



STUDENT HANDBOOK

2021 - 2022

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ACCIDENTS

All accidents should be reported immediately to an Instructor. Prompt medical care could prevent serious complications, and failure to report an accident may nullify insurance coverage. Please note that affiliating clinical sites will not be responsible for accidents or illnesses that occur during clinical rotations. A student may be required to present a doctor's note clearing them to return to school.

ADULT STUDENTS WITH DISABILITIES

BCIT to the best of their ability will try to accommodate adult students with disabilities who can document their disability. The student must do the following:

- Disclose to the administration or their teacher, **within the first week of classes**, that they have a disability that affects their learning.
- Show documentation that they have a disability (example: Last IEP or ADA/504 Accommodation Plan).
- Schedule a time to discuss their disability and what reasonable accommodation(s) they may need.

Once the district has documentation of an adult student's disability, an Adult Education administrator will meet with the student, and if requested by the student, create an ADA/504 Accommodation Plan. Under the ADA, institutions of higher learning are to provide reasonable accommodations. Adult students with a disability will not receive an Individual Educational Program (IEP). Nor will they receive the same services they received under the Individual's with Disabilities Education Act (IDEA) with an IEP. You may receive reasonable accommodations after consultations with the instructor(s) and the designated Adult Education administrator.

AFFIRMATIVE ACTION PROGRAM

The Board of Education of the Burlington County Institute of Technology School District affirms its policy to ensure equal educational opportunities for all students and to prohibit discrimination because 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 directed to Dr. Ashanti Holley, Assistant Superintendent (609) 267-4226 ext. 4607, as she serves as the Affirmative Action Officer.**

ATTENDANCE

While BCIT recommends 100% attendance for students to get the most benefit from their courses, the policy requires non-licensed program students to be present 85% of the time. All licensed program students must meet individual program attendance requirements.

Three (3) lateness's to any class constitutes one (1) absence. If you leave a class early, it will be considered the same as lateness. Attendance credit is awarded for hours of

instruction attended. Attendance credit will not be given for not being present in the classroom during instructional time. This may include, but not limited to excessive breaks, cell phone usage, etc.).

Program meeting times, dates, and location are subject to change without prior notice.

There is an additional charge (\$39 per hour or day/half-day/full-day make up rate) for make-up hours if needed. Also, a \$50 out of county residency fee will be applied to all classes, if applicable. No more than 8 hours of make-up time for an evening program, may be provided to student(s) depending on teacher availability.

CAREER COUNSELING

Instructors can provide students with information about job opportunities and careers within their respective fields, upon request.

CERTIFICATES OF COMPLETION

Certificates of completion will only be given to students who meet both the academic and attendance requirement. Certificates of completion will not be given to students who do not complete both part I and II of a program (i.e. HVAC, Welding, etc.).

CHANGE OF ADDRESS

It is the responsibility of each student to notify the Burlington County Institute of Technology's Adult Education Office immediately of any change in his/her address and/or telephone number. A new registration form must be submitted to document the requested change.

COVID-19 INFO

Students must adhere to the information in Mr. Pappler's letter that is posted on our website, which is subject to change at any time. Screening forms will be a one-time submission prior to your first class via Google Forms. After submission of your screening form, if there is any change in your health status as it pertains to COVID-19 (household member or yourself) and/or your screening form, you must notify Mr. Pappler immediately. Students are also asked to monitor themselves daily for any COVID-19 symptoms and report any issues to Mr. Pappler immediately. Temperature checks will not be taken for students. Visitors must have their temperature taken and complete a screening form prior to entry into the building. Masks are required to be worn at all times by students. Students please bring your own mask. Gaiters/shields will not be accepted for masks.

DANGEROUS INSTRUMENTS AND 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, chain, etc. must be reported immediately to security and/or administration. The security and/or administrator or designee will confiscate the instrument/weapon and may report the incident to police. Any incident involving a gun will be reported to the police immediately.

If, in the opinion of the security team, administrator, or designee, the possession of said instruments/weapon represents a potentially threatening situation to the student, other

students, and/or school property, the security team, administrator, or designee will report the incident to the police. Any incident involving a gun will be reported to the police immediately.

