

**BURLINGTON COUNTY  
INSTITUTE OF  
TECHNOLOGY**

**PARENT/STUDENT  
HANDBOOK  
2023-2024**



Welcome  
to the  
Burlington  
County  
Institute of  
Technology.



# WELCOME MESSAGE

Dear Students and Parents,

Welcome to the Burlington County Institute of Technology.

Students who come here have a unique opportunity to learn both academic skills and trade skills that will enable them to take a position in the world of work or to go on to postsecondary education. The school is prepared to provide its students with the highest quality career, technical, and academic education available. However, success depends mostly upon the amount of work and effort that the student puts into the educational process. Teachers, administrators, and staff always stand ready to help students and families toward this goal in any way possible.

Please be certain to read this handbook carefully, and discuss any questions students or families may have with teachers, guidance counselors or administrators.

Best wishes for success.

Christopher Nagy, Ed.D.,

Superintendent of Schools

Michael Parker, Principal – Medford Campus

Joseph Venuto, Principal – Westampton Campus



To the Students,

The Student Council Executive Boards would like to welcome you to your high school of choice, the Burlington County Institute of Technology.

The Councils are composed of student representatives and provide an opportunity for you as students to participate in school activities and contribute to the operation of your school. The Councils sponsor many activities and projects, these can only be accomplished with your support.

We hope you have a productive year and look forward to assisting you to ensure a successful school year.

The Student Council Executive Boards



# MISSION STATEMENT

The Burlington County Institute of Technology is a public, non-profit secondary and postsecondary institution.

**The foremost mission is to fully and comprehensively prepare adolescents and adults of Burlington County to enter the labor market and/or to continue their education in schools of higher learning.**

To this end, the Burlington County Institute of Technology shall:

- Respond to societal needs through the development of career and technical programs that reflect the technological advances of the greater community and meet the needs of both adolescent and adult learners.
- Provide programs to enable all students to become productive, self-fulfilled, lifelong learners.
- Develop and maintain reciprocal relationships with both civic and business communities.
- Support community-wide social, cultural, counseling and career and technical training programs, while jointly developing apprenticeship and occupational training programs with local businesses, industries, and educational institutions.
- Support students so that they can attain success in mastering the New Jersey Student Learning Standards in Grades 9 through 12 in a safe, secure, and caring environment.



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**THIS HANDBOOK CONTAINS INFORMATION THAT WILL HELP YOU UNDERSTAND AND KNOW THE RULES AND REGULATIONS OF THE BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY.**

You have a fundamental right to a free public education: However, you also have a corresponding responsibility to join with other students of the school district in respecting the rights and responsibilities of others in the building, and in establishing a climate for learning within the program(s) in which you have enrolled.

This STUDENT/PARENT HANDBOOK lists and emphasizes a number of policies and guidelines that directly affect you as a student as you pursue your career interest. If you feel that you need additional advice or clarification of the policies or guidelines that affect you, please do not hesitate to ask the appropriate person (teacher, counselor, assistant principal, or principal) about any questions or concerns that you have.

## CALENDAR

The following is the BCIT School Calendar for the 2023-2024 School Year. Please note the Board of Education reserves the right to modify the School Calendar as circumstances warrant. The calendar is also available at [www.burlcoschools.org](http://www.burlcoschools.org)

<b>AUGUST 2023</b>
22 - NEW STUDENT ORIENTATION 30, 31 - ALL TEACHERS REPORT
<b>SEPTEMBER 2023</b>
4 - LABOR DAY – All Schools, District Closed 5 - ALL STUDENTS & STAFF REPORT
21 - Back to School Night – All Teaching Staff 22 - Staff In-Service: Early Dismissal for Students 12:32 pm 25 - Yom Kippur – SCHOOLS CLOSED
<b>OCTOBER 2023</b>
9 - COLUMBUS DAY: SCHOOLS CLOSED 18 - Staff In-Service: Early Student Dismissal 12:32 pm 26 - Discovery Night – All Teaching Staff 27 - Staff In-Service: SCHOOLS CLOSED for Students
<b>NOVEMBER 2023</b>
9, 10 - NJEA CONVENTION: SCHOOLS CLOSED 10 - VETERANS DAY: SCHOOLS CLOSED 13 - Marking Period 1 Ends 15 - Staff In-Service: Early Student Dismissal 12:32 pm 22 - Early Dismissal 12:32 pm - Thanksgiving 23, 24 - THANKSGIVING: SCHOOLS CLOSED 30 - FALL PAC Dinner @ Westampton
<b>DECEMBER 2023</b>
13 - Staff In-Service: Early Student Dismissal 12:32 pm 22 - Early Dismissal 12:32 pm - WINTER RECESS 25-29 - WINTER RECESS: SCHOOLS CLOSED
<b>JANUARY 2024</b>
1 - WINTER RECESS/SCHOOL CLOSED 15 - Dr. Martin Luther King, Jr. Day: SCHOOLS CLOSED 17 - Staff In-Service: Early Student Dismissal 12:32 pm 25, 26 - Exams: Early Student Dismissal 12:32 pm; Sem 1 Ends 29 - Staff Semester Transition Day: SCHOOLS CLOSED for students
<b>FEBRUARY 2024</b>
14 - Staff In-Service: Early Student Dismissal 12:32 pm 16, 19 - PRESIDENT'S DAY: SCHOOLS CLOSED 22 - Back to School Afternoon – Early Student Dismissal 12:32 pm
<b>MARCH 2024</b>
13 - Staff In-Service: Early Student Dismissal 12:32 pm 28 - Spring Break: Early Dismissal 12:32 p.m. 29 - SPRING RECESS: SCHOOLS CLOSED
<b>APRIL 2024</b>
1-5 - SPRING RECESS: SCHOOLS CLOSED 11 - Marking Period 3 Ends
<b>MAY 2024</b>
17 - Early Dismissal 12:32 pm – Staff Wellness & Academic Recovery 27 - Memorial Day: SCHOOLS CLOSED
<b>JUNE 2024</b>
12, 13 - EXAMS: Early Dismissal: 12:32 pm Students ONLY 14 – Early Student Dismissal 12:32 pm, Sem 2 Ends; Last Day for Students 14 - GRADUATION 17 - Last Day for Teachers; No school for students 21 - Juneteenth: SCHOOLS CLOSED

## SENDING DISTRICTS

Burlington County Institute of Technology assigns students to a campus based on their residence according to the geographic boundaries established by BCIT local governing bodies. The below list shows which municipalities are assigned to each campus.

### WESTAMPTON CAMPUS

- Beverly
- Bordentown
- Bridgeboro
- Burlington City
- Burlington Twp.
- Chesterfield
- Cinnaminson
- Columbus
- Cookstown
- Crosswicks
- Delanco
- Delran
- Edgewater Park
- Fieldsboro
- Florence
- Jacobstown
- Jobstown
- Juliestown
- Mansfield
- N. Hanover Twp.
- Palmyra
- Riverside
- Riverton
- Roebling
- Springfield
- Willingboro
- Wrightstown

### MEDFORD CAMPUS

- Birmingham
- Browns Mills
- Chatsworth
- Eastampton
- Egg Harbor
- Evesham
- Fort Dix
- Hainesport
- Kresson
- Lenola
- Lumberton
- Maple Shade
- Marlton
- Marlton Lakes
- Masonville
- McGuire AFB
- Medford
- Medford Lakes
- Moorestown
- Mt. Holly
- Mt. Laurel
- N. Marlton
- New Gretna
- New Lisbon
- Pemberton
- Pine Grove
- Rancocas
- Rancocas Woods
- Shamong
- Southampton
- Tabernacle
- Vincentown
- Washington Twp.
- Westampton
- Woodland Twp.

## ACADEMIC ENRICHMENT

Students at Burlington County Institute of Technology are encouraged to acquire as much academic preparation as possible. Therefore, they may take an additional academic course, provided adequate progress is being maintained.

## ACCIDENTS

All accidents should be reported immediately to a teacher in the area and to the school nurse. Prompt medical care could prevent serious complications, and failure to report an accident may nullify insurance coverage.

## ACTIVITIES & ATHLETICS

Appropriate student behavior is required during activities and athletics. A student failing to cooperate with administrators, advisors, coaches and faculty members maybe denied the privilege of participating in these activities. Students are required to exercise care of school property.

Students are required to return athletic equipment and uniforms which were issued to them promptly and in a clean condition

Considering the civic, cultural, health and social aspects of our students’ lives to be important, the school will provide opportunities for students to participate in activities and athletics. Some examples may be:

### ----- INTERSCHOLASTIC SPORTS -----

Baseball	ESports (Medford)
Bowling	Girls Basketball
Boys Basketball	Girls Soccer
Boys Soccer	Softball
Cheerleading	Wrestling (Westampton)
Cross Country	

### ----- ACTIVITIES -----

ABIDE	National Art Honor Society
Assembly Programs	National Honor Society for Dance Arts
Boys to Men (Westampton)	National Technical Honor Society (CTE)
Class Activities	Newspaper
Debate Club (Westampton)	Occupationally Related Activities
DECA (Westampton)	People of Color Union
Equestrian	Performing Arts Club
F.C.C.L.A.	Photography Club
F.F.A.	PRIDE
Fitness Club	Recreational Book Club
Gay Straight Alliance	Robotics
Honor Guard	Science Club ( Westampton)
H.O.S.A.	SKILLS USA
Human Relations Club	Stage Crew
Impact Bible Club	Student Council
Interact (Medford)	Table Top Game Club
International Thespian Society	Teen Writer's Guild
Jaguar Band (Medford)	Video Tech Crew
Key Club (Westampton)	Vo-Tag (Talented and Gifted)
Leading Ladies (Westampton)	Volleyball Club
Muslim Student Association (Westampton Volunteer)	Women Of Tomorrow
National Honor Society	Yearbook
National Art Honor Society	

## ACTIVITY PERIOD SCHEDULE

On Activity Day, the students’ day will consist of four blocks with an activity period immediately following homeroom or at the end of the day following fourth block.

Activity Day schedules are available on the school website at [www.burlcoschool.org](http://www.burlcoschool.org)

## ADA/504 ACCOMMODATION PLANS

Section 504 is the section of the Rehabilitation Act of 1973 which applies to students with disabilities. In addition to school-age children who are eligible for special education services, Section 504 includes, for example, students with communicable diseases, attention deficit disorder (ADD), behavior disorders, chronic asthma and severe allergies, physical disabilities, diabetes and temporary disabling conditions.

If you believe your child is in need of an accommodation plan you may contact the ADA /504 Coordinator. At this stage you will be asked to put your concerns into writing to formalize the process. The ADA /504 Coordinator is Dr. Ashanti Holley. At all stages we will work closely with you to resolve your concerns.

## ADULT STUDENTS

Students 18 years of age or older, may:

1. Sign their permission slips to participate in athletic programs, field trips and other school activities.
2. Review their own official school records and are legally independent of their parents and do not need their consent for school activities.

Of course, a student 18 years of age or older must still obey school rules and regulations. Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including teachers, administrators and adult students. Whether 18 years or older, students may be held accountable—in terms of grades, disciplinary sanctions, or otherwise—for their attendance and conduct in school. The parent/guardian will be made aware of their adult student’s status. The law changes their status in school only that they, rather than their parents, are responsible for their actions.

School personnel reserve the right to accept or deny requests in accordance with law and school policy.

## AFFIRMATIVE ACTION POLICY

The Board of Education of the Burlington County Institute of Technology commits itself to the establishment of curricula and activities which allow students (1) to master skills necessary for successful careers (2) opportunities to update skills, and (3) to learn new skills. It affirms its belief that career-technical education is available to all interested people, regardless of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or AIDS, in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extracurricular and co-curricular activities, through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

Inquiries regarding compliance and handling of complaints should be addressed to Affirmative Action/504 Officer Dr. Heidi Bouchard or Ms. Valerie Lee

## AIDS/HIV EDUCATION

Burlington County Institute of Technology is committed to maintaining a safe educational /environment for all students and school personnel. HIV is not spread by casual, everyday contact. Therefore, barring special circumstances, students and staff who are infected with HIV shall attend school or work and so follow the schedule which they would be assigned if they were not infected as long as they are able.

There shall be no discrimination in employment based on having an HIV infection or AIDS. No school employee shall be terminated, non-renewed, demoted, suspended, or subjected to adverse administrative action based solely on the fact that he/she is infected with HIV (or is perceived to be infected). School employees who are unable to perform their duties due to an illness, such as those related to HIV, shall retain eligibility for all benefits to which they are entitled by virtue of the health plan in which they are enrolled and as an employee of the school district.

