

# Parent/Student Handbook

---

**Burlington County Special Services**

School District  
Parent/Student Handbook



2023-2024

# **Parent/Student Handbook**

---

**Burlington County Special Services**

Dr. Christopher Nagy, Superintendent

# **Parent/Student Handbook**

---

**Burlington County Special Services**

# Parent/Student Handbook

---

## Burlington County Special Services

### TABLE OF CONTENTS

#### GENERAL INFORMATION<sup>1</sup>

|                                                                 |    |
|-----------------------------------------------------------------|----|
| PHILOSOPHY                                                      | 7  |
| ADMINISTRATION                                                  | 7  |
| ADDRESS/HOURS/PHONE/WEBSITE                                     | 8  |
| BURLINGTON COUNTY BOARD OF COMMISSIONERS                        | 9  |
| BCSSSD BOARD OF EDUCATION                                       | 9  |
| EMERGENCY COMMUNICATION                                         | 10 |
| INTEGRATED PEST MANAGEMENT (Refer to Policy)                    | 10 |
| LEGAL PARENTAL CUSTODY                                          | 11 |
| STUDENT ADMISSIONS (Refer to Policy)                            | 11 |
| STUDENT ATTENDANCE (Refer to Policy)                            | 12 |
| STUDENT HOMEWORK POLICY                                         | 14 |
| PARENT SUPPORT GROUP                                            | 16 |
| PUBLIC RELATIONS RELEASE                                        | 16 |
| PUPIL RECORDS (Refer to Policy)                                 | 16 |
| REPORTING PUPIL PROGRESS TO PARENTS/GUARDIANS (Refer to Policy) | 17 |
| STUDENT PROPERTY                                                | 18 |
| VISITORS (Refer to Policy)                                      | 18 |
| PROGRAMS AND SERVICES                                           | 19 |
| BEHAVIOR MANAGEMENT                                             | 19 |
| CHILD STUDY TEAM (Refer to Policy)                              | 19 |
| DAILY SCHEDULES                                                 | 19 |
| EMPLOYMENT CONTINUUM                                            | 20 |
| FIELD TRIPS (Refer to Policy)                                   | 21 |
| MARKING PERIOD AND INTERIM REPORTS                              | 22 |
| SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE                     | 22 |
| STUDENT BREAKFAST/LUNCH PROGRAM                                 | 22 |
| STUDENT GOVERNMENT (Refer to Policy)                            | 23 |
| STUDENT HEALTH/SAFETY                                           | 24 |
| CHILD ABUSE AND NEGLECT (Refer to Policy)                       | 24 |

# Parent/Student Handbook

---

## Burlington County Special Services

|                                                                                 |    |
|---------------------------------------------------------------------------------|----|
| COMMUNICABLE DISEASES                                                           | 26 |
| HEALTH/FAMILY LIFE EDUCATION (Refer to Policy)                                  | 27 |
| HEALTH SAFETY (Refer to Policy)                                                 | 27 |
| IMMUNIZATION                                                                    | 28 |
| MEDICATION (Refer to Policy)                                                    | 29 |
| SAFETY                                                                          | 31 |
| SUICIDE PREVENTION (Refer to Policy)                                            | 31 |
| STUDENT/PARENTS RIGHTS                                                          | 32 |
| NON-DISCRIMINATION/AFFIRMATIVE ACTION (Refer to Policy)                         | 32 |
| PUPIL GRIEVANCE (Refer to Policy)                                               | 33 |
| PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)                                     | 33 |
| QUESTIONING/APPREHENSION (Refer to Policy)                                      | 34 |
| THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)                             | 35 |
| STUDENT CONDUCT & RESPONSIBILITIES                                              | 36 |
| STUDENT BUYING AND SELLING ITEMS                                                | 40 |
| STUDENT COMMUNICATION BOOKS                                                     | 40 |
| STUDENT DRESS CODE                                                              | 41 |
| STUDENT EXTRACURRICULAR ACTIVITIES(Refer to Policy)                             | 42 |
| STUDENT HARASSMENT, INTIMIDATION AND BULLYING (Refer to Policy)                 | 42 |
| STUDENT HIGH SCHOOL GRADUATION REQUIREMENTS                                     | 46 |
| STUDENT LOCKERS (Refer to Policy)                                               | 49 |
| STUDENT RESTRICTED AREAS                                                        | 50 |
| STUDENT TRANSPORTATION GUIDELINES                                               | 50 |
| STUDENT USE OF MOTOR VEHICLES (Refer to Policy)                                 | 52 |
| STUDENT USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (Refer to Policy) | 52 |
| STUDENT SMOKING (Refer to Policy)                                               | 52 |
| STUDENT SUBSTANCE ABUSE (Refer to complete Policy)                              | 52 |
| SUSPENSIONS AND EXPULSIONS (Refer to Policy)                                    | 57 |
| TECHNOLOGY AND ACCEPTABLE USE (Refer to Policy)                                 | 59 |
| TELEPHONE ACCESS                                                                | 63 |
| VANDALISM AND VIOLENCE (Refer to Policy)                                        | 63 |
| WEAPONS AND DANGEROUS INSTRUMENTS (Refer to Policy)                             | 64 |