DISCIPLINE POLICY

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 are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when directed is cause for administrative action. 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, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students should understand that any and all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

DRIVING AND PARKING

Adult students are to park in the designated areas for students. **No** student is to park anywhere but the designated parking areas without written permission. Students are expected to observe all posted speed limits leaving parking areas and on the approach to school. **Reckless driving or unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.**

DRUGS AND ALCOHOL

The Board of Education at Burlington County Institute of Technology recognizes that drug and alcohol abuse presents a growing problem in society. Schools play a vital role in the effort 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 for any school function.

For purposes of this policy “drugs” shall mean:

- A. 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 chemicals which release toxic vapors as defined and prohibited in New Jersey statutes

- B. All alcoholic beverages
- C. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy
- D. 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.
- E. Any anabolic steroids.

DISTRICT REGULATIONS ON DRUG AND ALCOHOL ABUSE

Staff and Administrative Procedures

- 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.

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

Due Process Procedures and Sanctions

- In case of possible substance abuse or illegal possession, all applicable student due process rights will be observed. Any student 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, as well as a mandatory drug test. Disciplinary action for students who are determined to be under the influence or in possession of drugs or certain intoxicating chemical compounds will be decided according to district policy.

Any pupil caught selling, 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. A recommendation for expulsion will be made to the Board of Education. The police will be contacted to investigate the incident.

DRESS CODE

Any instructor, with administrative approval, may specify dress in any program, which requires a uniform. The following code applies to all programs.

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 for the type of vocational program in which the student is enrolled. Choice of garments should be made according to the health, safety, and welfare of all students. Requirements in this regard are for the purpose of instilling in each student the habit of wearing proper school attire.

1. Clothing and accessories containing inappropriate pictures or word (examples include references to alcohol, drugs, sex, or words/phrases with double meaning) are not to be worn as school attire.
2. Bare feet or thin, one-layer shoes (examples include bedroom slippers, "shower" slippers, or flip-flops) are not permitted due to safety reasons.
3. Students with cell phones are to have them turned off or on vibrate while attending class. Ring tones are a classroom distraction.
4. Hats, hoods, and other head coverings may not be worn in the building.
5. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's recommendation.
6. Outer garments may not be worn in the building after class begins.
7. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces which are potential safety hazards. Students are encouraged not to wear expensive jewelry to school since items may be lost.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school and/or educational program.

Any student in violation of the dress code may be sent home to obtain suitable attire. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

EATING

Eating and drinking in lavatories, and hallways is prohibited. Due to COVID-19 and the need for possible contact tracing students will eat lunch in their classrooms in their assigned seats or they may choose to leave school grounds for lunch.

EMERGENCY SCHOOL CLOSING

Please check the website for school closing/delayed openings at www.bcit.cc or www.bcit.cc/adulted. In the event that it becomes necessary to close school because of bad weather or an emergency, announcements may be made on most major radio stations. Television channels and social media outlets may be used including ABC, CBS, and NBC.

EMERGENCY/SAFETY DRILLS

Security drills are an important phase of the school's safety program. BCIT regularly schedules lockdown, shelter in place, evacuation (non-fire), and fire drills. At the sound of the fire signal, a steady ringing of a bell, everyone is to leave the building in a quiet and orderly manner in accordance with the fire drill plan. Students are to stay with their groups and follow the instructions of teachers.

EQUAL OPPORTUNITY

It is the policy of the Burlington County Institute of Technology School District not to discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, sexual orientation, atypical hereditary cellular or blood trait, genetic information liability for military service, or mental or physical disability, including Aids and HIV related illnesses.

FINANCING

There is financial aid at Burlington County Institute of Technology for LPN, Dental Assisting, Medical Assisting Program and Cosmetology. Also, we do offer payment plans for those courses if you aren't utilizing Financial Aid. Payment plan handouts and due dates are available in the Adult Education office. Failure to meet a payment plan due dates will result in an immediate letter being issued to the student. A student will be given 1 week from the missed payment due date to make the required payment. If the student still fails to make payment by the new deadline, that student will be given a letter dismissing them from their program. After the dismissal letter is given, and the student is dismissed, if the student pays the full payment within 1 week of dismissal, they may be reinstated back into the program pending administrative review and approval. Even though the student is still being dismissed as indicated by the dismissal letter, the student will still owe the required balance (as per their attendance) as calculated by prorating the daily amount. The dismissed student will be given a due date of when their overall balance is due. If the student fails to pay by that date a demand letter will be given to the student and the next step in collecting the debt will occur.