The district shall provide a sanitary environment and establish procedures for handling body fluids as recommended by the Centers for Disease Control.

The district shall administer a program of on-going education about HIV for students and staff.

All information about the identity of an HIV infected student or staff member will be kept confidential and comply with appropriate records restriction.

#### CONFIDENTIALITY

The people who shall know the identity of a student or school staff member who is infected with HIV are those who will, with the infected person and a student's parent or guardian, if the student is a minor, determine whether the person who is infected with HIV has a secondary infection that constitutes a medically recognized risk of transmission in the school setting. They are as follows:

1. The superintendent, or a person designated by the superintendent to be responsible for the decision
2. The personal physician of the infected person
3. A public health official

#### NOTIFICATION OF ADDITIONAL PERSONS

The decision makers listed above and the person infected with HIV (and a student's parent or guardian if the student is a minor), will determine whether additional persons need to know that an infected person attends or works at a specific school. The additional persons will not know the name of the infected person without the consent of the infected person and a student's parent or guardian, if the student is a minor. Depending on the circumstances of the case, the following persons may know about the person who is infected with HIV, but do not know his or her identity:

1. The school nurse
2. The school principal or designee

Additional persons may be notified if the decision makers feel that this is essential to protect the health of the infected student or staff member, or if additional persons are needed to periodically evaluate or monitor the situation. Consent for notifying these additional persons must be given by the infected person (and a student's parent or guardian, if the student is a minor).

#### CONFIDENTIALITY

All persons shall treat all information as highly confidential. No information shall be divulged, directly or indirectly, to any other individuals or groups. All medical information and written documentation of discussions, telephone conversations, proceedings, and meetings shall be kept by the superintendent in a locked file. Access to this file will be granted only to those persons who have the written consent of the infected staff member or the infected student's parent or guardian. To further protect confidentiality, names will not be used in the documents except when this is essential.

Any document containing the name, or any other information that would reveal the identity of the infected person, will not be shared with any person, not even for the purpose of word processing or reproduction.

Staff members will be advised of the seriousness of the confidentiality requirements and that a breach could make them liable to a lawsuit.

#### HIV PREVENTION EDUCATION

The Board of Education believes HIV education should be integrated into the comprehensive health education curriculum, but may also be applied to other curriculum areas.

Upon the request of parents or guardians, the HIV education curriculum shall be made available for their review. The superintendent shall establish procedures whereby pupils whose parent/guardian presents to the school principal a signed statement that a designated part of the instruction is in conflict with his/her conscience, or moral or religious belief, shall be excused from that part of the curriculum. Independent study shall be directed during the time a pupil is excused from part of the program. The independent study shall include alternative topics that do not conflict with the parent's/guardian's beliefs but fall within the same subject area (i.e., comprehensive health education) as the program from which the pupil is excused. No penalties as to credit or graduation shall result from such an exemption.

## ALLERGIES

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

Contact the school nurse at your campus for the full policy and notification of any allergies.

## ATHLETIC POLICY

The Board of Education of Burlington County Institute of Technology affirms its commitment to the equitable access to all its programs and activities for all students as articulated in its Affirmative Action Policy. Complaints of discrimination on the basis of sex in educational programs and activities should be directed to the designated Title IX officers: Heidi Bouchard (Medford Campus -609-654-0200, x8409) or Joseph Venuto (Westampton Campus - 609-267-4226 x8224).

#### STUDENT ELIGIBILITY FOR ATHLETICS

1. Student must be under 19 years of age on September 1st.
2. Student must satisfactorily undergo a physical exam by a physician and turn in a permission/medical form.
3. Student athletes must have attained 30 credits required by the State of New Jersey for graduation during the preceding year to be eligible for athletic competition.
4. Students must abide by all other articles set down by NJSIAA constitution, bylaws, and rules and regulations.

## ATTENDANCE POLICY

#### A. ATTENDANCE POLICY

New Jersey Statutes require regular attendance at school and provide procedures for enforcement. See Statutes: 18A: 38-25 18A: 38-26 18A: 38-27 18A: 38-28 18A: 38-29 18A: 38-30 18A: 38-31

1. Every student is expected to be in school every day, all day. Should the student be absent in excess of six (6) days per semester, then he/she will be placed on non-credit status. Students who reach a total of nine (9) or more days absent from school for the semester will not be eligible for non-credit remediation, and may be referred to the Superintendent for consideration for referral to the Board of Education for action. The Board of Education reserves the right to take any action it deems necessary in accordance with law, which includes administratively dropping from the school rolls students with ten days of consecutive absence. The notification of a student reaching non-credit status, along with the information referencing the appeal process and remediation procedures will be sent to the parent/adult student by certified mail.
2. "Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:
  - a. The student's illness,
  - b. Family illness or death,
  - c. Educational opportunities,
  - d. Excused religious observances, pursuant to New Jersey Statute,
  - e. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to statute,
  - f. The student's suspension from school,
  - g. The student's required **attendance** in court,



- h. Interviews with a prospective employer or with an admissions officer of an institution of higher education,
- i. Examination for a driver's license,
- j. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- k. An absence for a reason not listed above, but deemed excused by the Superintendent or designee, upon a written request by the student's parent(s) or legal guardian(s) to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence.

3. Make-up Work:

- a. Students are responsible for making up missed assignments/work upon return to school for each day/class absent.
- b. Time allowed to make up work equals the amount of time absent. Extensions may be granted by individual teachers.
- c. Students who cut class or are truant from school are not eligible to earn credit for make-up work.

- 4. Students who are in non-credit status in any class and/or shop and are passing must complete a prescribed period of time in a make-up session during the current semester equal to the number of days absent over 6 per semester, as listed above. Prescribed plans may be face to face, hybrid, or virtual.
- 5. Students who are in non-credit status and are failing must complete (for each failed course) an approved remediation program during the current year. Students and parents must consult with their school counselor to discuss remediation programs.
- 6. Families are responsible for seeing that students attend school regularly. If a student is absent, the family must maintain records as to why a student is absent. Records and medical notes are required to excuse absences. Excuse notes will be required to be turned in no more than 5 school days following the student's absences. Notes are required to be presented to the Division Head for religious holidays if these absences are to be counted as excused for non-credit purposes.
- 7. Students participating in school approved activities are not to be considered absent for non-credit purposes.
- 8. Students who are absent from school for anything other than approved school activities may not participate in any school activities scheduled for that day. (i.e., sports program, dances, C.I.E.)
- 9. Students who are truant or cut class four or more times a marking period, will receive a failing grade of no higher than 59 for that marking period.

**B. PARTIAL ABSENCES: LATENESS AND EARLY DISMISSAL**

- 1. Partial absences caused by lateness to school or early departure from school may affect their credit status and/or result in disciplinary action. (6) Unexcused lateness to school (tardies) within a semester will result in an afterschool detention to be assigned at conclusion of the current semester. (12) Unexcused tardies within a semester will result in two after school detentions assigned at the conclusion of the current semester. Failure to attend the assigned detentions may result in further disciplinary action. Students that exceed (12) unexcused tardies in a given semester will lose credit for that assigned block (Unexcused Tardy – Block One; Unexcused Early Dismissal – Block Four).
- 2. All students who report late to school will sign in at the designated location.
- 3. All students who are authorized to depart before dismissal time must sign out in the Main office. If a minor, the student shall be signed out by the legal guardian.
- 4. Students who leave school early without authorization or without signing out will be treated as a discipline matter as well as a partial absence.
- 5. Students who sign out early will have the record reflected for sign out time in Genesis student portal.
- 6. A request for early dismissal must be in writing from parent(s) or legal guardian(s) twenty-four hours in advance, other than for emergencies (those of eighteen years of age may write their own notes unless specified in IEP or other District practice), keeping in mind that the administration reserves the right to approve or deny the request.

- 7. No student will be released for early dismissal to other than a parent(s) or legal guardian(s) without written permission from the student's parent(s) or legal guardian(s).

**C. APPEAL PROCEDURE**

- 1. Parents or legal guardians and adult students may appeal to the Attendance Review Board by submitting a written request to the appropriate Division Head within ten (10) days of receipt of notification of a student reaching non-credit status.
- 2. An Attendance Review Board is to consist of the Division Head and/or his/her designee and other members on an ad hoc basis.
- 3. Parents or legal guardians of students or adult students who wish to further appeal the case may appeal in writing to the superintendent of schools.
- 4. The judgment of the superintendent may be appealed to the Board of Education, using the same procedure in the Sec. C3.

**D. HOMEBOUND INSTRUCTION**

Homebound instruction, which means individual instruction in the home or hospital, will be provided for any ill student absent from school five (5) consecutive days or more per semester, when the Board deems other educational services are impractical or unavailable. In order to receive homebound instruction, the Guidance office must receive a written request from the parents or guardians and the doctor. The BCIT administration shall approve applications for home instruction. Homebound instruction will be provided upon the request of the parent(s) or legal guardian(s) when the student is absent for five (5) consecutive days or more in accordance with Policy 2481. Home instruction shall be for a minimum of ten hours per week with instruction given on at least three days in a week in accordance with Policy 2481. Students shall be subjected to the school district response for unexcused absences during the school year as outlined in New Jersey Statute and Regulation 5200. In addition, unexcused absences from school or from classes within the school day shall subject a student to the disciplinary rules of the Board, which may include the denial of a student's participation in co-curricular activities and/or athletics. Repeated trancies that interfere with efforts of this Board and its staff in the maintenance of food order and the continuity of classroom instruction may result in the suspension or exclusion of any student from the course of study during which absences have occurred or the suspension of expulsion in accordance with Policy Nos. 5610 and 5620.

## ATTENDANCE REPORTS

Attendance reports are designed to help you keep track of your attendance. They will be issued upon the 4th and after the 8th absence of each semester. Non-credit status is reached upon the 8th absence. See Attendance Policy.

## AUTOMOBILES

Proper registration of vehicles driven to school must take place prior to receiving driving privileges.

**GUIDELINES FOR DRIVERS**

- Student vehicles must be registered with the school.
- Only the student issued the permit is to operate the vehicle.
- Students are not to transport riders without permission.
- Failure to comply will result in the revocation of driving privileges.
- Vehicles that are not properly registered may be towed at the owner's expense.
- Notify the office of changes in vehicles or license plate.
- Observe all speed postings on the school grounds.
- Park only in the designated area and between the lines.
- At dismissal, keep in one lane to the right and do not cut between buses.
- Unsafe operation of a vehicle will result in withdrawal of driving privileges.
- Cars must be locked.
- Students are not allowed in cars during school hours.
- Students may not go to the parking lot during school hours without permission.

- A special permission to drive for one day may be obtained with a written request from parents. Requests must be made one day in advance.
- Vehicles on school property may be subject to school administrator search with reasonable cause.
- The police may be called if necessary.
- Students are not permitted to remain in their parked vehicles
- Upon parking their cars, students must enter the building immediately.
- Once students have arrived on school property, they are not permitted to leave unless they have the permission of an administrator.
- Upon suspension of driving privileges, students are not permitted to drive any vehicle on school property.

## BELL SCHEDULE

Complete bell schedules are available on the school website at [www.burlcoschools.org](http://www.burlcoschools.org). **TEACHER SIGN IN 8:10**

### BLOCK 3A LUNCH

Pre Homeroom	8:12–8:21
Homeroom	8:21–8:26
One	8:26–9:46
Two	9:50–11:10
Three A – Lunch	11:14–11:54
Three	11:58–1:18
Four	1:22–2:42

### BLOCK 3B LUNCH

Pre-Homeroom	8:12–8:21
Homeroom	8:21–8:26
One	8:26–9:46
Two	9:50–11:10
Three	11:14–11:54
Three B – Lunch	11:56–12:36
Three	12:38–1:18
Four	1:22–2:42

### BLOCK 3C LUNCH

Pre Homeroom	8:12–8:21
Homeroom	8:21–8:26
One	8:26–9:46
Two	9:50–11:10
Three	11:14–12:34
Three C – Lunch	12:38–1:18
Four	1:22–2:42

### ½ DAY BELL SCHEDULE

Homeroom	8:12–8:36
Block I	8:26–9:24
Block II	9:28–10:26
Block III	10:30–11:28
Block IV	11:32–12:32
Dismissal	12:32

NOTE: At the Westampton Campus add one-minute additional passing time between each block.

## CAFETERIA

A cafeteria is provided so that students may purchase and eat their breakfast and lunch. Observing the following regulations will tend to make it a more pleasant place to eat, as well as facilitating the service.

