: old large towel	Sharpeners	
Old dry cleaning plastic	Sketchbook	
Optional: elastic bands		

**Agricultural and Business Department:**

1/2" Binder
Writing Utensils
Pocket Folder
Loose Leaf Paper

**Applied Technology Department:**

Engineering	Graphic Design	Video Production	Drafting & Design	Metal and Wood Tech.
No.2 Pencils	USB (2 gigs)	Writing Utensil	No. 2 Pencils	Pen and Pencils
3 ring binder		Notebook	1 3" Binder	Proper Footwear (No Open toed shoes)
Dividers		Folder	Paper	
Paper				
1/4" graph paper				
Ruler				
USB (1gig)				

**BURLINGTON COMMUNITY RESOURCES**

Family Services of Burlington County.....800-963-3377

Providence House.....609-871-7551

SCIP.....609-835-6180

Lawyer Referral Telephone Service.....609-261-4862

Child Advocacy Center.....609-265-5881

Division of Youth and Family Services.....609-847-1753