HALL REGULATIONS

Your cooperation is required in refraining from excessive noise in the corridors, as this distraction may disturb students 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.

For your safety, please be aware that red dots on the floor near doors indicate that these doors open outward into the hallway. Students must carry their I.D. at all times when in the building.

LOST AND FOUND

You are responsible for your own personal property. All articles found by students should be taken to the Adult Education Office. Any person losing an article should report his/her loss to the Adult Education Office. The student should then check once a week to see if it has been found.

BCIT MISSION STATEMENT

Our mission is to fully and comprehensively prepare adolescents and adults of Burlington County:

- To respond to societal needs through the development of career and technical education programs reflecting the technological advances of the greater community while meeting the needs of both adolescent and adult learners.
- To provide programs enabling all students to become productive, self-fulfilled, lifelong learners.
- To develop and maintain reciprocal relationships with both civic and business communities.
- To support community-wide social, cultural, counseling and career and technical education 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.

MOBILE/ELECTRONIC DEVICES

Sound reproducing, mobile, and other electronic devices such as cell phones can be disruptive to instruction. These items are to be turned off upon entering the classroom unless used for instructional purposes. A written warning will be given for infractions of this regulation. Subsequent infractions may result in dismissal from the program. Cell phones should be off or on vibrate during instructional times. No calls should be made or taken while in class. Only emergency calls, authorized by an administrator can be made from the Adult Education Office. Likewise, do not expect the school office to receive calls for you, unless they are of an emergency nature. ALL electronic devices must be turned off when entering class.

NURSE'S OFFICE

Students becoming ill or receiving an injury during the school day are to report to the nurse (during the day) and in the evening report to the Adult Education Office. If the nurse is not available, report to the Adult Education Office. All accidents must be reported to the administration and the appropriate teacher. Students should notify the Adult Education Office and their teacher if they are leaving due to illness. All accidents, no matter how minor, should be reported to the Adult Education Office and the appropriate teacher. If a student leaves the campus due to being sick, the time out of class is not excused. BCIT has built in hours to allow some flexibility when emergent situations arise.

OBLIGATIONS

Those students who owe the school monetary obligations for tuition, books, supplies, and equipment will not receive certificates, transcripts, or diplomas until such obligations are met.

POLICIES/REGULATIONS

BCIT policies and regulations can be accessed by going to www.bcit.cc then go to our district, then click on Board of Education policies. From there you will click on the link and use keywords to search for any policy and/or regulation. A direct link to the search for policy/regulation page can be found by clicking below:

www.bcit.cc/domain/548

Please review our policies/regulations by utilizing the link/web address above.

PRIVACY ACT STATEMENT

Any information requested pertaining to any student in the adult division may not be disclosed without the expressed written consent of the student of whom records were requested. Privacy Act of 1974-L.L. 93-579 NJAC 6-3-20 18A36-19.

PROBATION

Students can be placed on probationary status (including Satisfactory Academic Progress probation, if applicable) for repeated infractions of rules and regulations including but not limited to: low test/quiz scores, being unprepared for class, missing assignments/homework, poor participation, unsatisfactory attitude/conduct, and/or poor attendance/lateness.

REFERRALS TO COUNTY AGENCIES

Upon request, the Adult Education Office can provide referrals to various agencies throughout the county to assist students in a variety of areas.

REFUNDS

Please see our registration form for information regarding refunds. Also, the refund requests may (Adult Education Office will inform you) require you to present your credit card in-person at the Westampton Campus.

SAFETY/SECURITY

Learning proper safety is one of the most important things that students do at 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 instructors and safety directions indicated by signs and warnings. Additionally, a security monitor is in place at each of the Adult Education school campuses to ensure safety of students and staff. If anything, unusual is noticed or a problem arises, please contact the main office or notify the security monitor. Students will be given ID's to use to gain building access and must have their ID's each day. Students should use appropriate doors when swiping in and out of the building. Students must turn in all ID's to their instructor on the last day of class. The ID's must be visible at all times while in the building and remain in the provided hard plastic protective cover. Lost, misplaced, stolen, or damaged badges must be immediately reported to your instructor and the Adult Education office. A \$15.00 replacement fee will be charged for a replacement ID. Please refer to Mr. Pappler's student letter regarding safety procedures/practices that have been put into place due to COVID-19 implications. This letter is posted on our website at bcit.cc/adulted.