- At no time may students reserve seats for others. There will be no reservations, such as placing purses, books, etc., on tables before students start in the cafeteria line.
- While eating, all students must be seated.
- No cutting in line is permitted.
- No chairs are to be placed at the edge of the tables. Upon leaving the cafeteria, chairs must be pushed under the tables.
- Students should have their money/I.D. ready when arriving at the cash register.
- Students must return trays, dishes, and silverware to the dishwashing window. All paper bags, cartons, napkins, and other waste paper must be put in the container provided for that purpose. Tables are to be left free of debris.
- All accepted rules of good manners and social grace should be practiced in the cafeteria.
- Boisterous conduct, running, shouting, throwing paper or food etc., are considered poor conduct and will not be permitted.
- During their lunch periods students may go out of the cafeteria during designated times, to the permitted outside areas. Students are not to walk through the halls or go to their lockers. Students are not permitted to leave the campus without permission. Disciplinary action will be taken with students who leave without permission.

## CHILD STUDY TEAM

The Child Study Team whose services are required by New Jersey Administrative Code 6A:14-3.1 consists of specialists trained to diagnose educational problems and prescribe possible solutions. The Child Study Team consists of a school social worker, psychologist, and learning disabilities teacher consultant. This team is available for evaluation, consultation, and counseling.

## CLASS PARTICIPATION

Students are here to participate in the entire school program. This means that they must be prepared for and participate in all school academics and physical education classes as well as career major classes.

## CODE OF CONDUCT

The Pupil Discipline/Code of Conduct (BCIT Board of Education Regulation # 5600.B) is available to view at the following [link](#), or is available by contacting the principal's office of either campus. The Code of Conduct is a document which provides guidelines upon which student discipline will be dispensed. However, each case must be individually evaluated and the administration has the right to determine the appropriate discipline based on the facts of the offense.

Refer to page 8 for the Discipline Point System.

## COMPUTERS

### ACCEPTABLE USE POLICY FOR STUDENT USE OF COMPUTERS STUDENT ACCESS TO COMPUTERS

Students are required to return a signed Acceptable Use of Educational Technology Student-Parent Contract in order to have access to any computers in the district.

### GENERAL INFORMATION

The Burlington County Institute of Technology provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination, and the use of global communication resources. Employees of Burlington County Institute of Technology reserve the right to monitor all activity on district technology.

Any action by a user that is determined by a supervising party to constitute an inappropriate use of resources or an improper restriction of others from using and enjoying those resources, is strictly prohibited and may result in termination of the offending users' access and other action in compliance with the district's discipline code.

The district may modify these rules at any time by publishing modified rules.

### INFORMATION CONTENT AND USES OF THE COMPUTER

The user agrees not to publish on or over the computer any offensive information. The user further agrees not to use the computer to conduct advertising, solicitation, or any activity which is prohibited by law.

Because Burlington County Institute of Technology provides, through connection to the Internet, access to other computers around the world, students and their parents understand that the district and supervising party have no control over content. The district will provide students access to Internet resources only in supervised environments and will take all possible steps to lock out objectionable areas.

### ONLINE CONDUCT

The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions. Specifically, the user will conform to copyright and licensing laws and will not plagiarize the work of others.

## SOFTWARE LIBRARIES

Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the supervising party. Any software having the purpose of damaging another user's files or the district computers and software (e.g., computer viruses) is specifically prohibited.

## REAL-TIME, INTERACTIVE COMMUNICATION AREAS

The supervising party, at his/her sole discretion, reserves the right to immediately terminate the access of a user who misuses real-time conference features (talk /chat/internet relay chat).

## ELECTRONIC MAIL

The supervising party reserves the right to inspect mail, to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Burlington County Institute of Technology reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on a BCIT computer.

## SECURITY

Attempts to access files of another user or of a supervising party may result in termination of access privileges. Any user identified as a security risk may have his access terminated and/or be subject to other disciplinary action.

## VANDALISM

Vandalism is any malicious attempt to harm or destroy the computer, any of the networks that are connected to the Internet backbone, peripherals, or resident software. This includes, but is not limited to, the loading or creation of computer viruses. Acts of vandalism may result in cancellation of computer access, and other disciplinary measures in accordance with the district's discipline code.

## GAME PLAYING

Game playing over dial-up links or other inter-machine communication is prohibited.

## PRINTING

The printing facilities of BCIT should be used judiciously. Unnecessary printing adds expense and shortens the life of the equipment.

# COUNSELING CENTER

The guidance department exists to be an advocate for the student. The counselors work with the students continually beginning before the point of matriculation, while the student is still in the sending district, and ending at graduation and beyond, supplying school records for employers and postsecondary education.

In addition, counselors assist students in making important adjustments to school, and to changes in their personal, familial, and social lives. Counselors closely monitor the student's educational progress by reviewing the results of standardized tests, quarterly report cards, proficiency profiles, the student's attendance record, and other data.

Guidance services are services for and about students that are concerned with their successes and with their educational and emotional needs. Parents and students are encouraged to make use of the services and information provided by the Guidance Department in the following areas:

Armed Forces information

Assisting students who have limited English proficiency

Assistance with personal matters

Assistance with school matters

Assistance with subject selection

Child abuse, neglect and missing children reporting

College information Disaffected students Disruptive students

Distributing admission information

Issuing and processing working papers

Keeping students records

Schedule adjustments

School-to-Work /Continuing Education Planning

Testing and test information Vocational information Vocational placement

Vocationally talented and gifted students

# COURSE MAKE-UP

Course remediation is accomplished by completing an approved online course or attending courses offered in other New Jersey school districts. For assistance and complete information, students should consult their guidance counselor.

The following policy shall apply to course failures:

Pupils who fail a career program will be subject to the following based upon the specific grade level:

1. Freshman Year- students who fail their career major subject during the second semester must re-explore the shop areas during the first semester of the sophomore year and be placed in a different career major.
2. Sophomore and Junior Year-students who fail ten (10) credits during these four semesters in their career major area will be directed to sign out of BCIT and return to their sending district high school.
3. Senior Year-seniors must pass all of their career major credits attempted to be eligible for graduation.
4. A student who fails a state required subject or a school required subject must make up the subject. The student may make up the failed subject in an approved remedial program. The failed course(s) must be remediated prior to the start of the next school year.
5. A student cannot begin a remediation course prior to the posting of final grades according to the Board approved grading cycle for that school year.

# COURSE OFFERINGS

## CAREER MAJORS

The following is a list of the career majors.

## WESTAMPTON CAMPUS

Advertising, Art & Computer Graphics

Allied Health Professionals

Architecture Design Technology

Automotive Technology

Cosmetology

Criminal Justice

Culinary Arts & Hospitality

Dental Assisting

Diesel Technology

Future Educators

Electronics

Entertainment Technologies

Fashion Design & Merchandising

Heating, Ventilation, Air Conditioning/Refrigeration

Information Technology

Marketing and Entrepreneurship

Plumbing

Pre-Engineering

Printing/Graphic Communications

Sports Medicine

Transportation, Logistics and Distribution (TLD) in Warehouse Management

Veterinary Technology

## MEDFORD CAMPUS

### Academy of Performing Arts:

Dance  
Theatre  
Instrumental/Vocal

### Advertising, Art & Computer Graphics

### Allied Health Professionals

### Architecture Design Technology

### Auto Collision Repair Technology

### Automotive Technology

### CNC Machinist (Industry 4.0)

### Computer Engineering

### Construction Technology

### Cosmetology

### Criminal Justice

### Culinary Arts & Hospitality

### Electrical Technology

### Entertainment Technologies

### Heating, Ventilation, Air Conditioning/Refrigeration

### Information Technology and Cybersecurity

### Sports Medicine

### Veterinary Technology

### Welding Technology

## LIST OF ACADEMIC COURSES

Courses will be offered provided there is sufficient enrollment. Student must have successfully completed the preceding level of study area before undertaking a higher level, (i.e., Chemistry, Physics).

Algebra I & II (CP & Honors)	Probability & Statistics (Honors)
American Sign Language I, II	Spanish I, II (CP & Honors)
Biology (CP & Honors)	STEM (CP)
Calculus (Honors)	United States History I & II (CP & Honors)
Chemistry (CP & Honors)	World History (CP & Honors)
English I, II, III, IV (CP & Honors)	AP Chemistry
Financial Literacy	AP Language & Composition
Foundations of Art	AP Literature & Composition
Geometry (CP & Honors)	AP World History
Health & Physical Education I, II, III, IV	
Physics	
Pre-Calculus (Honors)	

## DISCIPLINE GUIDELINES

All teachers and administrators have a responsibility to all students who attend the Burlington County Institute of Technology to maintain a positive atmosphere that is conducive to learning at all times. Students who are sent out of class or to the office for disciplinary reasons are to report to the Assistant Principal's office immediately where appropriate action will be taken. Failure to report to the office when so directed is cause for administrative action. Do not leave the office until you have been spoken to by a school administrator, or until you have been given instructions to go elsewhere. Students who disrupt the learning environment, or violate school rules or laws are subject to school disciplinary action. Disciplinary action may include counseling, loss of privileges, detention, assignment to in-school suspension, out-of-school suspension, Saturday sessions, parental conference, expulsion, or other appropriate measures. All

pertinent information will be considered when disciplinary action is taken. New Jersey law gives school officials the right to take disciplinary action and requires appropriate behavior by students. Students should understand that all misbehavior is subject to disciplinary action. The Burlington County Institute of Technology is committed to providing a safe, quality learning environment. Students and Parents are urged to carefully review the following State Laws:

### 18A:37—1. SUBMISSION OF PUPILS TO AUTHORITY

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

**18A:37—2. CAUSES FOR SUSPENSION OR EXPULSION OF PUPILS** Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school.

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

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person, having authority over him;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other pupils;
4. Physical assault upon another student;
5. Taking, or attempt to take, personal property or money from another pupil, or from his presence, by means of force or fear;
6. Willfully causing, or attempt to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by a school district;
9. Incitement which is intended to and does result in truancy by other pupils;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises.

### 18A:37—2.1. ASSAULTS BY PUPIL UPON TEACHER, ADMINISTRATOR, BOARD MEMBER OR EMPLOYEE OF BOARD OF EDUCATION; SUSPENSION; EXPULSION PROCEEDINGS

Any pupil who commits an assault, as defined pursuant to N.J.S.2C:12—1, upon a teacher, administrator, board member or other employee of a board of education, acting in the performance of his duties and in a situation where his authority to so act is apparent, or as a result of the victim's relationship to an institution of public education of this State, shall be immediately suspended from school consistent with procedural due process pending expulsion proceedings before the local board of education. Said proceedings shall take place no later than 21 calendar days following the day which the pupil is suspended.

### 18A:37—3. LIABILITY OF PARENTS OF PUPILS FOR DAMAGE TO PROPERTY

The parent or guardian of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court of competent jurisdiction, together with costs of suit.

### DISCIPLINE AND STUDENTS ACTIVITIES

The Burlington County Institute of Technology school district has an obligation to implement a plan for safe schools and the orderly process of education. Our school must see to it that each student learns through school experiences to recognize the essential worth of each individual, to adjust personal behavior to the welfare of the

group and to respect the rights and property of others. Procedures must be developed which enable our schools to provide an atmosphere for the development of effective citizens for the society in which they exist.

With the above in mind, students must assume responsibility for their actions and behavior. Negative behavior will not be tolerated and sometimes results in a suspension from school.

Multiple offenders must learn to modify their behavior or forfeit privileges and/or activities.

#### **DISCIPLINE POINT SYSTEM**

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 BCIT community may be limited as a result of behavior or misconduct that warrants such limitation.

BCIT 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 our schools.

Discipline points will be assigned as follows:

#### **INDIVIDUAL STUDENT DISCIPLINE LEVELS**

A student's privilege to participate in school trips, school dances, the Junior/Senior Prom, leadership positions in athletics, CTSO's, and activities, and student driving privileges and other certain school sponsored activities will be repealed after any of the following:

- 16 point accumulation
- Three (3) In-school or out-of-school suspensions during the year (combined)
- Violation of drug and alcohol policy

#### **SENIOR TRIP PRIVILEGES**

A student's privilege to participate on Senior Trip will be repealed after any of the following:

- 16 point accumulation
- Three (3) In-school or out-of-school suspensions during the year
- Violation of drug and alcohol policy

NOTE: Money already committed for the Senior Trip is not guaranteed to be returned.

#### **APPEALS**

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

## **DANGEROUS INSTRUMENTS & WEAPONS**

Any person found on school property with an instrument that has the potential to be used as a weapon, e.g., knife, gun, razor, club, brass knuckles, chains, mace, pepper spray and others shall be reported immediately to the principal. The principal or designee shall confiscate the instrument/weapon and report the incident to the legal parent/guardian, if the person is a minor. A report will be made to the superintendent of schools.