# **Parent/Student Handbook**

---

## **Burlington County Special Services**

The Board of Education reserves the right to revise the contents of this book and the policies and procedures described herein at any time.

# Parent/Student Handbook

## Burlington County Special Services

### GENERAL INFORMATION

#### PHILOSOPHY

- ◆ We believe that a free public education is the right and privilege of every young person. This is a shared responsibility of your local sending district and the Special Services School District. It is the responsibility of the school to aid and provide the opportunity for each student to develop to their fullest potential as they prepare themselves to assume their responsibility in a society within the concepts of American democracy.
- ◆ We believe that the school is one of the guiding forces in the development of the student and shares this responsibility with the home, the community and the student's peer group.
- ◆ We believe that the curriculum offerings should reflect the needs and interests of the students for career, cultural, physical and aesthetic aspects of the student's life.
- ◆ We believe that the curriculum offerings should be under continuous study to meet the ever-changing conditions of society and that a high degree of flexibility be maintained.
- ◆ We believe that teachers, therapists, paraprofessionals, students, administrators and parents should maintain respect for each other as individuals and as involved participants in the total aims and goals of the school district. We believe that the aims and goals of the school district reflect the educational needs of the students and communities being served within Burlington County.

#### ADMINISTRATION/PRINCIPALS

##### **Superintendent**

Dr. Christopher Nagy

##### **Assistant Superintendent**

Dr. Ashanti Holley

Mr. Eder Joseph

##### **Child Study Team and Related Services Westampton Campus**

Dr. Bobbie Downs, Director

Mr. Dennis Leigh, Principal

Ms. Roseatta Darcy, Assistant Principal

Mr. Michael Berger, Assistant Principal

##### **Transition Campus**

Mary Jean Kneringer, Principal

##### **Burlington County Alternative School**

Joan Barbagiovanni, Principal

# Parent/Student Handbook

---

## Burlington County Special Services

### ADDRESS/HOURS/PHONE/WEBSITE

|                                                    |                                                                    |
|----------------------------------------------------|--------------------------------------------------------------------|
| Burlington County Special Services School District | (609) 261-5600                                                     |
| 20 Pioneer Boulevard, Westampton NJ 08060-3824     | <a href="http://www.burlicoschools.org">www.burlicoschools.org</a> |
| <b>Regular Day Hours</b>                           | 8:15 a.m. – 2:00 p.m.                                              |
| <b>Early Dismissal Day Hours</b>                   | 8:15 a.m. – 12:50 p.m.                                             |
| <b>Extended School Year Hours</b>                  | 8:30 a.m. – 1:00 p.m.                                              |



# Parent/Student Handbook

---

## Burlington County Special Services

### **BURLINGTON COUNTY BOARD OF COMMISSIONERS**

Felicia HopsonI, Commissioner, Director  
Tom Pullion, Commissioner, Deputy Director  
Allison Eckel, Commissioner  
Daniel J. O'Connell, Commissioner  
Balvir Singh, Commissioner

