

**BURLINGTON COUNTY INSTITUTE
OF
TECHNOLOGY**



STUDENT CODE OF CONDUCT

2023-2024

TABLE OF CONTENTS

RULES OF CONDUCT..... 1

DISCIPLINARY MEASURES.....2

RESTORATIVE MEASURES.....4

HARASSMENT, INTIMIDATION, OR BULLYING.....5

SUBSTANCE ABUSE.....5

WEAPONS OFFENSE.....5

PENALTY REFERENCES..... 6

INFRACTIONS WITH PENALTY REFERENCES..... 7

DISCIPLINARY POINTS.....8

INDIVIDUAL STUDENT DISCIPLINE LEVELS.....9

DISCIPLINARY PROCEDURES.....9

STUDENTS WITH DISABILITIES..... 10

STUDENT RIGHTS.....10

USE OF PHYSICAL RESTRAINT AND SECLUSION.....11

PARENTAL APPEALS TO DISCIPLINARY ACTIONS..... 12

RECORDS..... 13



BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY CODE OF CONDUCT



The purpose of these regulations is to achieve the following purposes:

- Foster the health, safety, social, and emotional well-being of students;
- Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
- Promote achievement of high academic standards;
- Prevent the occurrence of problem behaviors;
- Establish parameters for the intervention and remediation of student problem behaviors at all stages of identification; and
- Establish parameters for school responses to violations of the student discipline/code of conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of the student offenders, and students' histories of inappropriate behaviors.

RULES OF CONDUCT

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district.

In addition, students shall not:

- Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- Create disorder or disruptions on school premises;
- Use, threaten, or incite the use of physical force against other students, staff members, or visitors to the school;
- Steal, damage, or deface the property of other students, staff members, or the district;
- Engage in the sexual and/or other harassment of students or staff members;
- Violate codes of conduct adopted for organizations of students;
- Possess or use weapons or any implement intended to harm others;
- Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- Convey information about other students or staff members known to be false;
- Act so recklessly as to endanger the safety of others;
- Procure the property of others by threat or intimidation; Enter school premises or any specific portion of the premises without permission and without authority;
- Vandalize school property, real or personal;
- Create litter on school property;
- Be truant from school or class;
- Cheat or otherwise engage in academic dishonesty;
- Persistently refuse to complete homework and other assignments;
- Engage in illegal gambling;

- Smoke on school property;
- Falsify an excuse or any school document;
- Set fire to or cause a fire in any way on school premises;
- Possess or explode a firecracker or other explosive device on school premises;
- Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
- Possess, use, or distribute a substance in violation of Policy No. 5530;
- Join a secret society prohibited by law;
- Commit an act of harassment, intimidation, or bullying; or
- Engage in any other activity expressly prohibited by school staff members in authority.

Students assigned to a school bus must obey all school rules, and

- Show respect for the driver at all times;
- Enter and leave the bus in an orderly manner;
- Ride only the bus to which they have been assigned;
- Be and remain seated while the bus is in motion;
- Avoid reckless and boisterous activity at all times, including during waits at pickup points;
- Talk in a reasonable tone of voice and avoid loud noises;
- Extend no portion of the body or other object out a bus window;
- Keep aisles clear at all times;
- Refrain from bringing animals or bulky, unmanageable projects onto the school bus;
- Refrain from smoking, eating, and drinking on the bus; and
- Possess, use, or distribute no substance in violation of Policy No. 5530.

The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2 or 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, pursuant to 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.

DISCIPLINARY MEASURES

The following disciplinary measures may be applied as appropriate to the student's violation of school rules. The measures are sequential and are organized in order of severity.

1. Admonishment

A school staff member in authority may admonish the student for his/her unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student to report to the office of the administrator in charge of student discipline.

- b. The teacher will complete a form that indicates the student's name, homeroom, and the conduct that has caused the student's removal from the room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional disciplinary steps are indicated.

3. Deprivation of Privileges

The student may be deprived of the privilege of:

- a. Moving freely about the school building,
- b. Participation in co-curricular or inter/intrascholastic activities,
- c. Attendance at a school-related social or sports activity,
- d. Participation in a graduation ceremony, or
- e. Transportation by school bus, or
- f. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy 5600 and N.J.A.C. 6A:16-7.1 et seq.

