

# Northern Burlington County Regional High School 2011/2012

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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



©2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • [sdi@schooldatebooks.com](mailto:sdi@schooldatebooks.com)

# TABLE OF CONTENTS

Greeting.....	3	Obligations.....	23
District Administration.....	3	Search and Seizure.....	24
High School Information.....	3	Drug, Alcohol, Steroid Policy and Procedures.....	24
Greeting.....	5	Conflict Resolution.....	26
Educational Contract.....	6	Student/Parent Grievance Procedures.....	26
Regularly Scheduled Board of Education Meetings.....	6	Resources, Facilities, and Services.....	28
2011-2012 School Calendar of Important Dates.....	7	Counseling Services.....	28
Northern Burlington County Regional High School School Day Information.....	10	Emergency Evacuations.....	30
Emergency Closings and Delays.....	10	Food Service/Lunch.....	30
Scholastic Achievement and Academics.....	11	Lockers.....	30
Graduation Requirements.....	11	Lost and Found.....	31
Grading and Academic Standards.....	12	Medical Nursing Personnel and Facilities.....	31
Report Cards/ Interim Notices.....	13	Media Center.....	32
Honor Roll.....	13	Motor Vehicles and Parking on School Grounds.....	33
Attendance Requirements.....	15	Special Services.....	34
Student Behavior - Code of Conduct.....	17	Transportation.....	34
Conduct Occurring Off School Grounds.....	17	Use of Buildings and Grounds.....	35
Field Trips (Day and Overnight).....	17	Working Papers.....	35
Personal Appearance- Dress Code.....	17	Northern Burlington County Regional Schools' Support Organizations.....	36
Discipline Code.....	21	Parent, Teacher, Student Connection (PTSC).....	36
Harrasment/ Intimidation /Bullying.....	22	Extracurricular Opportunities and Eligibility.....	36
Eating & Drinking in Hallways and Classrooms.....	22	Affirmative Action and Sexual Harassment Statements.....	38
Electronic Devices - (Cell Phones, Mp3 Players, and Other Portable Electronics, Including Ear Buds, Headphones).....	23	Supply List for Courses.....	40
		Burlington Community Resources.....	42



## **STUDENT GOVERNMENT OFFICERS**

Selena Senachai	President
Andrea Veneziale	Vice-President
Parima Ijaz	Secretary
Cody Melton	Treasurer

## **CLASS COUNCILS**

### Class of 2012

Jacob Wainwright	President
Casey Kotelnicki	Vice-President
Allie Cardone	Secretary
Agatha Amari	Treasurer

### Class of 2013

Meghin Stanton	President
Dainelle Pandl	Vice-President
Vanessa Ramirez	Secretary
Emma Bunce	Treasurer

### Class of 2014

Douglas Wainwright	President
Lauren Roynestad	Vice-President
Zach Nixon	Secretary
Jonathan Montesdeoca	Treasurer

### Class of 2015

TBD	President
TBD	Vice-President
TBD	Secretary
TBD	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 2011-2012 school year. Today establish 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.

We are all members of the Northern Burlington County Regional High School learning community who participate within the guidelines contained in this handbook. These guidelines 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.

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. 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 are provided opportunities to 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 have 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.

Your signature on the school Parent/ Student Consent Form confirms that you have read and will abide by the information contained in this handbook.

### REGULARLY SCHEDULED BOARD OF EDUCATION MEETINGS

<u>Work Sessions</u>	<u>Regular Meetings</u>
September 12	September 19
October 11	October 17
November 14	November 21
No session	December 5
January 17	January 23
February 13	February 21
March 12	March 19
No session	April 24
No session	June 13*

All meetings are scheduled to begin at 7:30 p.m. and will be held in the High School Media Center.