If a student is in the possession of an instrument which poses a safety hazard, in the opinion of the principal or designee, the student may be banned from school property.

If, in the opinion of the principal or designee, the possession of the said instrument/weapon represents a potentially threatening situation to the student, other students, and/or school property, the principal shall report the incident to the police. Any incident involving a gun will be reported to the police.

Possession of a weapon is a cause for suspension. (18A:37-2.2)

At no time are pyrotechnic devices of any kind permitted on school grounds.

## **DECA**

The Distributive Education Club of America is a national association of marketing students which seeks to provide its members with a unique opportunity to merge their classroom instructional program with education and leadership development activities. These goals are achieved through participation in many different chapter events. Among these are competitive events at the state and national level, goal conferences, and community involvement.

## **DRESS CODE**

### **BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY**

#### **DRESS CODE**

The purpose of this dress code is to prepare students for expectations of the world of work and to promote the image of the school district. The standards are (1) Workplace Preparation, (2) Safety, and (3) Professionalism. Students are urged to emulate the dress code of successful adults in the occupation for which they are preparing. All students are required to dress in a manner that reflects good taste, modesty and appropriateness. Choice of attire should be made according to the health, safety and welfare of all students.

#### **SHIRTS FOR STUDENTS: Workplace Preparation/Professionalism**

##### **ACCEPTABLE (any solid color)**

Collared golf style or dress shirt (short or long sleeved), or turtleneck. Blazers are acceptable over the appropriate collared shirt. Ties may be worn. Shirts must be loosely fitted, and midribs must be covered; all shirts must be buttoned above the chest line; shirt colors are only **solid**; short collars may be trimmed in complementary color (i.e. blue shirt with white collar); short logos may be no larger than half a dollar.

##### **NOT ACCEPTABLE**

T-shirts, tank tops, thin strapped or strapless tops, tube tops, mesh, fishnet styles, or clothing that exposes the back, chest or midriff, and low cut shirts; shirts worn under acceptable dress code shirts with stripes, logos or sayings; material cannot be made of denim or see-through fabric.

#### **SWEATERS AND SWEATSHIRTS FOR STUDENTS:**

##### **Workplace Preparation/Professionalism**

##### **ACCEPTABLE (any solid color)**

Crew-necked, V-necked or cardigans over collared shirts (as specified above). Sweater and sweatshirt length must extend to and be no longer than the hip area; sweaters and sweatshirts must be loosely fitted; sweater and sweatshirt colors are solid; sweater and sweatshirt logos may be no larger than a half dollar. BCIT apparel, excluding T-shirts, will be acceptable: hooded sweatshirt, long sleeve shirts, sweatshirt, and light jackets will not be considered a violation.

##### **NOT ACCEPTABLE**

School issued sports uniform unless given permission, all non-BCIT hooded sweaters, hooded sweatshirts, jackets, coats, windbreakers, warm-up jackets, full zip sweatshirts, gloves and any type of outer garment may not be worn in the classrooms or the cafeteria during the regular school day; sweatshirts with different color trim or material cannot be made of see through or denim fabric. The items referenced above should be placed in the locker prior to homeroom.

#### **PANTS (SLACKS), SKIRTS and DRESSES FOR STUDENTS:**

## Workplace Preparation/Professionalism

### ACCEPTABLE (please refer to the administrator's published color palette)

Slacks, dress pants, skirts, dresses and shorts must be no shorter than mid-thigh (fingertip length), slits should not extend any higher than two inches above the knee). Pants must be appropriately sized and worn at the waist. Dresses do not need a collar, must be loosely fitted, and midriffs must be covered; all dresses must be buttoned above the chest line, have an appropriate neckline and must be solid color. Solid leggings with a dress code approved tunic (to fingertip length) are acceptable. Pants (slacks), skirt and short colors are only according to color palette, except white.

### NOT ACCEPTABLE (PLEASE REFER TO THE ADMINISTRATOR'S PUBLISHED COLOR PALETTE)

Material made of sheer, see-through, shiny nylon and denim, along with chain, link or metal belts. Overalls, sweatpants and frayed, torn or unraveled look on clothing is also prohibited.

### FOOTWEAR FOR STUDENTS (Safety)

#### ACCEPTABLE

Shoes with rubber or hard soles, and sneakers that cover the entire foot; open toe dress shoes or sandals that have back straps (except in career major areas directed by teacher/safety precautions).

#### NOT ACCEPTABLE

Flip flops, slides, shower shoes, or slippers of any type.

### HEADWEAR (Professionalism)

#### ACCEPTABLE

Headwear that is specific to religious affiliations.

#### NOT ACCEPTABLE

Hats, scarves, bandanas, wave caps and sunglasses.

**Final determination of what is acceptable and not acceptable will be made by the administration.**

If you have any questions regarding the dress code, please contact an administrator.

## DRUGS & ALCOHOL

The Board recognizes that drug and alcohol abuse presents a growing problem in society, and is aware of the vital role played by the schools in the efforts of the community to control this problem. The board recognizes that an educational and therapeutic approach to the problem is more effective than one which is solely punitive in nature.

Drug and alcohol use or abuse interferes with the teaching/learning process and poses a serious safety hazard. Therefore, the use, possession, or sale of any type or quantity of drug, drug paraphernalia, or alcoholic beverage by students is strictly prohibited at Burlington County Institute of Technology or at any school function.

For purposes of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
- All alcoholic beverages;
- Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy;
- Any drug, drug paraphernalia, or substances represented as a controlled dangerous substance, or those substances appearing to be controlled dangerous substances as prohibited by law.
- Any anabolic steroids.

### DISTRICT REGULATIONS ON DRUG & ALCOHOL ABUSE:

#### A. STAFF AND ADMINISTRATIVE PROCEDURES

Any staff member to whom it appears that a pupil may be under the influence of intoxicating drugs on school property or at a school function shall report the matter as soon as possible to the school nurse/medical inspector and the principal or his/her designee.

Any staff member to whom it appears that a pupil is using or in possession of an intoxicating drug on school property or at a school function shall report the matter as soon as possible to the principal or his/her designee.

The pupil shall be placed in a protective environment for observation and care by the school nurse or school physician until his or her parent(s) or guardian(s) can be contacted.

The principal shall request the assistance of the school nurse or school physician in assessing the physical state of the pupil. This shall not be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a pupil when acting in loco parentis and as an agent of the parent(s) or guardian(s) and for the welfare of the pupil.

The pupil's parent(s) or guardian(s) will be notified by phone of the incident. A description of the situation and symptoms shall be provided. If no parent or guardian phone contact can be made within thirty (30) minutes of the incident, the pupil will be transported to the District's medical provider.

The Principal or his/her designee shall arrange for an immediate examination of the pupil. The examination of the pupil may be performed by a physician selected by the parent or guardian or the services of a medical provider chosen by the Board of Education. If the chosen physician is not immediately available, the examination shall be conducted by the chosen medical provider of the Board of Education. The pupil shall be examined within the next two (2) hours for the purpose of diagnosing whether or not the pupil is under the influence of alcohol or other drugs.

If, at the request of the parent or guardian, the medical examination is conducted by a physician other than the school medical provider, such examination shall not be at the expense of the Board of Education.

Provisions shall be made for the appropriate care of the pupil while awaiting the medical examination.

A written report of the medical examination shall be furnished to the parent or guardian, the principal, and the chief school administrator by the examining physician or provider within twenty-four (24) hours.

If the written report of the medical examination is not submitted to the parent or guardian, principal and chief school administrator within 24 hours, the pupil shall be allowed to return to school in an appropriate educational setting as determined by the principal until such time as a positive diagnosis of alcohol or other drug use is received.

If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of alcohol or other drugs, the pupil shall be returned to the care of the parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the principal and the chief school administrator, from a physician to diagnose alcohol or other drug use. The report shall certify that substance abuse no longer interferes with the pupil's physical and mental ability to perform in school.

In accordance with N.J.A.C. 6:29-6.5(a)8, refusal or failure by a parent or guardian to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:35-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et. seq.) laws and the appropriate reports will be made.

While the pupil is home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the pupil's alcohol or other drug use and its effect on his or her school performance.

Any staff member who confiscates any drug (as defined in the policy), drug paraphernalia or substance represented as CDS's, shall turn these over to the principal or his/her designee.

Police may be notified of pupils in possession of items outlined above and pupils may be charged with violations of criminal law; said items may be turned over to the police.

Violence, Vandalism and Substance Abuse Incident Report forms will be filed with the State Department of Education as required by law by the staff member. In accord with N.J.S.A. 18A:40A-14, any teacher, guidance counselor, school psychologist, school nurse, substance awareness coordinator or other educational personnel, employed by public or private schools, who in good faith reports a pupil to the principal or his designee or to the medical inspector or school physician or school

nurse in an attempt to help such pupil cure his abuse of substances shall not be liable in civil damages as a result of making such a report.

#### **B. MEDICAL ASPECTS**

New Jersey Statute 18A:40-4.1 (an act to provide for medical examination of school pupils) will be invoked for those pupils who may be under the influence of drugs or certain toxic chemical compounds. In addition, any student in possession of drugs or certain chemical compounds may be subject to the same type of medical examination as noted in New Jersey Statute 18A:40 -4.1.

Upon returning to school, the pupil will be referred to the appropriate counselor. A determination will be made at this time if further counseling or other services are required. (See Education Assessment and Treatment).

#### **C. DUE PROCESS PROCEDURES AND SANCTIONS**

In case of possible substance abuse or illegal possession, all applicable student due process rights will be observed.

Any pupil who is suspected of possession or being under the influence of drugs or certain intoxicating chemical compounds can be subject to an interrogation and/or search by school officials.

A parent or guardian will be notified by phone (when possible) of any disciplinary action taken concerning his/her child. An adult student will be notified at the time the disciplinary action is taken. In either case, a letter will be sent to the appropriate person(s).

Disciplinary action for students who are under the influence or in possession of drugs or certain intoxicating chemical compounds may be as follows:

First Offense: Suspension from school for a period not to exceed ten days, police contact, and possible CST referral.

Second Offense: Suspension from school, police contact, and recommendation to Board of Education for expulsion. The recommendation for expulsion can be waived if the student provides evidence that he/she is enrolled in a drug abuse treatment program, or does become involved in a treatment program within thirty days of the offense.

Any pupil caught selling or distributing or in possession with intent to distribute drugs or certain intoxicating chemical compounds on school grounds or at a school function will be suspended from school, and the local police will be notified. A recommendation for expulsion will be made to the Board of Education.

#### **EDUCATION ASSESSMENT AND TREATMENT:**

If it appears that a student has a drug/alcohol related problem that affects his/her performance in school, or is a threat to the student's health an assessment to determine the extent of the pupil's drug or alcohol use and dependency shall be performed. Such assessment may be made through the use of trained service providers, certified alcoholism or substance abuse counselors, or in conjunction with a certified teacher or guidance counselor. Any assessment shall include consultation with the Principal and/or Assistant Principals to help assess the impact of any problem on school performance.

Treatment includes, but is not limited to, the following:

- Provision for educational instruction, counseling, and related services.
- Referral to a community agency recommended by the County Alcoholism
- Authority or the State Department of Health.
- Provision of support services for pupils who are in care or returning from care for drug or alcohol dependency.

#### **D. EDUCATIONAL CONSIDERATIONS**

Appropriate programs:

A pupil who is at home for five (5) or more days will be eligible to receive homebound instruction in accordance with school policy.

The curriculum shall provide a minimum of ten (10) clock hours per school year of drug and alcohol education pursuant to N.J.S.A.18A:4-28-7.

#### **E. POLICY REVIEW**

An annual review of policy and procedures will be conducted by a committee appointed by the chief school administrator. The committee will include representatives of the community and will complete the review by January 31 of each school year.

Drug and alcohol policies and procedures for the discipline, evaluation, and treatment of pupils will be published annually in the Teacher's Handbook and Student/Parent Handbook and made available to staff, pupils, and parents or guardians.

#### **F. POLICE PRESENCE AT EXTRACURRICULAR ACTIVITIES**

The Chief school administrator is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the chief school administrator believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

#### **G. CONFIDENTIALITY OF PUPIL INVOLVEMENT IN INTERVENTION AND TREATMENT PROGRAMS.**

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program shall be kept strictly confidential. See 42 C.F.R.2 and N.J.A.C. 6:3-6.6.