SMOKING

Smoking is strictly prohibited in classrooms, lavatories, hallways and school grounds. A student **MAY NOT** smoke or use tobacco products anywhere on school property. This includes, but is not limited to vapes, cigarettes, cigars, etc.

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, NJAC 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 NJAC 6:3-2.1.

The Board of Education authorized 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 students from certified school personnel
- Correspondence to school personnel from students
- Course selection requests and course change requests
- Plans for remediation
- Permitted records received from a sending district
- Admission's information

Adult students have the right to review their records in accordance with New Jersey state law. Contact the Adult Education Office for details.

STUDENT RIGHTS AND RESPONSIBILITIES

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

You have the right and responsibility to live by the rules of law, and you have the same right to protection under the law in school as you have in the community. You are responsible for obeying school regulations and school authorities.

Consistent disregard for school authority and/or poor attendance can result in your withdrawal and/or dismissal from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes

and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property
- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

VISITORS

Students are not permitted to have personal guests or family members visit during school hours. All visitors must report to the Adult Education Office to sign in and be given a visitor's pass.

WITHDRAWAL FROM ADULT EDUCATION

Students withdrawing from the Adult Education are to make their intentions known to the Adult Education Office in writing. The student will have to see each of his/her teachers before being released. No records will be forwarded until all obligations are met.

**Burlington County Institute of Technology
Harassment, Intimidation, and Bullying/Cyber-bullying (HIB)**

District and Building Level Contacts

District Coordinator

Dr. Ashanti Holley
695 Woodlane Road
Westampton, New Jersey 08060
aholley@burlicoschools.org
609-267-4226 x4607

Medford Campus Anti-Bullying Specialist

Mr. Jeff Pensabene
10 Hawkin Road
Medford, New Jersey 08055

jpensabene@burlcoschools.org

609-654-0200 x8436

Westampton Campus Anti-Bullying Specialist

Ms. Colleen Cech

695 Woodlane Road

Westampton, New Jersey 08060

609-267-4226 x8232

STUDENT ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY EQUIPMENT POLICY

General Information

The Burlington County Institute of Technology provides computer equipment, computer services, Internet access and other technology 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.

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

Accessing social networking sites such as, but not limited to, Facebook, Twitter and Instagram in the school district is prohibited. Furthermore, 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. Any software having the purpose of damaging another person'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 such as video conferencing and audio conferencing, chat, and internet relay chat.

Electronic Mail

BCIT does provide a school email address for students for most classes. In an effort to increase student-teacher communication, BCIT will allow students to access their personal web based email accounts from district computers, but if your class has a school issued account you must use that for communication and school work purposes. 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 Burlington County Institute of Technology 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 computers or devices, 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. Act 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 using BCIT computers or our network infrastructure is prohibited.


Printing

The printing facilities of Burlington County Institute of Technology should be used judiciously. Unnecessary printing adds expense, and shortens the life of the equipment.

B.Y.O.D. (Bring Your Own Device):

BCIT recognizes that some students may bring their own device to connect to the district network, or the Internet. The use of equipment such as but not limited to Tablets, Laptops, Cellular Phones, Gaming Devices and other electronics must adhere to all rules governing use and conduct. Furthermore, if a student wishes to access the Internet on their device while in the district, they must connect to the BCIT Public Wireless Network and are not permitted to use another provider's service such as but not limited to 3g and 4g Cellular Networks.

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24/31	25	26	27	28	29	30
November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	



2021-2022 Adult Education Calendar
Board Approved 07/01/2021
Rev 08/26/21

July 5. **School Closed**
Independence Day

September 6. **School Closed**
Labor Day

September 7. **School Closed**
Rosh Hashanah

September 16. **School Closed**
Yom Kippur

September 30 **No Evening Classes**
Back to School Night

October 11 **School Closed**
Columbus Day

October 21. **No Evening Classes**
Discovery Night

November 4-5. **School Closed**
NJEA Convention

November 16 **No Evening Classes**
Fall PAC Meeting @ West

November 24 **No Evening Classes**
Thanksgiving Recess

November 25-26 **School Closed**
Thanksgiving Recess

December 23 **No Evening Classes**
Winter Recess Begins

December 24-31 **School Closed**
Winter Recess

January 17. **School Closed**
Dr. Martin Luther King, Jr. Day

February 18-21 **School Closed**
President's Day

March 23 **No Evening Classes**
Spring PAC Meeting @ Med

April 14 **No Evening Classes**
Spring Recess Begins

April 15-22 **School Closed**
Spring Recess

May 30 **School Closed**
Memorial Day

June 17. **School Closed**
Juneteenth Day

The Board of Education reserves the right to modify the School Calendar as circumstances warrant.