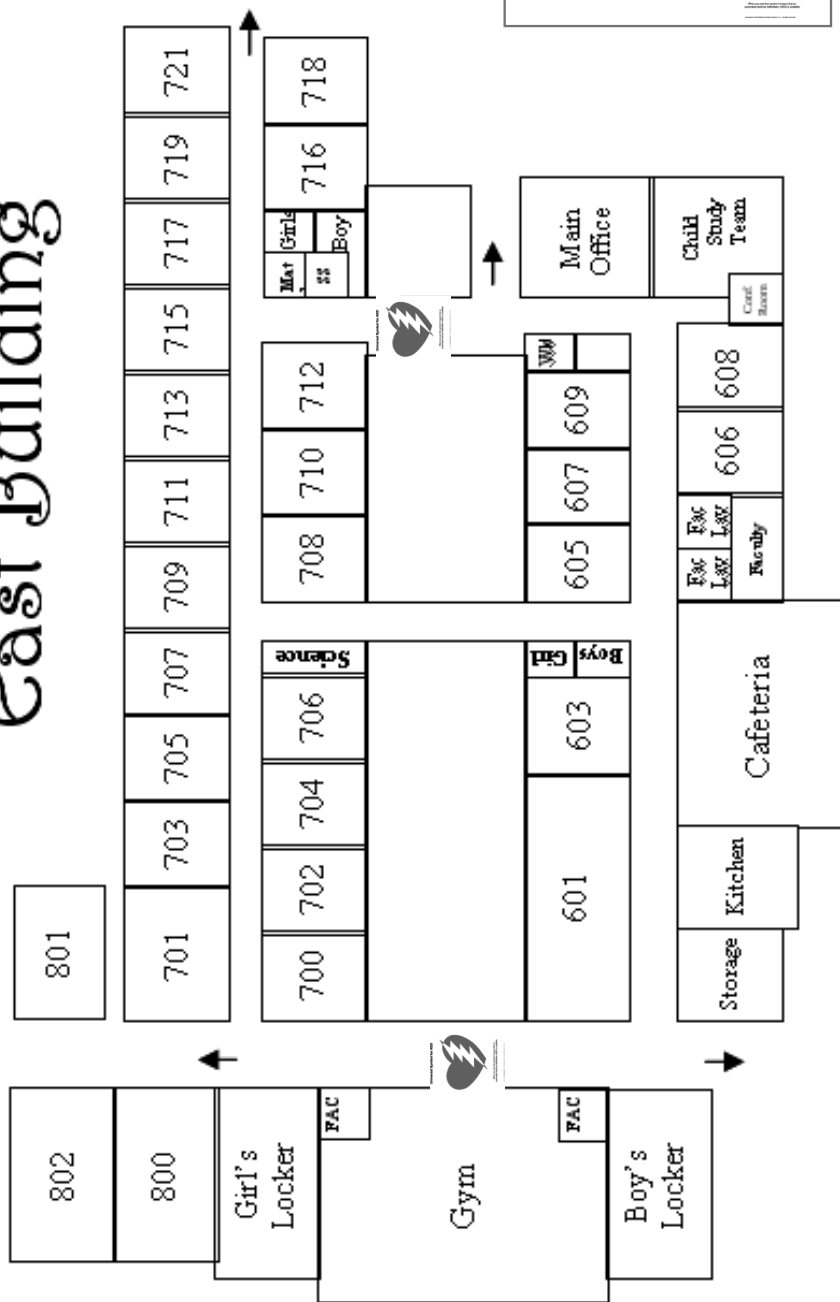
\*The June 13, 2012 Regular Meeting will be held in the Middle School Media Center.

## 2011-2012 SCHOOL CALENDAR OF IMPORTANT DATES

<b>September</b>	
1-2	Staff Development Days – No School for Students
5	Labor Day – School Closed
6	First Day of School for Students
15	High School “Back to School” Night
<b>October</b>	
4, 5, 6	HSPA Testing (Regular Testing for qualifying 11 <sup>th</sup> & 12 <sup>th</sup> graders)
10	Columbus Day – School Closed
11,12,13	HSPA Testing (Senior Make-up Testing)
12	PSAT Testing
31	Afternoon Parent Conferences – MS/HS Early Dismissal of Students
<b>November</b>	
1	Afternoon & Evening Parent Conferences – MS/HS Early Dismissal of Students
5	SAT Test Date @ NBC
10-11	NJEA Convention – School Closed for Students
21-23	Staff Development Days – No School for Students
24-25	Thanksgiving Holiday – School Closed
<b>December</b>	
23	Early Dismissal – Winter Break Begins
24-Jan.2	Winter Recess – School Closed
<b>January</b>	
3	School Re-Opens from Winter Recess
16	Martin Luther King Day – School Closed
25-27	Midterm / End of Semester Assessments – Early Dismissal of Students
<b>February</b>	
*17&20	Presidents' Weekend – School Closed
27	Evening Parent Conferences
<b>March</b>	
6, 7, 8	HSPA Testing
13, 14, 15	HSPA Make-Up Testing
<b>April</b>	
*6-13	Spring Recess – School Closed
<b>May</b>	
5	SAT Test Date @ NBC
15-16	New Jersey Biology Test
17-18	New Jersey Biology Test Make-Up Testing
28	Memorial Day – School Closed
<b>June</b>	
1	Staff Development Day - Early Dismissal for Students (Prom)
12-14	Final Exams – Early Dismissal for Students
15	Tentative Last Day For Students (Graduation)
18	Last Day for Teachers
19	Last Day for New Teachers

\* **Note:** In the event that school is closed for inclement weather prior to February 17, 2012, the February 17th date will be used as a make-up day. All other make-up days will involve Spring Break days.