4. Detention

- a. The student may be required to report before or after the school day to detention for a period of supervised study.
- b. Transportation will be the responsibility of the student's parent(s) or legal guardian(s);
- c. The student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

5. Grading

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence (paragraph B.2.p. and paragraph B.2.q.) may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

6. Suspension from School

- a. The student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 1SA:37-2, N.J.A.C. 6A:16-7.2, and 6A:16-7.3, and Policy 5610.
- b. Suspension from school is a deprivation of the student's right to a thorough and efficient education and will not be imposed without the due process set

forth in Policy and Regulation 5610.

7. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure; it deprives the student of his/her right to a thorough and efficient education and will not be imposed without the due process set forth in Policies 5610 and 5620.

RESTORATIVE MEASURES

The following restorative measures may be taken to aid in correcting student conduct and to ensure that the student is properly placed in an appropriate educational environment and is not in need of special education and/or related services.

1. Restitution and Restoration

- a. The student may be required, to:
 - (1) Make restitution, in kind or cost or labor, for any loss he/she has caused; or
 - (2) Restore to its former condition, by his/her own labor, any property the student has damaged or defaced.
- b. A student who refuses to make restitution or restoration as directed may be disciplined by one or more of the measures included in the above list of disciplinary measures.

2. Counseling

- a. The student may be required to consult with school guidance counselors to determine the causes of his/her misconduct and to assess the need for a change in educational placement.
- b. The counselor will explain:
 - (1) Why the student's conduct is unacceptable to the school and damaging to the student,
 - (2) What the consequences of continued misconduct are likely to be, and
 - (3) Appropriate alternate behaviors.
- c. The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to:
 - (1) The Child Study Team,
 - (2) Intervention and Referral Team,

(3) A public or private social agency, or

(4) A legal agency.

3. Parent Conferences

The student may be required to attend a meeting with his/her parent(s) and appropriate staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

4. Alternate Educational Program

The student may be assigned to an alternate educational program as recommended by the student's guidance counselor classroom s teacher, Child Study Team, the Principal or designee and the Superintendent.

HARASSMENT, INTIMIDATION, OR BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

SUBSTANCE ABUSE

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

WEAPONS OFFENSE

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year.

The chief school administrator may modify this suspension on a case-by-case basis. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report the student to the chief school administrator. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The chief school administrator shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

PENALTY REFERENCES

The following shall constitute appropriate disciplinary measures authorized by this Student Code of Conduct. The consequences may include but are not limited to the examples listed below:

1. Warnings (oral or written).
2. Detention.
3. In-school suspension.
4. Saturday sessions.
5. Suspension from school for up to ten school days.
6. Suspension from school in excess of ten days.
7. Suspension from school for at least one year for possession of a weapon pursuant to the Gun-Free Schools Act of 1994 or, in the case of a student with a disability whose possession of a weapon is determined not to be related to his/her disability, placement in an interim alternative educational setting for a period of up to forty-five days.
8. Placement in an interim alternative educational setting for a period of up forty-five days, in the case of a student with a disability whose known possession or use of illegal drugs, or sale or solicitation of the sale of a controlled substance at a school or a school function is determined not to be related to his/her disability.
9. Permanent suspension (expulsion).
10. Reports to law enforcement and other legal action.
11. Participating in school district sponsored programs (if available).
12. Deprivation of privileges.

INFRACTIONS WITH PENALTY REFERENCES

The administration retains the right of broad discretionary authority during the administering of discipline.