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

To access the BCIT Student Handbook, go to www.bcit.cc, click on the link to Adult Education, click on Resources, scroll down to General Student Handbook. Please read the student handbook prior to signing all lines of this form.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions

Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student User Name (print): _____

Student User Signature: _____

Date: _____

Phone Number: _____

SAFETY STATEMENT

I have been present when the teacher demonstrated and discussed the rules and procedures of the _____ (program name) to include equipment, tool, instrument or protocol, safety precautions related to pregnancy clearance, and I understand that it is my responsibility to abide by these rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of (equipment, tool, instrument, or protocol).

Date

Student Signature

Date

Teacher Signature

ACKNOWLEDGEMENT OF BCIT HANDBOOK (POLICIES AND PROCEDURES)

I, _____ (please print first and last name) have reviewed the BCIT Student Handbook. I understand that this handbook provides information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

Date

Student Signature

Burlington County Institute of Technology
Adult Education Division
Fall 2021 - Spring 2022

Class Modules and Payment Due Dates

LPN - (begins 09.01.21) Tuition - \$13,386						Alumni Tuition: \$12,048.00
Semester	Course Code	Due Date	Payment	Module Dates	Amount	Amount
21F	LPN601-M1	At Registration	Payment 1	09.01.21-10.20.21	1500.00	1500.00
21F	LPN601-M2	10.20.2021	Payment 2	10.21.21-12.08.21	2452.00	2452.00
21F	LPN601-M3	12.08.2021	Payment 3	12.09.21-01.26.22	2452.00	2452.00
22S	LPN601-M4	01.26.2022	Payment 4	01.27.22-03.16.22	2452.00	2452.00
22S	LPN601-M5	03.16.2022	Payment 5	03.17.22-04.27.22	2452.00	2452.00
22S	LPN601-M6	04.27.2022	Payment 6	04.28.2022-conclusion	2078.00	740.00

COSMETOLOGY - (begins 09.08.21) Tuition - \$8,560						Alumni Tuition: \$7,704.00
Semester	Course Code	Due Date	Payment	Module Dates	Amount	Amount
21F	COS601-M1	At Registration	Payment 1	09.08.21-11.23.21	1500.00	1500.00
21F	COS601-M2	11.23.2021	Payment 2	11.24.21-02.01.22	2354.00	2354.00
22S	COS601-M3	02.01.2022	Payment 3	02.02.22-04.12.22	2354.00	2354.00
22S	COS601-M4	04.12.2022	Payment 4	04.13.22--conclusion	2352.00	1496.00

DENTAL ASSISTING - (begins 09.27.21) Tuition - \$8,128						Alumni Tuition: \$7316.00
Semester	Course Code	Due Date	Payment	Module Dates	Amount	Amount
21F	DEN601-M1	At Registration	Payment 1	09.27.21-11.18.21	1500.00	1500.00
21F	DEN601-M2	11.18.2021	Payment 2	11.19.21-01.27.22	2210.00	2210.00
22S	DEN601-M3	01.27.2022	Payment 3	01.28.22-04.07.22	2210.00	2210.00
22S	DEN601-M4	04.07.2022	Payment 4	04.08.22--conclusion	2208.00	1396.00

MEDICAL ASSISTING - (begins 09.13.21) Tuition - \$7,245						Alumni Tuition: \$6521.00
Semester	Course Code	Due Date	Payment	Module Dates	Amount	Amount
21F	MED600-M1	At Registration	Payment 1	09.13.21-12.06.21	1500.00	1500.00
21F	MED600-M2	12.06.2021	Payment 2	12.07.21-02.28.22	2873.00	2873.00
22S	MED600-M3	02.28.2022	Payment 3	03.01.22-conclusion	2872.00	2148.00