# East Building



**Key:**  
AED Locations





# NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL SCHOOL DAY INFORMATION

PERIOD	REGULAR	EXTENDED HOMEROOM	EARLY DISMISSAL	90 MINUTE DELAY
<b>HOMEROOM</b>	7:30 - 7:35	7:30 – 7:53	7:30 - 7:35	9:00 – 9:14
<b>1</b>	7:39 - 8:20	7:57 - 8:36	7:37 - 8:03	9:18 - 9:48
<b>2</b>	8:24 - 9:05	8:40 - 9:19	8:05 - 8:31	9:52 - 10:22
<b>3</b>	9:09 – 9:50	9:23 - 10:02	8:33 -8:59	10:26 - 10:56
<b>4</b>	9:54 - 10:35	10:06 - 10:45	9:01 - 9:27	11:00 - 11:30
<b>5</b>	10:39 - 11:20	10:49 - 11:28	9:29 - 9:55	11:34 - 12:04
<b>6</b>	11:24 - 12:05	11:32 - 12:11	9:57 - 10:23	12:08 - 12:38
<b>7</b>	12:09 – 12:50	12:15 - 12:54	10:25 - 10:51	12:42 - 1:12
<b>8</b>	12:54 - 1:35	12:58 - 1:37	10:53 - 11:19	1:16 - 1:46
<b>9</b>	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, Northern TV- Comcast Ch. 19 & Verizon FiOS Ch. 42, and the our 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 daily announcements will be read each morning during homeroom; additionally, they will be posted on PowerSchool. Each student is to act in a respectful, orderly, and quiet manor so that announcements can be heard by them and by other students and staff members. The State of New Jersey requires by law that students 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 begins at 7:30 a.m. School day attendance is taken at that time. Students arriving to homeroom after 7:30 a.m. must report to the West or East Building Main Office to complete the necessary admission forms. Students who failure to report to homeroom while in the building are treated with the same consequences as a class cut. Students are marked late to school.

## STUDENT IDENTIFICATION

All students are expected to carry their identification cards while in school. Identification cards are provided to all students. Students are to maintain them for use every year they attend Northern. Students are required to present them for admission to certain school functions. Identification cards may also be used for services in areas such as the Cafeteria and Media Center. If the identification card is lost, there is 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. Any change to an address or phone number, should be communicated to the Counseling Office immediately via phone or e-mail at [updatemyinfo@nburlington.com](mailto:updatemyinfo@nburlington.com).

All students are required to notify the Counseling Office if moving outside of the Northern Burlington County Regional School District. 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 in writing to the Board of Education via the Principal. 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 (POLICY #5460)**

The Board of Education has established the requirements for graduation. It is 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 is 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 130 credits are required to receive a diploma.

#### **II. Course Requirements**

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

- English- four (4) years.
- Health and Physical Education- one (1) year for each year the student attends public school in New Jersey.
- Mathematics- three (3) years. Algebra I and Geometry, and effective for the class of 2013, Algebra II.
- Science- three (3) years. One (1) year of Biology and two (2) of the following:  
Environmental Science, Chemistry, and/or Physics.
- World History- one (1) year. U.S. History- two (2) years.
- World Language - one (1) year.
- Career & Technical Education (CTE)- five (5) credits.
- Visual and Performing Arts (VPA)- five (5) credits.
- Personal Economics, Financial Math, or Economics- one semester (2.5 credits).

#### **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."

### **EARLY GRADUATION (POLICY #5465)**

Students may apply to pursue an accelerated program of study that will meet all course requirements prescribed by the State of New Jersey and the Board of Education. For additional information, interested families should schedule a conference with the student's counselor and the administrative program coordinator prior to the start of the sophomore year.

### **SUMMER GRADUATION (POLICY #5460)**

A student with 120-129 credits may qualify for a Northern Burlington County Regional diploma within one year of the original date of graduation by completing the outstanding credits provided she/he has also passed all required courses by one of the following:

1. Attendance at an approved summer school or virtual school.
2. Attendance at an approved night school, provided student is not enrolled at NBC.
3. Attendance at a NBC regular program with permission of the Board of Education.

### **GRADUATION CEREMONY**

Participation in the graduation ceremony is dependent upon successful completion of all graduation requirements by the date of graduation. 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 (POLICY #5430)

Class rank will be determined at the end of the first semester and at the end of each academic year by the average of the final grade for each subject completed. In computing grade point averages for Honors and Advanced Placement courses, additional points are added to the final grade. Note: Transcripts will reflect the actual report card grade.

Students in the top 20% of their class at the close of the third marking period of their senior year will be invited to submit entries for consideration to deliver a speech at graduation (there will be no Valedictorian or Salutatorian recognition).

# GRADING AND ACADEMIC STANDARDS

## GRADING

Students are informed of the course requirements and grading system at the start of each course, and will remain informed of their progress throughout the 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 grades is determined as follows:

The grade scale is as follows:

	Semester 1	Semester 2
Quarter 1 Grade	40%	
Quarter 2 Grade	40%	
Mid-term Exam	20%	
Quarter 3 Grade		40%
Quarter 4 Grade		40%
Final Exam		20%
Final Course Grade	50%	50%

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	0 - 64

The final grade in each full year course is determined by averaging the two semester grades.

The final grade for semester courses (half year) is determined by the semester grade only

## SEMESTER ASSESSMENTS

Semester assessments are cumulative and are scheduled at the conclusion of each semester. 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 assessment.