INFRACTIONS	PENALTY REFERENCES
1. Disturbances which disrupt instruction.	(1, 2, 3, 4, 5, 12)
2. Repeatedly disruptive and/or substantially interferes with the teacher's authority in class, giving rise to removal on four or more occasions per semester.	(4, 5, 6, 12)
3. Abusive language and/or indecent gestures directed at staff, students or visitors on school grounds or at school functions.	(1, 2, 3, 4, 5, 10, 12)
4. Carelessness in failing to follow school rules and staff directions.	(1, 2, 3, 4, 5, 12)
5. Violations of the dress code.	(1, 2, 3, 4, 5, 12)
6. Possession or dissemination of obscene materials.	(1, 2, 3, 4, 5, 10, 11, 12)
7. Smoking or other tobacco use in school or at school functions.	(3, 4, 5, 6, 10, 11,12)
8. Cheating in any extra-curricular or co-curricular activity and/or removal from activity.	(1, 2, 3, 4, 5, 6, 12)
9. Abusive and/or indecent language and/or gestures directed at school employees or students on school grounds or at school functions, which provoke a fight	(2, 3, 4, 5, 12)
10. Willful failure to obey the reasonable directives of school staff (insubordination).	(1, 2, 3, 4, 5, 6, 10, 12)
11. Fighting between students.	(4, 5, 6, 9, 10, 12)
12. A fight involving the use or threatened use of a dangerous or deadly weapon.	(5, 6, 7, 9, 10, 11, 12)
13. Any violent act against a teacher or other staff member, as described in this code.	(6, 9, 10, 11, 12)
14. Any violent act against another student or person in the schools or at a school function, as described in this code.	(5, 6, 9, 10,11,12)
15. Possession of dangerous or deadly weapons on school property.	(5, 6, 9, 10, 12)
16. Possession of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or at school functions.	(3, 4, 5, 6, 8, 9, 10, 11, 12)
17. Use of illegal drugs, dangerous drugs, counterfeit drugs or alcohol, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while attending school functions.	(3, 4, 5, 6, 8, 9, 10, 11, 12)
18. Sale or other distribution of illegal drugs, alcohol or counterfeit drugs, or a substance which the individual believes or represents to be such drugs or alcohol, at school or while at school functions.	(6, 8, 9, 10, 12)
19. Possession of fireworks on school property or at school functions.	(5, 6, 10, 12).
20. Use of fireworks while on school property or at school functions.	(5, 6, 8, 9, 10, 12)
21. Commission of conduct which constitutes a crime while on school property or at a school function.	(5, 6, 9, 10, 12)
22. Gambling.	(3, 4, 5, 10, 12)
23. Lewd behavior.	(5, 6, 10, 12)
24. Extortion.	(5, 6, 10, 12)

25. Plagiarism or cheating (academic and career major).	Student will receive a zero for assignment or test.
26. Arson.	(5, 6, 9, 10, 12)
27. Intentional destruction of school property.	(3, 4, 5, 6, 9, 10)
28. Theft of school property.	(5, 6, 9, 10)
29. Use or possession of electronic devices to engage in cheating or violation of the privacy rights of others.	(Confiscation, 2, 3, 4, 5, 6, 10, 12)
30. Violation of computer use policy (suspension of computer privileges).	(1, 2, 3, 4, 5, 6, 10, 12)
31. Class, homeroom, teacher detention, administrative detention cuts.	(1, 2, 3, 4, 5, 6, 12)
32. Eating or drinking outside of permitted area.	(1, 2, 3, 4, 5, 12)
33. Driving recklessly, speeding, failing to follow school crossing guard's directives on school grounds (suspension of driving privileges)	(3, 4, 5, 10, 12)
34. Activation of a false alarm, bomb threat or other disaster alarm.	(5, 6, 9, 10, 12)
35. Forgery or fraud.	(3, 4, 5, 6, 10, 12).
36. Leaving school without authorization.	(3, 4, 5, 6, 12)
37. Parking in unauthorized areas.	(1, 2, 3, 4, 5, 12) and/or suspension of driving privileges.
38. Public displays of affection beyond hand holding.	(1, 2, 3, 4, 12)
39. Tardiness to class	(1, 2, 3, 4, 12)
40. Theft of personal property.	(5, 6, 10, 12)
41. Trespassing while suspended from school.	(5, 6, 10, 12)
42. Threats (Physical, verbal, cyber, telephonic)	(3, 4, 5, 6, 9, 10, 12)

The repeating of an infraction may lead to the imposition of the next measure of discipline. Chronic repeating of infractions may lead to long-term suspension or permanent suspension (expulsion).