#### **H. SEARCH OF SCHOOL PARKING AREAS:**

- To ensure a safe and effective learning environment, drug-sniffing dogs from the County Prosecutor's Office and/or the local authorities may be brought in at random to search building areas and parking areas for illegal drugs.
- The administration met with members of the Burlington County Prosecutor's Office and reviewed the procedures that are used in other schools.
- The following procedure was developed for BCIT:
- Select search dates known only to the Superintendent, the Building Principals and the County Prosecutor's Office.
- Drug-sniffing dogs will search for illegal drugs in lockers, classrooms, hallways and vehicles parked on school property. Note: Lockers are school property.
- While lockers are being searched, students are kept out of the hallways and/or locker rooms.
- Before classroom searches, students leave all belongings and are escorted to another part of the building.
- If drugs are suspected in a locker, coat, pocketbook or book bag, a search warrant will be secured in order to conduct a more thorough investigation.

Note: At no time will students be checked for drugs by drug-sniffing dogs, nor will they have any physical contact with dogs. In addition to these random searches, items belonging to students participating in class trips will also be searched by drug-sniffing dogs.

Students found in possession of illegal drugs as a result of these searches are subject to actions by the County Prosecutor's office and disciplinary actions in accordance with the district's Drug Policy.

## **EARLY RELEASE OPTION**

Any eligible senior student whose career major meets fourth block may leave early with a completed Early Release contract signed by a parent or guardian. Students who qualify for the program can either have their parent or guardian pick them up or if registered as a student driver may leave in their own vehicle. To maintain eligibility, seniors must remain academically eligible, on credit status, and not violate the Individual Student Discipline Levels as outlined in the Student/Parent Handbook or their early release will be revoked. Students with 3C lunch will be dismissed at the conclusion of 3B. Students with A or B lunch will be dismissed at the conclusion of 3C. Students will check out of school at the main office and then exit the building. To maintain eligibility seniors must:)

1. Have earned 37.5 career major credits by the end of their junior year (7.5 freshman year, 15 sophomore year, 15 junior year).

2. Be on target to accrue the necessary hours for certification purposes, if applicable
3. Enroll in (1) CTE course per semester (3rd block) during senior year.
4. Be in good academic standing (No outstanding credit remediation; ie. Keystone) and on target to meet all state requirements for graduation.

## ELECTRONIC/GAMING DEVICES

Sound reproducing and other electronic devices such as radios, iPods, paging devices, cellular telephones, laser pens, cameras, CD players, MP3 players, digital cameras, video cameras, any other recording devices and portable DVD/game players can be disruptive to instruction. Students will be permitted to use electronic devices in the building during the school day. Electronic devices may be utilized in the classroom as learning tools at the discretion of the teacher. If the use of the device interferes with the instruction, a disciplinary referral may result. Students are not permitted to make phone calls from their cell phone at any time during the school day.

BCIT is not responsible for lost or stolen devices. Emergency phone calls can and should be made from the front office.

## EMERGENCY INFORMATION

Each student must complete the Medical & Contact Information in the Genesis Parent Portal: student's and parent's names, address, home, mobile, and work phone number and the names, addresses and telephone numbers of other persons who could be notified in case of an emergency.

Contact Information will be maintained and updated in the Genesis Parent Portal.

## EMERGENCY SCHOOL CLOSING

In the event that it becomes necessary to close school because of weather or emergency, announcements will be made on KYW 1060 AM. Our school code is 674. In the case of inclement weather, parents are urged to check the school code of the sending district and to contact the sending school district to find out about bus transportation. In the event of a two-hour delayed opening, students will report to school at 10:12 AM.

Families that are online can access school closing information at <http://www.burlcoschools.org> or at <http://www.6abc.com>. Additionally, families can view our social media sites for updated closing information.

BCIT utilizes the Blackboard Connect system which provides direct phone calls to families with updates from the district. Please be sure to keep your phone contact information updated with the school.

## EXPECTATIONS FOR STUDENT BEHAVIOR

We, the students, parents, teachers, administrators and the Board of Education of this school district expect all students to fulfill the behavioral expectations of the school community, and to:

1. Prepare themselves mentally and physically for the process of learning.
2. Demonstrate respect for people and property.
3. Take responsibility for their own behavior and learning.
4. Conduct themselves in a manner appropriate to a school and work environment.
5. Use time and other resources responsibly.
6. Share responsibilities when working as a member of a group.
7. Meet the unique requirements of each class.
8. Monitor their own progress toward objectives.
9. Communicate with parents and school personnel about school-related matters.

## EXPLORATORY: CAREER MAJOR

The purpose of the Career Major Exploratory Program is to expose all incoming students to a select number of career options prior to their selection of a career major course. The student, parent, guidance counselors, Child Study Team and career major instructor will participate in the career major selection process.

### PROCEDURE:

Each entering student will have four exploratory cycles in career majors during the first semester of his or her initial year at BCIT. Students will select five career majors and will be assigned to four career majors. New student exploratory programs will be scheduled in the fourth block of each day.

At the conclusion of the fourth exploratory cycle, the student will have the opportunity to rank their career major choices, with the advice of his/her parent/guardian, career major instructor and guidance counselor.

Guidance counselors will assess and match students to their career major choices dependent upon their scores in each Exploratory course, space availability in the career major program and student/parent selections ranking of the career major choices.

### SCHEDULE:

- Cycle 1 September 5 - September 18, 2023
- Cycle 2 September 19 - October 6, 2023
- Cycle 3 October 10 - October 24, 2023
- Cycle 4 October 25 - November 13, 2023

All students will remain in their fourth exploratory until permanent placement which will begin on November 15, 2023.

## FACILITIES NOTICE

BCIT has implemented an Integrated Pest Management (IPM) Policy that is a holistic approach to managing pests. The entire policy is posted on the school website at [www.burlcoschools.org](http://www.burlcoschools.org) or is available by contacting the principal's office of either campus. BCIT is compliant with all applicable Asbestos Hazard Emergency Response Act (AHERA), PEOSH Hazard Communications Standards, and Right to Know Regulations.

## FAMILY LIFE EDUCATION

Family life education refers to instruction that develops an understanding of the physical, mental, emotional, social and economic effects of relationships between people of all ages.

The program also provides students with an opportunity to develop attitudes and behaviors that will strengthen present family life, help establish strong families of their own and contribute to the community.

Parents of our students are welcome to review the family living curriculum and other programs during our annual parents' night.

The family life program is built into the four years of health education. However, the most in-depth instruction occurs in a student's senior year.

During the four years of family living instruction, students will cover parenting and child rearing, mental-social development, sexuality and personality development, physical changes during teen-age years, preparing for marriage, family planning and childbirth. Senior topics include dating, heredity, child abuse, sexual assault and incest.

From time to time in the course of instruction, guest speakers may be asked to present a topic. Students are encouraged to consider all speakers' opinions. However, students are always reminded that they are hearing an opinion and must consider all sides of an issue before making a decision.

If a parent or adult student strongly objects to a part of the course due to sincere moral or religious beliefs, they have the option of requesting their child or



themselves be excused from that part of the course. The request should be sent, in writing, to the school principal.

## FCCLA

Family Career and Community Leaders of America, is a national organization offering leadership experiences to young adults. FCCLA sponsors local, state and national activities and competitions which serve to help young people develop both socially and educationally. There is a very strong emphasis on community service in this organization. Consult the teacher of Early Childhood Education or Fashion Design and Marketing for more information about this organization.

## FIRE & SECURITY DRILLS

Fire & Security drills are an important phase of the school's safety program and are required by the State of New Jersey.

Students are to follow the district approved Emergency Crisis Plan outlined by their classroom teachers during all drills and emergency events.

At the conclusion of each security drill, parents will be notified of the security drill as required by the State of New Jersey.

## FOOD AND BEVERAGE

No food or beverage is permitted outside the cafeteria. Only water in clear containers is permitted in the classrooms. If you bring soda for your lunch, it must be a can of soda. No glass bottles are permitted.

Students are NOT permitted to receive outside food deliveries or takeout orders during the school day.

## FFA

Students are involved in leadership activities at the local, state and national levels. Competitions and seminars allow students the opportunity to develop educationally and socially.

## FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

The FBLA is a national organization for all young adults in high school and postsecondary institutions enrolled in business programs. Activities are sponsored at the local, state and national levels and FBLA competitions offer awards and recognition to student members and advisors for outstanding accomplishments.

## GENESIS STUDENT INFORMATION SYSTEM

### PARENT MODULE

The Parent Module for Genesis, the online student information system, is available to parents. This web-based system will allow you to access your student's grades, attendance, and other important information from any computer with internet access. Parents/Guardians of new students will receive a welcome email with their login information. Parent/Guardian Access forms are also available in the Main Office.

### GRADING SYSTEM/QUALITY POINTS

#### A. CRITERIA FOR MEASURING SKILLS PROFICIENCIES AND ASSIGNING MARKS

On a marking period basis, teachers will measure students' progress for marking purposes as follows:

Tests	25%
Quizzes	25%
Class Participation/Projects	15%
Homework Assignments	10%
Marking Period Exams or Final Exams	25%

The mode of assessment in all categories can be written, oral or performance.

Where an exam is required by the State Department of Education, i.e., Licensing, Career Competency Exam or National Trade Certification, this exam is to be the final, counting as either 25% or 20% of the marking period grade. (Where the teacher's decision is to count the competency test as 20%, the other three criteria will count for 26.66%.) Any deviation from this procedure for an individual student must be sanctioned by the Division Head.

#### PHYSICAL EDUCATION

Class Participation and preparation account for 75% of the Physical Education Grade.

Assessments account for 25% of the Physical Education Grade.

#### B. MARKING SYSTEM

A = 90-100; B = 80-89; C = 70-79; D = 60-69; F = 0-59

Students must obtain a grade of 50 or above in the final marking period in order to pass a course for the semester.

#### C. QUALITY POINTS

Quality points are earned based upon the grade distribution below:

GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
95-100	4.0	70-74	1.5
90-94	3.5	65-69	1.0
85-89	3.0	60-64	.5
80-84	2.5	0-59	0
75-79	2.0		

With the approval of Honor Courses in the district, quality points for those courses will gain one additional point for each grade with the exception of failing grades.

Please note: Pre-Calculus and Calculus are weighted as Honors Courses.

**D. QUALITY POINT BREAKDOWN FOR HONORS COURSES** Quality points for Honor Courses only, are earned based upon the grade distribution below:

GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
95-100	5.0	70-74	2.5
90-94	4.5	65-69	2.0
85-89	4.0	60-64	1.5
80-84	3.5	0-59	0
75-79	3.0		

All courses are semester classes. Each block of time earns five credits upon successful completion of the semester. Within a given semester, a student may have one or two blocks of a career major. If the student is taking two blocks of a career major, the same grade for the career major will appear twice on the report card.

## E. QUALITY POINT BREAKDOWN FOR AP COURSES:

Quality points for AP only, are earned based upon the grade distribution below:

GRADE	QUALITY POINTS	GRADE	QUALITY POINTS
95-100	6.0	70-74	3.5
90-94	5.5	65-69	3.0
85-89	5.0	60-64	2.5
80-84	4.5	0-59	0
75-79	4.0		

## GRADING SYSTEM – ENGLISH LANGUAGE LEARNER

Beginning level ELL students will be assigned pass/fail grades for subjects (English, Math, Science, Social Studies, Health, CTE) in which, due to their language barrier, it is difficult to accurately assess progress or skill level.

- The ELL teacher will assume responsibility to inform staff regarding the proficiency level of all ELL students at the beginning of each semester, The ELL teacher will make him/herself available to discuss the progress of ELL students with content-area teachers;
- The classroom teacher will assume responsibility to maintain copies of modified work and assessments to document the progress of ELL students and to provide documentation that ELL students have been given multiple opportunities to succeed;
- Intermediate level ELL students will be assigned numerical grades when possible. They will be eligible for pass/fail status;
- Determination for pass/fail for any ELL student will be recommended by the ELL teacher and approved by the principal;
- Only college level academic courses qualify for the pass/fail option. Honors and AP courses may not be taken on a pass/fail basis.
- Courses completed on a pass/fail basis will NOT count toward a student's GPA.

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

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

## GRADUATION AWARDS

During the spring of each year, an awards committee will evaluate the eligibility of seniors to receive recognition for their efforts in the form of academic awards, career major awards and graduation with honors.

In general, seniors are eligible for consideration if they receive passing grades in all subjects for the year and have a school record of satisfactory attendance and punctuality and one that is free of serious infractions of school regulations.

Individual shops and academic departments may establish special requirements for career major awards. Candidates for graduation with honors must have a high scholastic average for three years prior to graduation.