## 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) Students must not have more than six (6) absences for the semester.
- 3) The final grade is an average of the two quarter grades.
- 4) Students may take the semester exam for grade improvement. The exam grade will be included in the final grade 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 for the second semester is an average of the third and fourth quarter grades.
- 4) Students may take the semester exam for grade improvement. The exam grade will be included in the final grade regardless of the outcome.

## REPORT CARDS/ INTERIM NOTICES

Report cards and interim notices are available on PowerSchool and will be mailed home by request only. The issuing date for report cards will be approximately one week after the close of the marking period. Interim notices will be available each marking period. Final report cards are mailed.

## POWERSCHOOL

Northern Burlington County Regional School District uses PowerSchool to track students' progress. Using a personal log-in, announcements, attendance, report cards, interim notices, and up-to-date grades can be viewed on-line. If a student or parent log-in is lost, please contact the student's counselor. Find the PowerSchool link on the Northern Burlington web site at [www.nburlington.com](http://www.nburlington.com).

## HONOR ROLL (POLICY #5440)

The following recognition is published each marking period for high scholastic achievement.

High Honor Roll: awarded to students who have achieved a 90% or higher in all subjects.

Honor Roll: awarded to students who have earned an 80% or higher in all subjects.

Weighted value for honors courses are added to the final grade of 65 or above, but will be considered each marking period for the purposes of Honor Roll determination.

## EXTRA HELP

Students experiencing difficulty with school work have many resources available. National Honor Society offer peer tutoring. Explore the available options with a teacher or counselor.

As a reminder, transportation is available after school. Teachers have an available resource period during the day to provide extra assistance.

## LANGAUGE ARTS / MATHEMATICS SUPPLEMENTAL SUPPORT

All ninth, tenth, eleventh, and twelfth grade students who have not met the minimum state competencies in Language Arts Literacy or Mathematics are offered academic remediation through support classes. Check with a counselor 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 for contacting teachers for 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 complete the 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.

## FAILURES & SUMMER SCHOOL (REGULATION #5410)

Students who earn a minimum final grade of 50 for a course are eligible to earn "make-up credit". Students who earn a final grade of below 50 for a course are eligible to re-take the course for "original credit."

This credit can be earned through the following means:

1. State approved summer school program with permission from the Principal (or designee) and passing the course. (Summer School not offered at NBC)
2. Private tutoring by a New Jersey Certified Teacher in the specific subject (Applications available in the Counseling Office).

3. Internet-based online instruction, pre approved by the Principal (or designee), through Keystone High School, Educere, or New Jersey Virtual School (Information available in Counseling Office).
4. Repeating and passing the subject during the next school year.

Students who fail a course will not be permitted to take the next sequential course without passing the preceding course. 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. A student may be scheduled for two courses in the same subject discipline which are sequential.

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 GPA. 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 summer course work are applied to the previous school year's credits.

## **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 met the required grade point average 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 during their 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. 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 (Policy 5701). 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.

Any infractions may result in disciplinary action.

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 one day or more (Physician's documentation is necessary).

***Please note: Absences of any duration will require a doctor's note to be considered excused. All notes must be submitted to the High School West main office within 48 hours of the students return to school. A Doctor's note submitted beyond the 48 hour will not be considered and the student will be recorded as unexcused absent.***

\*Please be advised that the school reserves the right to investigate the cause of any 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 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**

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 Attendance 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 may 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 required.

## **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. No student may sign themselves out of school.

# STUDENT BEHAVIOR – CODE OF CONDUCT

The Northern Burlington County Regional Board of Education (Policy 5500) 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 (Policy 3211) 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 (Policy 5600) 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.

## 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.

## FIELD TRIPS (DAY AND OVERNIGHT)

The same standards of student behavior that are required in school are also required while on the fieldtrip. Fieldtrips 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. 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. Academic performance, attendance and behavior may be considered for participation. 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 fieldtrip.

Refer to "Conduct for Overnight Trips" and "Trip Packet/ Parent Permission" for more information.

## PERSONAL APPEARANCE- DRESS CODE (POLICY #5511)

The school takes pride in the professional appearance of our students. 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 In-School Suspension, or be sent home.

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

1. Clothing which is excessively tight, sheer, low-cut, cleavage revealing, bare midriff, or deemed immodest by an administrator is not permitted. Shorts or skirts must have a minimum three inch inseam (generally the finger tip when arms are extended). Pants may not be worn below the hips. Shoulders must be covered with straps at least two inches wide. Tank tops, spaghetti straps, halter tops, backless, and one strap tops are not permitted. Altered clothing that exposes the ribs is not permitted. The wearing of undergarments as outer garments is prohibited. At no time should any undergarments be seen. Modesty is the key.
2. Clothing which is lewd or displays any message with a sexual connotation, profanity, hate, discrimination 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.
3. Chains or jewelry that can be used as a weapon attached to wallets, keys, or pants which are hanging out of pockets are not allowed. The wearing or carrying of any type of head covering or sunglasses is not permitted during the school day. (other than for religious or medical necessity) All such items should be left in the student's locker throughout the school day.
4. Bare feet, or any footwear considered a safety hazard are not allowed.