DISCIPLINARY POINTS

Student's privileges as a member of the Vocational School District of the County of Burlington community may be limited as a result of behavior or misconduct that warrants such limitation. This school district 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:

Warned and Counseled	1 point
Detention (Non-Saturday)	2 points
Bus Suspension	2 points
Saturday Detention	3 points
In-School Suspension	4 points
Out-of-School Suspension (one day)	4 points
Out-of-School Suspension (multiple days)	5 points

INDIVIDUAL STUDENT DISCIPLINE LEVELS

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

- Sixteen point accumulation or,
- Three in-school or out-of-school suspensions during the year (combined) or,
- 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:

- Sixteen point accumulation or,
- Three in-school or out-of-school suspensions during the year or,
- Violation of drug and alcohol policy

Note: Money already committed for the Senior trip is not guaranteed to be returned.

DISCIPLINARY PROCEDURES

1. The Student Discipline/Code of Conduct Policy and Regulation 5600 shall be disseminated annually to all school staff, students, and parent(s). Principals will distribute these documents to all students on the first day of each school year and to transferring students on the first day of their enrollment in this district.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules consistently and fairly.
3. The staff member who disciplines a student for conduct shall, however minimal the offense or the discipline,
 - a. Orally inform the student of the conduct for which he/she is being disciplined; and
 - b. Offer the student an opportunity to deny the charge or to present extenuating circumstances.
4. Where the discipline is greater than an admonishment, the student's parent(s) or legal guardian(s) will be notified of the offense and of the discipline imposed and will be offered an opportunity to confer with the Principal or designee.
5. A suspension from school, or expulsion will be conducted in strict accordance with law and Policies 5610 and 5620.

6. Violations of the rules regarding student conduct on school buses will be handled as follows.
 - a. The driver will report the offensive conduct to the Principal of the school in which the student is enrolled by submission of a completed written form that includes the name of the student, the school, and the specific offensive conduct.
 - b. The parent(s) or legal guardian(s) will be notified, by copy of the form, of the student's conduct.
 - c. The Principal or designee will determine the discipline to be administered, in accordance with the severity of the infraction.
 - d. When the misconduct is severe, the student may be summarily suspended from the bus pending a conference with the parent(s) or legal guardian(s) and further disciplinary action.

STUDENTS WITH DISABILITIES

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the code of conduct shall be implemented in accordance with the components of the applicable plans.

STUDENT RIGHTS

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3; and
7. Protections pursuant to 20 U.S.C. § 1232g and 34 CFR Part 99, Family Educational Rights and Privacy Act; 20 U.S.C. § 1232h and 34 CFR Part 98, Protection of Pupil Rights Amendment; N.J.A.C. 6:3-6, Pupil Records; 45 CFR § 160, Health Insurance Portability and Accountability Act; 20 U.S.C. § 6301, Title IV(A)IV § 4155 of the

Elementary and Secondary Education Act as reauthorized under the No Child Left Behind Act; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, School-based drug and alcohol abuse counseling; information from participants; disclosure; N.J.A.C. 6A:16-3.2, Confidentiality of pupil alcohol and other drug information; N.J.S.A. 18A:36-19, Creation; Pupil Records: Maintenance and Retention, Security and Access; Regulations; Non-Liability; N.J.A.C. 6A:14-2.9, Student Records; as well as other existing Federal and State laws pertaining to pupil protections.

USE OF PHYSICAL RESTRAINT AND SECLUSION

The Board of Education strives to provide a safe, caring atmosphere that supports all learners in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain a student. An emergency is defined as a situation in which the student's behavior poses a threat of imminent, serious physical harm to the student or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6-1, no person employed or contracted to work in a school district or an educational services commission/unit, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a student attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, for the purpose of self-defense; and for the protection of persons or property. Any such acts, as above, shall not be construed to constitute corporal punishment within the meaning and intendment of N.J.S.A. 18A:6-1.