The Valedictorian and Salutatorian will be determined at the end of the 3rd marking period of the senior year.

## GRADUATION REQUIREMENTS FOR A STATE ENDORSED DIPLOMA

## NJ ACADEMIC COURSE REQUIREMENTS

Standards for promotion, graduation, retention, and termination are reviewed periodically, and the Guidance Department is involved continuously to make sure each student will graduate upon the completion of the following program:

1. For graduation, a student entering 9th grade and spending four years enrolled in the school, must successfully earn a minimum requirement of credits in order to graduate. The minimum required academic subjects are indicated below. In addition, a student must successfully earn the minimum credits per year for a Career Major program for each year of enrollment unless additional academic courses are prescribed. A student will earn 5 credits in a Career Major program for each 7200 minutes of instruction.
2. Required Academic Credits for graduation will be as follows:120 credits for students who will graduate on or after June 2015. This chart does not reflect district graduation requirements. Students are required, as a part of the regular high school program, to carry a minimum of 40 credits each year. District requirements meet or exceed the state high school graduation requirements for a state endorsed high school diploma.
3. All basic skills standards must be met by each graduating student. Students must demonstrate skills competencies as measured by the NJSLA & NJGPA \*State Requirement
4. Students must meet district standards for school attendance.
5. Students must successfully attain the basic curriculum proficiencies in order to acquire course credits.
6. A student enrolled beyond four years in high school must take an additional year of physical education for each year of enrollment.

Students meeting the above requirements will be issued a state endorsed diploma.

### SPECIAL EDUCATION

State and local graduation requirements apply to special education students unless exempted in their Individualized Education Program (IEP).

As with the state requirements, the IEP must specifically address the local district requirements.

Fulfillment of the IEP requirements will qualify the special education student for a state endorsed diploma.

## HALL REGULATIONS

Your cooperation is required in refraining from excessive noise in the corridors, as this distraction may disturb students in classes. Students are not permitted to sit on the floors in the hallway.

No unauthorized students are to be in the academic or career major wings during lunch periods. No high school students are permitted in the areas designated for adult education without signed permission.

In traveling in the hall, the general rule of "keeping to the right" will be in effect. Running in the halls is dangerous and is not permitted.

Public displays of affection and intimate physical contact are not permitted in the hallways or throughout the school building.

## HARASSMENT, INTIMIDATION & BULLYING

### POLICY STATEMENT

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

“Harassment, intimidation, or bullying” means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated 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
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation, or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

This policy may impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district’s code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

#### **EXPECTED BEHAVIOR**

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the code of pupil conduct.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils’ abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils’ histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to

submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each Building Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

**CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS** The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils who commit one or more acts of harassment, intimidation, or bullying, consistent with the code of pupil conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils’ histories of inappropriate behaviors, per the code of pupil conduct.

#### **FACTORS FOR DETERMINING CONSEQUENCES**

1. Age, developmental and maturity levels of the parties involved;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

#### **FACTORS FOR DETERMINING REMEDIAL MEASURES PERSONAL**

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Traits;
6. Interests;
7. Hobbies;
8. Extracurricular activities;
9. Classroom participation; and
10. Academic performance.

#### **ENVIRONMENTAL**

1. School culture;
2. School climate;
3. Pupil-staff relationships and staff behavior toward the pupil;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;

8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1.

Consequences for a pupil who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance, and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

#### **EXAMPLES OF CONSEQUENCES**

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension during the school week or the weekend;
7. After-school programs;
8. Out-of-school suspension (short-term or long-term);
9. Legal action; and
10. Expulsion.

#### **EXAMPLES OF REMEDIAL MEASURES - PERSONAL**

1. Restitution and restoration;
2. Mediation;
3. Peer support group;
4. Recommendations of a pupil behavior or ethics council;
5. Corrective instruction or other relevant learning or service experience;
6. Supportive pupil interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
7. Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
8. Behavioral management plan, with benchmarks that are closely monitored;
9. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
10. Involvement of school disciplinarian;
11. Pupil counseling;
12. Parent conferences;
13. Pupil treatment; or
14. Pupil therapy.

#### **EXAMPLES OF REMEDIAL MEASURES – ENVIRONMENTAL (CLASSROOM, SCHOOL BUILDING OR SCHOOL DISTRICT)**

School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation, or bullying;

1. School culture change;
2. School climate improvement;
3. Adoption of research-based, systemic bullying prevention programs;
4. School policy and procedures revisions;
5. Modifications of schedules;
6. Adjustments in hallway traffic;
7. Modifications in pupil routes or patterns traveling to and from school;
8. Targeted use of monitors (e.g., hallway, cafeteria, bus);

9. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
10. General professional development programs for certificated and non-certificated staff;
11. Professional development plans for involved staff;
12. Disciplinary action for school staff who contributed to the problem;
13. Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
14. Parent conferences;
15. Family counseling;
16. Involvement of parent-teacher organizations;
17. Involvement of community-based organizations;
18. Development of a general bullying response plan;
19. Recommendations of a pupil behavior or ethics council;
20. Peer support groups;
21. School transfers; and
22. Law enforcement (e.g., school resource office, juvenile officer) involvement.

N.J.A.C. 6A:16-7.9(a) 2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs, and work environment modifications.

#### **REPORTING PROCEDURE**

Complaints alleging violations of this policy shall be reported to the Principal or designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this policy to the Principal or designee. While submission of an Incident Report Form to the Principal or designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports shall also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

#### **INVESTIGATION**

The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation, or bullying.

#### **RESPONSE TO AN INCIDENT OF HARASSMENT, INTIMIDATION, OR BULLYING**

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation, or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to

mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying, including, but not limited to, school counseling services and environmental modifications.

#### **REPRISAL OR RETALIATION PROHIBITED**

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences and appropriate remedial action for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences and appropriate remedial action for employees will range from an admonishment to termination of employment. The consequences and appropriate remedial action for a volunteer will range from an admonishment to dismissal from the volunteer position. The consequences for visitors will range from an admonishment to loss of visitation privileges. Examples of consequences and remedial measures are listed in the Consequences and Appropriate Remedial Actions section of this policy.

#### **CONSEQUENCES FOR FALSE ACCUSATION**

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C.6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation, or bullying shall be in accordance with district policies, procedures, and agreements.

Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, which may include a report to appropriate law enforcement officials.

#### **POLICY PUBLICATION**

This policy will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining the policy applies to all applicable acts of harassment, intimidation, or bullying that occur on school property, at school-sponsored functions, or on a school bus. The Superintendent shall ensure notice of this policy appears in any publication of the school district that sets forth the comprehensive rules, procedures, and standards for schools within the district, and in any pupil handbook that includes the pupil code of conduct. This notice shall also indicate the district's Harassment, Intimidation, and Bullying Policy is available on the district's website.

#### **CYBER BULLYING POLICY**

A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Cyber-bullying by a pupil in the district directed toward another school district pupil or school staff member is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyberbullying to law enforcement authorities.

#### **DEFINITIONS**

"Cyber-Bullying" is the use of electronic information and communication devices, to include, but not be limited, to e-mail messages, instant messaging, text messaging,

cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual's property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

"School district owned, operated, or supervised technologies" is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

#### **REPORTING PROCEDURE AND INVESTIGATION**

Any pupil or school staff member who believes he/she has or is being subjected to cyber-bullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil's physical or emotional safety, security, and wellbeing or for reasons relating to the safety, security, and wellbeing of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C.6A:16-7.1, and as appropriate, in accordance with N.J.A.C.6A:16-7.2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

#### **DISCIPLINE AND CONSEQUENCES**

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyber-bullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 - Acceptable Use of Computer Network /Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

Prevention and intervention techniques to prevent cyber-bullying and to support and protect victims shall include appropriate strategies and activities as determined by the Building Principal or designee.

#### **REPRISAL OR RETALIATION PROHIBITED**

The school district prohibits reprisal or retaliation against any person who reports an act of cyber-bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or designee after consideration of the nature and circumstances of the act,

in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

### CONSEQUENCES FOR FALSE ACCUSATION

Consequences and appropriate remedial action for a pupil found to have falsely accused another of an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.

Consequences and appropriate remedial action for a school employee found to have falsely accused another of an act of cyber-bullying shall be disciplined in accordance with district policies and procedures.

## HEALTH & PHYSICAL EDUCATION

All students are required to take and pass physical education and health. On occasion, and for good reason, a student may be excused by obtaining signed permission from the school nurse.

A doctor's certificate is required for an extended or permanent excuse from physical education. Classwork will be substituted for those students with extended medical problems. Details regarding appropriate physical education dress, procedure, and use of facilities will be explained by the physical education instructor.

## HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)

HOSA is a national organization for students involved in the Allied Health Occupations Programs. HOSA provides students with the opportunity to develop socially and educationally. It offers activities on the local, state and national levels and provides opportunities for travel and competition.

## HONOR ROLL

Students achieve Honor Roll status by earning "A" or "B"'s in all subjects.

- Students achieve Principals' Honor Roll by earning "A"'s in all subjects
- Students achieve High Honor Roll by earning all "A"'s and no more than one "B"

## IDENTIFICATION

Each student will be issued an I.D. card. This card is to be worn and visible when you are on school property. If you are asked for it by any staff member you are required to hand it to the person making the request. If you lose your I.D. card, a new one must be purchased. Failure to have an I.D. card in possession during school may result in strong disciplinary action. Digital ID cards will be issued in conjunction with the physical card.

Students are required to immediately give their full and proper name to any adult staff member when asked at school on school property, at school-related functions, at any time. Failure to do so will result in strong disciplinary action. I.D. card, a new one must be purchased. Failure to have an I.D. card in possession during school may result in disciplinary action.

## INTERNATIONAL THESPIAN SOCIETY

The International Thespian Society (ITS), an honorary group for middle and high school theatre students, is a division of the Educational Theatre Association (EdTA). The mission of ITS is to honor student excellence in the theatre arts. Thespian induction is a great motivator for students to become more active in their school's theatre program. Whether or not these students pursue careers in the performing arts, the skills that they learn through theatre and Thespian activities are invaluable and ensure that future generations will appreciate and support the arts in our communities.

## INTERVENTION & REFERRAL SERVICES (I&RS)

The Board of Education directs the establishment and implementation of a coordinated system in each school building in which general education pupils are served, for the planning and delivery of intervention and referral services that are designed to assist pupils who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing pupils' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1. The intervention and referral services shall be provided to aid pupils in the general education program and, pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq., may be provided for pupils who have been determined to be in need of special education programs and services. The intervention and referral services provided for pupils who have been determined to be in need of special education programs and services shall be coordinated with the pupil's Individualized Education Program team, as appropriate.

The functions of the system of intervention and referral services in each school building shall be to:

1. Identify learning, behavior, and health difficulties of pupils;
2. Collect thorough information on the identified learning, behavior, and health difficulties;
3. Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;
4. Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;
5. Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;
6. Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;
7. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
8. Coordinate the services of community-based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;
9. Maintain records of all requests for assistance, intervention and referral services action plans, and related pupil information pursuant to N.J.A.C. 6A:16-8.2(a)9;
10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and
11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the Building Principal for improving school programs and services, as appropriate.

The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.

Each Intervention and Referral Services Team will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a pupil in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the pupil or study the issue.

The Intervention and Referral Services Team will identify pupils in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.

When a pupil is referred to the Intervention and Referral Services Team, the team may provide support and guidance to the pupil's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school

services to the pupil, and coordinate the services of community members and/or community-based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.

Parent(s) or legal guardian(s) shall be notified whenever a pupil is referred to the Intervention and Referral Services Team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans. N.J.S.A. 18A:46-18.1 et seq., N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3

## JOB PLACEMENT

Job placement is an effort that Burlington County Institute of Technology makes to provide opportunities for employment based on each student's interests, desires, aptitudes, and abilities. Its focus is to assist in the placement of graduates into high quality employment in the occupations for which they have been trained.

Job placement is a commitment that the Burlington County Institute of Technology makes to business and industry. It offers high quality workers who have been appropriately trained in the attitudinal and technical skills required for success in the workplace. Further, for the singular graduate who presents a Passport to Employment to a prospective employer, it is a promise that the carrier of the Passport brings with him/her extraordinary skills and training, and has demonstrated all the attributes generally thought to contribute to the outstanding worker.