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.

Teacher Detention - 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. Bus transportation is provided and departs at 3:20 p.m. Bus passes will be available.

Administrative Detentions - Assigned by a school administrator. These detentions will begin at 2:30 and end at either 3:20 or 5:20. Bus transportation is provided and will depart at 3:20 or 5:30 p.m. respectively. Bus passes will be available.

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. 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 (ISS) / 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 re-entry 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 produce, 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**

#### **LEVEL 1**

**The following offenses may result in consequences beginning with an Administrative Warning, but possibly elevated to an Administrative Detention. Further infractions may result in In-School Suspension (ISS) for 1 to 4 days.**

<b>Dress Code Violation</b> - student must change or be removed from class. See "Dress Code".
<b>Loitering on School Grounds</b> - before or after school hours without supervision
<b>Misconduct</b> - in Classroom, Hallway, Cafeteria, or General Area (Running in halls, shouting, horseplay, abuse of passes, public display of affection, or loitering without supervision)
<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.

#### **LEVEL 2**

**The following offenses will result in a minimum of one Administrative Detention, but possibly elevated to an In-School Suspension (ISS). Further infractions may result in Out-of-School Suspension (OSS) and parent conference.**

<b>Cutting Class, Study Hall, or Lunch</b> - a student may be considered cutting the class if he or she has missed several minutes of class.
<b>Cutting Teacher Detention</b>
<b>Eating or Drinking in Unauthorized Areas</b>
<b>Forgery</b>
<b>Unacceptable Language or Disrespect toward Student</b>

### LEVEL 3

The following offenses will result in In-School Suspension (ISS) from 1 to 4 days, possibly elevated to an Out-of-School Suspension (OSS) and parent conference.

<b>Biased or Discriminatory Conduct/Ethnic Hate Statements, Terrorist Threats</b> - possible referral to Superintendent, Board of Education, and Police.
<b>Cutting Office Detention-</b> or failure to be on time. Student also must serve original detention.
<b>Gambling</b>
<b>Insubordination toward Staff Member</b>
<b>Minor Damage to School Property/Vandalism-</b> Possible restitution for damages and referral to police.
<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> police referral
<b>Creating a Disturbance / Disruption - School Environment</b>
<b>Stealing/Theft-</b> referral to local police and possible restitution
<b>Harassment/ Intimidation / Bullying- Threatening a Student-</b> refer to HIB section found at the end of this section.
<b>Truancy</b>
<b>Unacceptable Language or Disrespect toward Staff Member</b>

### LEVEL 4

The following offenses will result in Out-of-School Suspension and require a re-entry parent conference. Infractions may result in a Board of Education Hearing, police involvement, and mediation.

<b>Assault and Battery on a Student</b>
<b>Assault and Battery on Staff Member (defined as unlawful attempt to hurt another person)</b>
<b>Fighting</b>
<b>Fireworks or other chemical nuisance devices (possession or use)</b>
<b>Leaving Building / Grounds without Permission</b>
<b>Sexual Harassment/Sexual Assault</b> -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>Threatening a Staff Member</b>
<b>Major Damage to School Property/Vandalism-</b> Restitution for damages and referral to police, Superintendent, and Board of Education.
<b>Throwing food or other items-</b> in a common area creating a specific and serious danger

## LEVEL 5

The following offenses will result in Suspension pending Superintendent Hearing and/or Board of Education Hearing with notification of police and restitution.

<b>False Alarm / Arson / Bomb Threat</b>
<b>Possession of a Weapon or Facsimile</b>
<b>Threat with a Weapon</b>

## SPECIAL ISSUES

<b>Bus Misconduct</b>
Consequences may include but not be limited to administrative warning, bus suspension, ISS, or OSS depending on the nature of the offense.
<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) ISS 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>Reckless Driving on School Grounds</b>
Consequences range from suspension of parking privileges to ISS, OSS. Referral to Police.

## 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.

<b>Code</b>	<b>Disposition</b>	<b>Point</b>
<b>AW</b>	Administrative Warning	1 point
<b>AD</b>	Administrative Detention	2 points
<b>BUS</b>	Bus Suspension	3 points
<b>ISS</b>	In-School Suspension	3 points
<b>OSS</b>	Out-of-School Suspension	4 points
<b>SBH</b>	Out-of-School Suspension with Superintendent and/or School Board Hearing	6 points

### Individual Student Point Levels

<b>Point Totals</b>	<b>Action</b>
<b>12 points</b>	Parent & Administrator goal setting meeting for Behavior Contract.
<b>22 points</b>	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 calendar-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.