PATIENT CARE TECHNICIAN - (begins 09.13.21) Tuition - \$4,770						Alumni Tuition: 4293.00
Semester	Course Code	Due Date	Payment	Module Dates	Amount	Total Cost of Course
21F	PCT600-M1	At Registration	Payment 1	09.13.21-01.06.22	1500.00	1500.00
22S	PCT600-M2	01.06.2022	Payment 2	01.07.22-conclusion	3270.00	2793.00

Rev. 05/6/21

August 22, 2021

Dear Student,

I hope that each of you and your family are doing well. As we prepare for your arrival, I have listed some items below that are in place from last year that must be followed.

In addition, I have also provided a brief overview of the procedures that will be in place for entrance into each building, being inside each building, and dismissal from class and exiting each building. These practices will help to provide the safest environment for both students and staff. The act of wearing a face covering applies to all 3 areas below. Every student must bring and wear their own face covering at all times.

Entrance Into Each Building

- All students **must** come through the main entrance at the Westamton Campus and the main office at the Medford Campus. No one is permitted to enter either building through any other entrance.
- Each student must have and display their school ID and/or their driver's license that contains a photo to confirm identity.
- A COVID-19 screening and information form will need to be reviewed, completed and submitted as part of the screening process by each student outside of the building. **This document is required to be done one time at the start of your class prior to your entrance into any building (or one of our clinical sites) and must be submitted via Google Forms. There is a link to each campus's Adult Ed student form directly on our website. Please be sure to fill out the correct document depending on if you attend the Medford or Westamton Campus. After your screening form submission, it is your responsibility to notify Mr. Pappler of any changes that relate to your screening form, including your health or quarantine (due to a close contact) status. You are asked to monitor your symptoms and/or close contacts as related to COVID-19 daily and notify Mr. Pappler immediately if there are any concerns and/or changes.**
- Student temperatures will **NOT** be taken at each campus
 - Only one person (individual being screened) plus the specific staff members are permitted at a time inside the vestibule during the screening process.
 - Stanchions, ground tape, markers on the ground, and/or cones will be stationed leading up to each vestibule at 6 feet intervals (to maintain social

distancing). **Students please stand at these markers while waiting to be screened for entrance into the building.**

- o Student entrance into each building will be in an assembly line format.
- Face coverings for students are mandatory at all times in the building and while waiting in line for entrance into each campus.
- Practice and ensure social distancing (6 feet) protocols are followed in preparation for entrance into each building.

Inside Each Building

- Practice and ensure social distancing of at least 3 feet, (but 6 feet would be the best) protocols are followed in classrooms, shop areas, common places, offices, etc.
- Ensure desks/chairs are facing the same way and not towards each other.
- Students are to bring their own face covering and wear it at all times.
- Refrain from moving furniture to keep at least 3 feet (but 6 feet would be best) of mandated space.
- Ensure desks and other work stations are at least 3 feet (but 6 feet would be best) or further apart.
- Students should stay “Right” in the hallways to maximize the space in between people.
- Students are to utilize good hygiene techniques/practices. Students are to use the hand sanitizing stations frequently.
- Students must have no contact with the instructor(s) and/or another student or students.
- Students are to limit the use of shared objects, including Career Technical Education shop equipment, technology devices, and any other equipment that can be considered for more than one-time use. Shared objects, such as universal tools must be wiped down with the appropriate cleaning agent that will be provided from your instructor before and after each use by a student. Students are to wash their hands after utilizing the cleaning agent and wear protective eyewear when applicable.
- Students must eat lunch in their classroom in their assigned seats for possible contact tracing or can leave school grounds for lunch. Students should wipe down their desks with a disinfectant wipe that is in their classroom following their meal.

Dismissal From Classes and Exiting Each Building

- All students **must** exit through the Adult Education Office entrance at the Westampton Campus and the main office at the Medford Campus. No one is permitted to leave either building through any other exit.
- Instructors should dismiss students one by one or stagger the dismissal of students from each class to maintain social distancing while students exit the class, and leave the building.

Again, these practices will help keep the safest environment for both students and staff. I appreciate all of your understanding and implementation of the above practices. I am looking forward to welcoming each of you back into the buildings.

Sincerely,

Jesse Pappler

Jesse Pappler
Adult Education Assistant Principal