## ENGLISH LANGUAGE LEARNER (ELL)

Burlington County Institute of Technology provides an individualized program designed to help limited English students. Once identified as being limited in English proficiency, a guidance counselor, an educational evaluator, and the student's teachers develop an appropriate program to increase English proficiency, i.e.:

- ISIP - Individual Student Improvement Plan;
- Basic Skills reading, writing, and English;
- Buddy system: a student who can help the ELL student in his/her career major/academic classes; and
- Arrangements can be made to have school documents translated so that parent/guardian-teacher communication is meaningful.

## LOCKS AND LOCKERS

Students will be assigned lockers. When in use, lockers are to be securely locked. Use only the locker assigned to you, no other. Do not give your locker combination to any other student. Report broken locks and lockers to the Main Office. The school office will maintain a list of locker combinations in the event you need help. Students must provide their own locks for assigned shop and physical education lockers. All items must be locked up at all times. Students are responsible for items which are not properly secured.

All lockers are the property of the Board of Education and are loaned to students for their use. The Board retains the right to have the administration or faculty inspect or check lockers at any time.

## LOST AND FOUND

Students are responsible for their own personal property. All articles found by students should be taken to the office, where a Lost and Found box is kept for that purpose. Any person losing an article should report his/her loss to the office. The student should then check once a week to see if it has been found.

## MEDIA CENTER

The media center use is restricted to students, faculty, and staff of this school. Hours will be posted. Students must have signed passes to use the media center.

The students may use the media center for individual study, small group study, research, or recreational reading. They must come prepared with paper, pencils, and other material they need. Recreational reading is permitted upon completion of required work or if this is stated on the pass issued by the teacher sending the students to the media center.

Computers are available in media center for student use. The rules concerning the use of these computers can be found under Electronic Devices: Acceptable Use Policy for Student Use of Computers. Students are required to return the Student/Parent Contract in order to have access to any computer in the buildings.

During lunch periods, a limited number of serious students may be admitted to the media center by pass from a teacher. The pass must state the reason for admission to the media center.

Conversation and noise must be kept to a minimum. Students who comply with the library rules will contribute to a pleasant atmosphere conducive to study and reading enjoyment. Any student requested to leave the media center for a disciplinary reason forfeits his media center privileges for a two-week period. Students must report to the media center within three (3) minutes after leaving class or shop and remain in the media center for the entire classroom period. Students will return to their sending teacher five (5) minutes before the passing bell. All bags, briefcases, lunch boxes, outer clothing, etc., should be deposited inside the media center entrance and may be examined upon departure.

### BORROWING POLICY

All books and material borrowed from the media center must be checked out. Books may be borrowed for four (4) weeks.

## MEDIA PERMISSION

During the school year, students may be photographed, interviewed for the press, recorded, or filmed while in school or on school sponsored trips. These photographs may be printed in the popular press, used in school produced public relations activities, or transmitted electronically. Parents, guardians, or adult students may decline to permit their students to participate in these media activities by notifying the school principal in writing.

In compliance with New Jersey law, the parent/guardian will have to provide written approval for student information to be posted to the school or district website. The media consent form is located in the Parent Portal of Genesis. Parents are requested to complete the consent form in the Genesis Parent Portal at the start of every new school year.

## MEDICATION IN SCHOOL

In order for students to take or be administered medication in school the board of education requires the following:

- Written request of parent/guardian
- Written order from the prescribing physician describing the:
  - o Purpose of the medication
  - o Dosage
  - o Length of time of the prescription
  - o Possible side effects
- Medication will be given by the nurse/parent or student in the presence of the nurse
- Medicine must be in the original container
- Students may self-administer medication for asthma or other life threatening illnesses. Parents must:
  - o Provide written authorization
  - o Give written certification from student's physician detailing the illness
  - o Sign a statement that frees the district from liability if any injury occurs as a result of self-medication

## NATIONAL HONOR SOCIETY

Selection is based on four criteria: scholarship, leadership, service, and character. To fulfill the scholarship requirements, students must have a cumulative scholastic average of 3.60.

Qualified students are selected for NHS membership by a majority vote of the staff council on the basis of the four criteria. Members of the National Honor Society are required, at a minimum, to maintain the level of scholarship, leadership, service, and character that led to their selection. Failure to do so may result in disciplinary action as outlined by the National Honor Society governing board.

## NATIONAL TECHNICAL HONOR SOCIETY

Honors student achievement and leadership in career and technical education, promotes educational excellence, award scholarships, and enhances career opportunities for the NTHS membership.

## NJSLA - SCIENCE (NJSLA -S)

The New Jersey Student Learning Assessment – Science (NJSLA-S) is a state test given to measure student proficiency with the New Jersey Students Learning Standard for Science. All eleventh grade students enrolled in New Jersey public high schools must take the assessment.

Please see the following links for updated information from the New Jersey Department of Education Office of Assessment:

<https://www.nj.gov/education/assessment/>

For more information, please also visit our district website, [www.burlcoschools.org](http://www.burlcoschools.org), select the **Parents/Students** tab and select **State Testing**.

## NURSE'S OFFICE

Students becoming ill or receiving some kind of injury during the school day are to report to the nurse. If the nurse is not available, report to the main office. Students are not to leave the school grounds because of illness, unless authorized to do so by the nurse or office staff. Students must sign out before leaving. Students sent to the nurse's office require passes, unless time is an important factor in obtaining aid. All accidents, no matter how minor, should be reported to the nurse. Prescribed medicine must be left with the school nurse.

## ORIENTATION FOR NEW STUDENTS

New students participate in an orientation program. Students are introduced to key administrative people and to the teaching/support staff. Important rules and practices are discussed and there is time allotted for building tours.

Students with questions about the new student orientation program are encouraged to discuss them with their counselor, teacher, or mentor.

## PASSES

Anytime a student leaves their classroom or career major area, it is necessary to have a signed pass from a teacher. Students are not permitted to wander aimlessly around the school. Signed passes are required at all times to go to the lavatory, Media Center, office, other classes, and outside.

Passes must be given/shown to the teacher supervising the area to which the student was sent. It is the student's responsibility to have a pass. Disciplinary action will be taken against any student possessing an unauthorized agenda.

## PRIDE PROGRAM

PRIDE stands for Personal Responsibility In Daily Effort and is an opportunity for BCIT to recognize students for their individual efforts as well as reward students for

behavior which exemplifies the high standards to which each is held. Students will be recognized in a variety of ways on a weekly, monthly, and quarterly basis. This nationally recognized program is designed to increase student achievement and attendance, as well as increase positive behavior creating a school culture conducive to student success. The details of the PRIDE Program can be found on the district website at [www.burlcoschools.org](http://www.burlcoschools.org).

## PROGRESS REPORTS

Progress reports may be issued by an academic or career major teacher at any time, but will usually be issued at the midpoint of the marking period. These reports may reflect either satisfactory or unsatisfactory work. However, all parents and/or students shall be sent a progress report indicating failure for the year before the end of semesterized courses. To indicate a failure of a marking period, a progress report will be issued prior to the end of the marking period.

## PROMOTION POLICY

Ninth grade students shall have completed 35 credits or more to be promoted to the 10th grade; 10th grade students shall have 70 credits or more to be promoted to the 11th grade; 11th grade students shall have 115 credits or more to be promoted to 12th grade. Twelfth grade students must complete all state, district, and program requirements; and have achieved a local credit requirement of at least 145 credits to be eligible for graduation.

Students shall be in the proper grade level in order to participate in designated grade level activities, i.e., seniors participate in the senior class trip.

## PUPIL PERSONNEL RECORDS POLICY

Each department or graduating student shall be notified of his/her rights regarding retention and destruction of pupil records as per N.J.A.C. 6:3-2.8. Upon permanent departure, the parent or adult student will be contacted via letter; a signed form must be returned or mandated and permitted records will be destroyed. The entire pupil record is available to the parent or adult pupil.

Mandated pupil records shall be forwarded to the chief administrator or his or her designee of the public school to which a student transfers. Permitted records which are currently educationally relevant upon receipt of signed release of information form, will be sent. Written consent of parent or adult pupil is also required for the transfer of records to any other school, agency, or person. Educationally relevant information can be included in the pupil records by the parent or adult pupil in accordance with N.J.A.C. 6:3-2.2(g)4.

Student directory information may be released to educational, occupational and/or military institutions pursuant to NJSA 18A:3619-1, unless the parent, guardian or adult student notifies the school in writing, at the conclusion of a ten day period, to withhold this information.

## REPORT CARD SCHEDULE 2023-2024

Report cards will be issued four times per year. They are intended as a report to parents concerning student progress. Report Cards will not be mailed home and will be accessible in the Genesis Parent Portal. Parents may view the Parent Portal on the issue dates listed below.

	MARKING PERIOD ENDS	REPORT CARDS ISSUED
<b>Semester 1</b>		
1st MP	November 13, 2023	November 22, 2023
Final MP	January 26, 2024	February 6, 2024
<b>Semester 2</b>		
1st MP	April 11, 2024	April 18, 2024
Final MP	June 14, 2024	June 20, 2024

(Final marking period deadline and report card distribution subject to change based on revised calendars, if applicable.)



## SAFETY

Learning proper safety habits is one of the most important things that students do at the Burlington County Institute of Technology. Working safely means being free from any risk of danger, accident or injury. Students are to follow the safety instructions given by their teachers and to be certain to follow safety directions indicated by signs and warnings. All new students are given one pair of safety glasses upon entering the school, compliments of the Board of Education. Replacements can be purchased in the main office. The Burlington County Institute of Technology puts a priority on safety.

## SALUTE TO THE FLAG 18:A:36-3

New Jersey law requires students to show respect for the Flag of the United States of America. If a student is conscientiously opposed to the pledge or salute, the student may abstain from these ceremonies, but is required to show full respect during the ceremonies.

### PLEDGE OF ALLEGIANCE

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## SCHEDULE CHANGE POLICY

Changes to student schedules after the start of the school year will only be considered for the following reasons:

1. A data or statistical error in the schedule, i.e., two subjects in one period, no lunch, wrong grade level for English, etc.
2. To meet graduation requirements or mandated program requirements.
3. If student failed with scheduled teacher in the previous year and another teacher is available. Where necessary, such changes will be made at counselor discretion, and only after extensive review of the circumstances.
4. Improper program/level placement, i.e., student is not in the course(s) as indicated on the course request form.
5. In all cases, except clerical or data error, parental permission or parental awareness is necessary in writing before any change can be made.
6. No course may be dropped after the first interim report is issued
7. Students may not transfer out of any class after 14 days from the beginning of the semester course.

## SCHOOL CITIZENSHIP

Being a student at BCIT means more than preparing for a career and earning a high school diploma.

It means

- conducting oneself in a socially acceptable manner.
- being a good citizen.
- offering service to the school and community.
- following the rules of the school.
- being responsible for one's actions.
- being honest with yourself and others.
- working with student government, teachers, and administrators to make your experience here interesting and worthwhile.
- being proud of your school.

## SCHOOL INSURANCE

The Board of Education of the Burlington County Institute of Technology will provide school time accident insurance for all students.

The following procedure is to be followed for all accidents occurring in school or on school property.

Pupils and staff members covered by the special school insurance should obtain the accident report forms supplied by the insurance company from the nurse and give them to the examining physician.

The insurance company will then authorize appropriate payment.

## SCHOOL TO WORK-STRUCTURED LEARNING EXPERIENCES

This program is available to students in the eleventh and twelfth grades. Students are offered carefully supervised employment experiences related to their career major for credit and compensation during the school day.

Students participating in School to Work education attend school each day for their academic classes. The time during the school day ordinarily devoted to the career program is spent on the job, under the guidance and direction of certified coordinators. Participation in this program requires related theory.

Participation in this program gives the students an opportunity to explore the realities of employment and to develop expertise in the career they are studying. One measure of the success of this program is the high percentage of students who are offered permanent employment after graduation and continue their education. This privilege may be removed from students who are not in good academic or behavior standing. COVID-19 pandemic circumstances may require students to complete up to 6 hours of online learning.

Questions about this program should be directed to John Demree at (609) 267-4226, extension 8336.

## SkillsUSA

SkillsUSA is a national organization of students involved in career and technical education. This includes students in trade, industrial, technical and health education courses that are vocationally and occupationally oriented. SkillsUSA is the only national organization whose purpose is to serve career and technical youth.

SkillsUSA prepares youth for life. It brings together young men and women who have common interest for an exchange of ideas, a discussion of problems and the opportunity to work toward common purposes. SkillsUSA offers prestige and recognition through a national program of awards and contests. It broadens perspective through interclub and interstate activities. It offers co-curricular activities that make education and training more meaningful. SkillsUSA is your organization. It is designed for you and run by you.