### **HARRASMENT/ INTIMIDATION /BULLYING (POLICY 5512.01)**

Harassment, intimidation and bullying means any gesture, any written, verbal or physical act, or electronic communication, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristics, that takes place on school property, at any school-sponsored function, on the school bus or bus stop, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and has the affect of insulting or demeaning a student or group of students or creates a hostile educational environment. Students and parents are encouraged to report cases of harassment/intimidation/bullying to teachers or school administration. Harassment, intimidation, and bullying are prohibited and will result in disciplinary action.

### **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.

### **EATING & DRINKING IN HALLWAYS AND CLASSROOMS**

For cleanliness, sanitary, and safety reasons, food and drink must not be consumed in the halls or classrooms with the exception of bottled water in its original container. 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.

### **ENERGY DRINKS**

In recent years, we have noticed students looking to consume highly caffeinated beverages often referred to as "energy" drinks. Beverages such as Red Bull, Monster, Venom and others which contain large doses of caffeine (more than 50/mg per serving), sugar and/or other legal stimulants like ephedrine, guarana, and ginseng are not permitted on school grounds. Students may be subject to disciplinary action.

Although individual responses to caffeine vary, caffeine is a stimulant, and these drinks should be treated carefully due to the seriousness of their adverse side effects, particularly for youngsters. The levels of caffeine found in these drinks can boost the heart rate and blood pressure (sometimes to the point of palpitations), dehydrate the body, and, like other stimulants, lead to nervousness, irritability, and insomnia. None of these effects are good for youngsters. They can interfere with learning and the educational climate of the school. Drinks such as these highly-caffeinated beverages will be taken from students if brought on campus and not returned.

### **ELECTRONIC DEVICES - (CELL PHONES, MP3 PLAYERS, AND OTHER PORTABLE ELECTRONICS, INCLUDING EAR BUDS, HEADPHONES)**

Appropriate use is an individual's responsibility. These devices are permitted as long as it is not a nuisance to others, interfere with the learning environment, or jeopardize school safety.

Devices are permitted in the cafeteria and study hall. Teachers may permit the use of these devices in the classroom.

Students who are found to be using electronic devices inappropriately during the school day will have it confiscated. On the first offense, the device 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. Students who refuse to relinquish electronic devices when requested to do so by a faculty member are subject to disciplinary action, including suspension.

Phone calls on cell phones can be used before and after school only. During the school day, unless permitted for an educational activity, they need to be off and put away. The school assumes no responsibility for the loss or theft of any personal electronic device at school.

### **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.

### **OBLIGATIONS**

Textbooks and other property of the Board of Education are loaned to students with the requirement that they be returned in satisfactory condition. Students who do not return materials, supplies, or uniforms in satisfactory condition due to loss, damage, or theft, will be assessed the amount of the loss. For missing, lost, or damaged school property, items or monies are needed to satisfy an obligation due to the school. If obligations are not resolved the following will occur:

- a. Withholding of the report card.
- b. Access to PowerSchool disabled.
- c. Locker assignments will be held.
- d. Suspension of further media center circulation privileges.
- e. Student's use of Media Center during lunch, study hall, and after school will be suspended. (except for class activity)
- f. Transfer of school records or transcripts to another school or an employer will be suspended.
- g. Diplomas will be held.

### **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. 18A:37-3, 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.

## **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 (POLICY 5770)**

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. Any vehicle on school grounds is subject to search by school administration. 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.

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 (POLICY 5530)**

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.

## **Conduct Away From School Grounds**

The school has a moral and legal obligation to identify and assist students whose substance use is affecting school performance or behavior, regardless of when it occurs. No student may use, possess, purchase, or distribute alcohol, drugs, or any controlled dangerous substances while at school or anytime outside of school, when participating in extra/co-curricular activities.

Further, school authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the district board of education's code of student conduct, pursuant to N.J.A.C. 6A: 16-7.1.

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. Refusal for parent or student to submit to a drug screening will be treated as a positive. If the drug screen proves to be positive, the following will occur:

- A four (4) day In-School Suspension
- 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 dependency but finds that the student is a chemical abuser, the principal, in consultation with the appropriate administrator and/or "student assistance coordinator," will 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. Refusal to submit to a search may involve police involvement.
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 four (4) 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 four (4) 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.

\* Any student holding medication whether they are authorized for their personal use or not authorized, whether it is an identified substance or an unidentified substance, is in violation of school policy and may be subject to a urine screen and search.

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 four (4) 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.

### Mediation or 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.

### 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 RESOURCES, FACILITIES, AND SERVICES

## COMPUTER PRIVILEGES

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. 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, libraries, 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."

## COUNSELING SERVICES

The counseling department at Northern Burlington provides guidance and counseling services to all students from the time they enter high school until the time they graduate. Counseling services is an integral part of each student's educational program. NBC counselors are educational specialists who are available to assist students with their educational, vocational and social development. The counseling department is committed to each student's individual uniqueness and to the development of their maximum potential.

Your counselor is your advocate. The student/counselor relationship is important. In order to serve you more effectively, all students who request an appointment with their counselor must do so in writing and submit their request to the counseling office. Only students with authorized passes will be accepted in the Counseling Office.