“Physical restraint” means the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of his or her body. Physical restraint shall include the use of specific, planned techniques and shall only be used with reasonable limitations by school staff members, members of the educational services commission/unit or contracted staff working within the district who receive training in the use of physical restraint. Classroom and security interventions should be implemented, when possible, prior to the use of any physical restraint. The use of physical restraint shall be limited to only those circumstances and situations where other interventions are not possible or have been unsuccessful. The District does not approve the restraint of students in the prone position. See Regulation 5561.

A student shall be released from physical restraint immediately upon a determination by the school staff member administering the restraint that the student is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction. The student shall be examined by the school nurse after any physical restraint.

The Principal or designee will notify the parent/legal guardian in the event an emergency existed and physical restraint was used on their child by the end of the school day. Written report of the incident of physical restraint shall be provided within 48 hours of the occurrence of the incident.

“Seclusion technique” means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout. “Timeout” means a behavior management technique that involves the monitored separation of a student in a non-locked setting, and is implemented for the purpose of calming.

Each incident in which a seclusion technique is used is carefully and continuously monitored to ensure that it is used in accordance with established procedures set forth in board policy developed in conjunction with the entity that trains staff in safe techniques for the physical restraint, in order to protect the safety of the child, and others. Inclusion of positive behavior supports in student’s behavior intervention plans shall be used to attempt to minimize the use of seclusion techniques.

PARENTAL APPEALS TO DISCIPLINARY ACTIONS

Parental appeals related to student discipline shall be processed in an orderly manner according to the following procedures:

1. All parental concerns related to student discipline must first be addressed with the person of origin (i.e. classroom teacher).
2. Should the matter not be resolved at this level, appeals are to be directed, in writing to the building administrator in charge of student discipline.
3. Should the matter not be resolved at this level, the parent must submit the appeal of discipline in writing to the building principal, explaining the rationale for the appeal. Upon receipt of this appeal, the principal will conduct an investigation and will promptly report his/her findings to the parent(s)/guardians(s).
4. Should the matter not be resolved at the building level, the parent may appeal the principal’s determination in writing to the Superintendent of Schools. The Superintendent or his/her designee shall review the process utilized to investigate the disciplinary matter and the conclusions and dispositions drawn in order to ensure compliance and adherence with N.J. State Statute, Administrative Code, and District Policy and Regulation, as well as the reasonableness of the principal’s conclusions. Upon receipt of this letter of appeal, the superintendent or designee will conduct such review into the matter and will promptly report his/her findings to the parent(s)/guardian(s). The superintendent's or designee’s decision is binding for all short-term disciplinary decisions ranging from reprimands to suspensions of students from school for up to ten days.
5. For long-term suspensions (suspensions of greater than ten school days), parents shall have the right to appeal the matter to the Board of Education.
6. Parents may appeal the Superintendent’s or Board of Education’s decision to the New Jersey Commissioner of Education.
7. During the course of an appeal investigation, the disciplinary consequence stands as dispensed and students are expected to fulfill the requirements of the consequence.

Therefore, it may be the case that the consequences are fulfilled prior to the disposition of the matter.

RECORDS

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy No. 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, disclosure of juvenile information; penalties for disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), N.J.A.C. 6A:32-7.5(e)10.iv., and N.J.A.C. 6A:16-7.10.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
 - b. Written consent of the parent or adult student shall not be required as a condition of the transfer of this information, however, written notice of the transfer shall be provided to the parent or the adult student.
 - c. When a student transfers to a private school, which includes all sectarian or nonsectarian nonprofit institutional day or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records, with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner as such records would be provided by a public school district of residence to another public school district, pursuant to N.J.A.C. 6A:16-7.10(b).
 - d. The Board shall not use a student's past offenses on record to discriminate against that student.
 - e. All student disciplinary records maintained in the district shall conform with the requirements set forth in N.J.A.C. 6A:16-7.10(d).

The administration retains the right of broad discretionary authority during the administering of discipline.

5600.B - STUDENT DISCIPLINE/CODE OF CONDUCT VOCATIONAL SCHOOL DISTRICT OF THE COUNTY OF BURLINGTON (M) (BCIT) Revised

Section: Students

Date Created: October 2013

Date Edited: January 2023