## STATEMENT OF NON DISCRIMINATION

The Board of Education of the Burlington County Institute of Technology commits itself to the establishment of curricula and activities which allow students (1) to master skills necessary for successful careers, (2) opportunities to update skills, and (3) to learn new skills. It affirms its belief that vocational-technical education is available to all interested people regardless of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or AIDS, in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extracurricular and co-curricular activities, through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

Inquiries regarding compliance and handling of complaints should be addressed to the following Affirmative Action Officers: Heidi Bouchard, Assistant Principal, Medford Campus or Joseph Venuto, Principal, Westampton Campus.

## STUDENT COUNCIL

The Student Council is composed of BCIT representatives and provides an opportunity for students to participate in and contribute to the operation of their school. Periodic meetings will be held and various projects will be undertaken during the year.

A president, vice-president, secretary, and treasurer will be elected from the student representatives and a faculty member will supervise and act as an advisor to the council. In the event that a representative is unable to attend the meeting, an alternate should be present.

Other clubs may be instituted through the sponsorship of the student council.

## STUDENT FUNDRAISING

A student is responsible for all merchandise and/or money in any fundraising activity in which he/she participates. If a student participates in fundraising activities, the student and his/her parent or guardian are responsible for all merchandise and/or money involved in that activity.

Students may not sell items at school other than school district authorized fundraisers. Please see fundraising SOP on District website for additional information.

## STUDENT OBLIGATIONS

Those students who owe the school money for books, supplies, equipment, and student organization commitments will not receive report cards, transcripts, or diplomas until the obligations are met. In addition to this, students will not be permitted to participate in any extracurricular clubs, teams, CTSO, class or shop activities until their obligations are met. Any staff member that submits an obligation is requested to notify the parent or guardian of that obligation.

## STUDENT PAYMENTS

The BCIT school district uses MySchoolBucks to pay fines, add money to a student's account, or pay for school activities.

## STUDENT RECORDS

Student Records refer to information maintained within the school which is educationally relevant to the student and based on objective knowledge or information. Maintenance of these records shall be in compliance with Federal and State regulations including N.J.A.C. 6:3-2.1 et. seq. Information recorded by any certified school personnel solely as a memory aid, not for use by a second party, is excluded as in N.J.A.C. 6:3-2.1

The Board of Education authorizes certified school personnel to collect and maintain all mandated records and the following permitted records:

- Group and Individual Achievement or Aptitude Test Scores
- Accomplished Proficiency Profiles
- Progress Reports
- Individual class Attendance Reports
- Attendance and Discipline reports
- Correspondence to parents or students from certified school personnel
- Correspondence to school personnel from students and/or parents
- Records of extracurricular or co-curricular activities
- Course selection requests and course change requests
- Plans for remediation
- Permitted records received from a sending district

- Admission information

Parents/adult students have the right to review their records in accordance with New Jersey State Law. Contact the Principal or Guidance Office for details.

## STUDENT RIGHTS -RESPONSIBILITIES

It has been, and will continue to be, the school's intention to protect and to respect the individual rights of its citizens – you, the student.

You have the right and responsibility to live by the rules of law and protection under the law in school as in the community. You are responsible to obey school regulations and school authorities. Consistent disregard for school authority and/or poor attendance can result in transfer from the school.

## STUDENT VISITORS

BCIT students are not permitted to have personal guests during school hours unless approved by the school principal and the superintendent. Visits by outside parties are prearranged and time limited. Discovery Nights are held each year to accommodate all persons interested in seeing the school.

## TEXTBOOKS & EDUCATIONAL TOOLS

Textbooks and other educational tools are loaned to students for their use. Each student is responsible for the books and material loaned to them. Lost or damaged materials and books must be paid for by the student. All books issued must be covered with a protective jacket within one week of issuance.

## TOBACCO

Students are not permitted to smoke, chew, or otherwise use tobacco products on school premises or within its buildings at any time.

Students may not carry (lit or unlit) cigarettes, cigars, e-cigarettes, pipes, tobacco, rolling papers, vapor devices or other tobacco products on their person, in their tool boxes, lunch boxes, bags, purses, etc. during school hours.

A student who violates the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The sale of any tobacco product to a student is prohibited and the sale to a minor is punishable by fines according to New Jersey law.

All students receive instruction covering the dangers and effects of smoking via the district's Health curriculum. Each year, new students are required to take part in a workshop/seminar designed specifically to inform students about the dangers of smoking and methods to stop using tobacco products. The principal of each school (or designee) shall develop and implement this program and monitor its effectiveness.

## TRANSPORTATION

Sending school districts are to provide transportation to and from the Burlington County Institute of Technology. The student is responsible for checking with his/her sending school concerning transportation arrangements. Students or their guardians

are responsible for communicating changes of address to the students' sending districts so that appropriate bus stop changes may be made. BCIT is not able to make individual changes to bus routes. It is most important that students go directly to their buses immediately after school, as no emergency transportation is available. You are expected to cooperate with the bus driver and conduct yourself in an orderly manner at all times.

Transportation is a privilege. Students who misbehave on the bus may be subject to revocation of transportation privileges for any time period deemed appropriate by the Administration.

#### **RULES FOR RIDING THE BUS**

- The driver is in full charge of the bus and the students. The bus driver is to have the same authority on his/her bus as the teacher in the classroom.
- Outside of ordinary conversation, classroom conduct must be observed. This includes no smoking, no pushing or fighting, no yelling, no abusive language, etc.
- Students are to assist in keeping the bus clean to the same degree that they do this in the classroom. Students must not throw objects out the window.
- No student shall, at any time, extend his or her head, hand or arms out the window, whether the bus is in motion or standing still.
- Students are to remain in their assigned seats while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
- Students must see that they have nothing in their possession that may cause injury to others, and shall handle their personal belongings in a manner in which they will not constitute a hazard to others.
- Students are only to talk to the driver when necessary.

## **TRIPS**

The same rules of conduct that are in effect at the school will apply on school sponsored trips. On some trips you may be asked to dress more formally than is required at school. Jackets and ties for boys and conservative apparel for girls will be considered proper on these trips. It will be necessary for students to have a "parent permission slip" signed and returned before leaving on any trip.

Eligibility to participate in some school trips may be limited by a student's status, i.e., non-credit or grade level.

Students should remember that on school sponsored trips, the entire school will be judged by the conduct of the student.

#### **RULES & REGULATIONS FOR SCHOOL SUPERVISED OVERNIGHT TRIPS**

##### **ALCOHOLIC BEVERAGES/DRUGS**

Possession, distribution, purchase, and/or consumption of alcoholic beverages or drugs not registered with the school nurse, are prohibited and will be cause for terminating the trip for the person(s) involved. The parents/guardians and/or student(s) will assume all legal and financial expenses for the trip home. If necessary, the local authorities will be contacted.

Any student who is sent home will be referred for an administrative hearing and may be suspended out-of-school (to be determined by the Principal) upon his/her return and will also forfeit all rights as a member of his/her class. He/she will not be permitted to attend any school functions, nor will such students be permitted to participate in graduation exercises.

The parents/guardians and/or student(s) will assume all legal and financial expenses for the trip home.

##### **CHAPERONES**

The chaperones have the authority to search persons and personal belongings prior to the trip. Upon reasonable suspicion, persons, personal belongings and accommodations may be searched. Room checks will be held nightly. In the event of any problems, students should make every effort to see the chaperone specifically assigned to their rooms.

Students are responsible for their telephone and television charges, if applicable.

##### **CURFEW**

Curfew times will be announced daily and will be strictly adhered to by the students. All students must stay in their assigned rooms between curfew hours. No outside visitors are allowed in rooms.

#### **VIOLATIONS**

Violations of any school trip policies, school or establishment rules, or other public laws and regulations, local and state laws, will be dealt with accordingly.

Parents/guardians and students will be required to attend a meeting, if applicable, and affix their signatures to the above rules prior to the trip.

While attending the school-sponsored trip, students may not leave the authorized areas. Student who depart from the authorized areas will be suspended and subject to being sent home at the expense of their parents and guardian. Students are to use transports provided by the travel agency or district.

#### **ADDITIONAL REASONS FOR BEING SENT HOME:**

Stealing, fighting, breaking curfew, shoplifting or other actions which impact upon the orderly process of the trip. Student infractions will be evaluated on an individual basis by BCIT administration.

Health screenings and symptomatic circumstances related to the COVID-19 pandemic or other health related concerns.

All students not appropriately participating in planned trip activities.

Students will only be permitted to video trip or events if authorized by a BCIT administrator or designee prior to the trip.

## **VIDEO SURVEILLANCE**

Video monitoring is in place to maintain the health, welfare and safety of students and staff while on school property. The monitoring of individuals who enter and are on school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors and property.

## **WITHDRAWAL FROM SCHOOL**

Students withdrawing or transferring are to make their intentions known to the Guidance Office at least two days prior to the leaving date. A student will have to see each of his/her teachers, the librarian, and the school nurse before being released. No records will be released until all obligations are met.

The principal of the school from which the student is withdrawing requests the name and address of the school to which the student is transferring and the expected date of enrollment. The superintendent of the school of last attendance then contacts the school to determine if the student has actually enrolled; if the student has not, then the transfer district attendance officer will investigate and notify the superintendent of the transfer district of the failure to enroll. If the investigation leads the district superintendent to believe the student has been abused or neglected, he or she will notify DCF (Department of Children and Families).

## **WORKING PAPERS**

The New Jersey Working Papers process has moved online. All information regarding this process can be found at <https://www.nj.gov/labor>. The guidance office will no longer provide working papers to students as this process is totally online.

## **2<sup>ND</sup> FLOOR (NEW JERSEY'S YOUTH HELPLINE)**

The New Jersey Youth Helpline 2NDFLOOR, is a toll-free anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people ages 10-24.

Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems they are facing.

Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and to try the message board.

## TEEN HELP & HOTLINES

Addictions Hotline of N.J. – <i>Referrals and help with drug and alcohol addictions/24 hr Hotline</i>	1 (800) 238-2333
AIDS – <i>24 hr Hotline</i>	1 (800) 624-2377
Burlington County Central Emergency	911
Burlington County Health Department- <i>Wellness clinic, immunization, child health, family planning, STD and AIDS testing and help</i>	(609) 265-5548
Centers for Disease Control National – <i>24 hr Hotline</i>	1 (800) 232-4636
Community Resources – <i>Information Line</i>	211
Crossroads Shelter/Trinity Place – <i>Services for runaways, homeless, and GLBTQ</i>	(609) 261-5400
Domestic Violence/Date Rape/Sexual Abuse/Rape – <i>24 hr Hotline</i>	1 (800) 572-SAFE
Drenk Center for Crisis Intervention- <i>Emotional Crisis, Suicidal Thoughts, etc. / 24 hr Hotline</i>	(609) 835-6180
DCPP – <i>Division of Child Protection and Permanency</i>	1 (800) 847-1753
Family Services of Burlington County/Twin Oaks Community- <i>Multiple areas of help, referral and information</i>	1 (800) 963-3377
Hampton Hospital – <i>Assessment and treatment of substance dependence &amp; suicidal thoughts</i>	1 (800) 603-6767
Hispanic Social Services – <i>Spanish &amp; English language services</i>	(609) 835-1111
Lawyer Referral Services	(609) 261-4862
Narcotics Anonymous – <i>Spanish &amp; English / 24 hr Hotline</i>	1 (800) 662-4357 or 1 (800) 992-0401 (in N.J.)
National Alliance on Mental Illness – <i>NJ Division</i>	(732) 940-0991
New Jersey Cares for Kids – <i>Assistance with child care costs for full time students/workers</i>	(609) 261-9222
Parents Anonymous – <i>Counseling, pregnancy prevention services &amp; referral services</i>	1 (800) 843-5437
Poison Control Center	1 (800) 222-1222
Pregnancy Testing – <i>Free-Walk-In</i>	(609) 267-1950 x42858
Prevention Plus of Burlington County – <i>Tobacco, Alcoholism, Drug Abuse</i>	(609) 261-0001
Public Defender	(609) 518-3060
Rape Help	(856) 234-8888
Runaway Help – <i>Information and Message Center</i>	1 (800) RUNAWAY
STD-HIV Testing – <i>Resource for People with HIV</i>	1 (800) 227-8922
Seabrook House – <i>Adolescent and adult assessment and treatment for substance dependence</i>	1 (800) 582-5968
Self Help Groups Clearing House – <i>Support group referral</i>	1 (800) 367-6274
Suicide & Crisis Lifeline	988
Teen Parents of Burlington County	1 (856) 234-0634
We Tip Crime Hotline	1 (800) 782-7463
2nd Floor – New Jersey's Youth Helpline	1 (888) 222-2228