Sources of counseling information include:

1. Counseling Website – [www.n Burlington .com](http://www.n Burlington .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.n Burlington .com](http://www.n Burlington .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 Office of Instruction 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;

#### 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.

#### 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 from year to year. If you need assistance, contact your child's counselor.

**Note:** Printed report cards will be available by request only.

#### 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 and emergency drills regularly. The objective of these drills is see how quickly, orderly, and completely students and staff react to the given situation. At the sound of an emergency, students will follow the directions they are given based on the School Safety and Security Plan. An evacuation route is posted in every room. During any emergency 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. Students may return to the school only after being directed to do so by school officials.

If a fire 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 homeroom teacher's last name.

## **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. Every student is responsible for keeping the area around them clean and to 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 not allowed to wear jackets or carry backpacks in the serving line. Students are expected to get passes from the lunch supervisor to leave the cafeteria. 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 NURSING 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.

### 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 8 and 10.
2. Hearing examinations - grades 7 and 11.
3. Scoliosis screening - grades 7, 9, 11.
4. Height, Weight, and Blood Pressure - grades 7-12.
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 there is any change to the information previously provided. Please contact the guidance department to communicate any corrections to the emergency card.

### Medications

If it is necessary for a student to take any medication during school hours, an authorization form (available in the nurse's office) must be completed by a parent and a 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.

\* Any student holding medication whether they are authorized for their personal use or not authorized, whether it is an identified substance or an unidentified substance, is in violation of school policy and may be subject to a urine screen and search.

### 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 reassigned 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 book. Playaways may accrue fines to a maximum of \$10.00 each.
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.
2. **The Media Center is never open after school on Mondays or Fridays.**
3. All students must remain in the Media Center until bus passes are issued at 3:10.
4. 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 (ISS 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 (ISS 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.
2. Sports, Fall Play, Marching Band, Spring Musical = 5pts.
3. Activities, Clubs, NHS, Student Council, Class Council = 4pts.
4. Officers or Captains/Leaders of clubs, sports, activities = +1
5. Attendance for the junior year as follows:  
Un-excused absences = negative -.05 point.
6. Discipline Points for junior year: follow the Code of Conduct description of pts.  
Ex. Detentions= negative -2pts, ISS= negative -3, OSS= negative -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, 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, implementation and review of a student's Individualized Education Program (IEP).

### 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. Parent to student contact should only be made via the main office.

## **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.

If a student wants to ride a different bus with another student, they must get written permission from both sets of parents, which will be verified by the office. This is only for emergency purposes.

Bus safety is our primary concern. You are expected to cooperate with the driver at all times, follow all school rules, 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 or other disciplinary consequences will result for repeated or serious misbehavior on the bus. In addition, the school may impose disciplinary consequences on a student's way to and from the bus stop and at the bus stop.

### Activity Buses

Activity buses at 3:20 and 5:20 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 activity sponsor.**

### 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

## PARENT, TEACHER, STUDENT CONNECTION (PTSC)

The PTSC is the parent organization of Northern Burlington schools. We encourage and welcome 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. We sponsor enjoyable events that benefit the students and community, provide opportunities for parental involvement with school, and create a venue for parents to provide input in school program development. If a parent or student is interested in joining, contact the PTSC at [NBurlingtonPTSC@gmail.com](mailto:NBurlingtonPTSC@gmail.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. Many 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;
- Starting with the Class of 2014 and subsequent incoming freshman classes, students must earn 15 credits from the 1st semester for the Spring season of their freshman year and as sophomores must earn 30 credits from the 1st and 2nd semester freshman year.
- 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.

Activity homerooms are available to students, as long as a teacher recommends they are placed in there. In order for students to remain in the special homeroom, the student must remain in good standing with the club.

Any student who is absent or suspended (ISS 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.n Burlington.com](http://www.n Burlington.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 (POLICY #9162)

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.

### School 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.

In an effort to insure a memorable, exciting, and safe dance, every Northern student in attendance must adhere to the following dance rules.

- Eligibility for dances will be based on provisions in the Student Code of Conduct.
- Students on suspension are not permitted to attend the dance.
- The use of drugs or alcohol before or during a dance is considered a serious offense, and will result in the suspension and denial of other privileges as warranted (see student agenda under "Drugs and Alcohol" for more information).
- Students are subject to bag search and screening for the use of drugs and alcohol.
- All students must have his/her **Northern ID** card to enter the dance.
- Tickets are non-transferable; you cannot give your ticket to someone else.
- Students who wish to bring an outside guest must fill out a "Guest Request Form" prior to purchasing a ticket.
- No one will be admitted 1 hour after the start time.
- The dance is subject to all school regulations. Misconduct will not be tolerated.
- Students must be dressed appropriately for the occasion. The type of clothing appropriate for the dance will be announced in advance. 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.
- **Any behavior or dancing that is deemed inappropriate by any chaperone will be brought to the attention of the student(s) involved. Immediate disciplinary action and removal from the dance will be taken. This includes any type of dancing that is viewed as sexual in nature.**

- Anyone who leaves the dance will not be permitted to return.
- Students must be picked up within 15 minutes of the end of the dance.

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.

## **AFFIRMATIVE ACTION AND SEXUAL HARASSMENT STATEMENTS (POLICY #2260)**

The Affirmative Action Officer is Mrs. Holly Post, whose office is located in the High School where affirmative action documents and grievance procedures can be reviewed. Any member of the school community who feels that he/she has been subjected to discrimination on the basis of race, color, creed or religion, sex ancestry or social or economic status will be encouraged to resolve the issue informally, 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 informally. 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) days after receiving the written complaint.

### **LEVEL III**

If the aggrieved party is dissatisfied with the Superintendent's disposition, then 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.

## **SEXUAL HARASSMENT (POLICY #5751)**

### **SECTION I**

It is the policy of the Northern Burlington County Regional School District to maintain 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 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.

### **SECTION II**

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.

Sexual harassment, as set forth in this section, may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person, with sexual or demeaning implications
4. Unwelcome touching
5. Suggested or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

### SECTION III

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.

A substantiated charge against a student or staff member shall subject the individual to disciplinary action which may include suspension, expulsion or discharge.

In addition to any sanctions imposed, a corrective action plan will be implemented to help eliminate future concerns.

#### NBC Computer Network Acceptable Use Policy for Students (Policy 2361)

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
School Issued Agenda Book
Binder Tab Dividers

### Science Department

	Biology	Chemistry	Physics	Environmental Science	Physical Science
<b>3-ring binder</b>	2" - Biology 2" - Biology H. 2" - Anatomy & Physiology 3" - AP Biology	2"	2"	1"	1"
<b>Composition book</b>	1 - Biology 2 - Biology H. 1 - Anatomy & Physiology	1 2-AP Chem	1	1	1
<b>Lined paper</b>			50 sheets		50 sheets
<b>3 x 5 note cards</b>				100 cards	
<b>Colored pencils</b>	Yes			Yes	Yes
<b>12 inch ruler (with metric)</b>					Yes
<b>Scientific Calculator (equivalent to TI-34 or higher)</b>		Yes	Yes		Yes
<b>Pencils</b>	Yes	Yes	Yes	Yes	Yes
<b>Blue or Black pen</b>	Yes	Yes	Yes	Yes	Yes

## History Department

3" binder for Honors and AP classes
1" binder w/ binder tab dividers or notebook
Loose leaf paper
Highlighter
Pens, Pencils
USB flash drive

## Math Department

Pencils
3-ring binder or Notebook
TI 83 or 84 Graphing Calculator* *TI 84+ preferred over TI 83 (AP Calculus-TI 83/84/89)

## World Languages Department

Foreign language dictionary
Binder
Loose leaf paper
Dividers

## Visual & Performing Arts Department:

<b>Ceramics</b>	<b>Art</b>	<b>Theater</b>
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:**

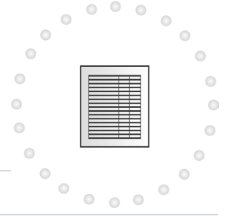
<b>Engineering</b>	<b>Graphic Design</b>	<b>Video Production</b>	<b>CADD</b>	<b>Metal &amp; Wood Tech.</b>
No.2 Pencils	2GB+ USB Drive	Writing Utensil	No. 2 Pencils	Pen and Pencils
3 ring binder		Notebook	1 3" Binder	Proper Footwear (No Open toed shoes)
Dividers		Folder	Paper	2 pocket folder/ notebook
Paper		1GB+ USB Drive	1GB+ USB Drive	
1/4" graph paper				
Ruler				
1 GB+ USB Drive				

**BURLINGTON COMMUNITY RESOURCES**

NJ 2-1-1 Need Help?.....	<a href="http://www.nj211.org">www.nj211.org</a> .....	2-1-1
Family Services of Burlington County.....	<a href="http://www.fam-serv.org">www.fam-serv.org</a> .....	800-963-3377
Providence House .....	<a href="http://www.providencehouse.org">www.providencehouse.org</a> .....	609-871-7551
SCIP .....	<a href="http://www.drenk.org">www.drenk.org</a> .....	609-835-6180
Lawyer Referral Telephone Service.....	<a href="http://www.burlcobar.org">www.burlcobar.org</a> .....	609-261-4862
Child Advocacy Center .....		609-265-5881
Division of Youth and Family Services.....		609-847-1753
Anonymous Tip Hotline.....	<a href="http://www.Wetip.com">www.Wetip.com</a> .....	800-782-7463

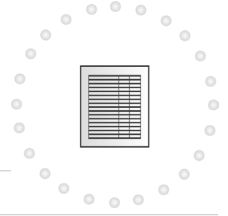


# NOTES





# NOTES





# NOTES