\*\*\*\*\*

### **BURLINGTON COUNTY SPECIAL SERVICES SCHOOL DISTRICT BOARD OF EDUCATION**

Tyler J. Burrell, President  
Robert Brittain, Vice President  
Odise Carr  
Tiffany Cohen  
Raymond Marini, Burlington County Executive County Superintendent  
Dr. Charles McCabe  
Michelle Parker

\*\*\*\*\*

Christopher Nagy, Ed.D., Superintendent  
Andrew Willmott, Board Secretary/Business Administrator

Under N.J.S.A. 18A:46-29, County Special Services School Districts are local educational agencies, governed by a Board of Education whose appointed members have demonstrated a concern for the education of special needs children. In general, one or more parents of special needs children serve on these Boards of Education, in addition to the Executive County Superintendent of Schools. A mandated Advisory Board consisting of parents, professionals, and other interested members of the community meets at least quarterly to discuss program needs. These individuals must have professional training or personal involvement with the students.

# Parent/Student Handbook

## Burlington County Special Services

### EMERGENCY COMMUNICATION

If an emergency occurs and it is necessary to close schools, the following outlets of information are available:

**Global Connect:** An emergency notification system may be utilized.

**District Website:** [www.burlcoschools.org](http://www.burlcoschools.org) In an emergency situation, every effort is made to update the District Website to provide timely information to the students, parents/guardians, staff and interested members of the public. Check the district home page for the most current information.

**Media Outlets:** KYW radio 1060, CBS, NBC or ABC television via school name: Burlington County Special Services School District or school emergency closing number: 707. Please do not call the school, BCSSSD Facebook account.

**Note:** In the event that it is necessary to adjust the calendar because of an emergency school closing, days may be added at the end of the school year or during spring recess. The calendar may be modified at the direction of the Superintendent upon Board of Education approval. Updated approved calendars can be found on the district website. In the event of an emergency delayed opening, students will be picked up for school according to the schedule of the child's home district.

### INTEGRATED PEST MANAGEMENT (Refer to Policy)

Burlington County Special Services School District complies with the School Integrated Pest Management (IPM) Act of 2002. This standard aims to reduce the use of all pesticides in and around schools. IPM is a holistic, preventative approach to managing pests that is further explained in the school's IPM policy.

Dear Parent/Guardian:

In accordance with the New Jersey School Integrated Pest Management (IPM) Act, the Burlington County Special Services School District has adopted an IPM Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests, without the use of pesticides, which is explained further in the school's IPM Policy.

Pursuant to the IPM Act, all schools in New Jersey are required to have an IPM Coordinator to oversee all activities related to IPM and pesticide use at the school. The IPM Coordinator for Burlington County Special Services School District is the Educational Facilities Manager, CEFM, 609-261-5600 ext. 2165. The IPM Coordinator maintains the pesticide product label and the Material Safety Data Sheets (MSDS) of each pesticide product that may be used on

# Parent/Student Handbook

## Burlington County Special Services

school property. This information, along with a copy of the IPM Policy, is available for public review. The IPM Coordinator is available for information and concerns about the IPM activities and pesticide use at the school.

As part of a school pest management plan, the school district may use pesticides when needed to control pests in and around the building. The US Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide, in accordance with instructions printed on the label, does not pose an unreasonable risk to human health and the environment. Where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposures. Any modifications to the District IPM Policy will be reviewed and adopted at the September Board of Education meeting each year. A list of pesticides that are in use or that have been used in the past twelve (12) months on district property are available for review and will be posted on the school website.

Sincerely,

Christopher Nagy, Ed.D.  
Superintendent

### LEGAL PARENTAL CUSTODY

Any parent who has been granted legal child custody as a single parent must provide legal documentation to the school. It is essential that the principal, supervisors, secretaries, nurse, counselors and teacher be aware of any situation limiting non-custodial parental contact. The principal will take steps necessary to ensure that the child is released only to proper or authorized persons.

### STUDENT ADMISSIONS (Refer to Policy)

Students are admitted to BCSSSD programs at the request of their sending district. Prior to admittance, the sending district must complete an application form which is available on the district website and attach current educational records for review. Admission will be granted only to those students (starting at age three (3) for whom an opening is available, a suitable program exists in the district and who are properly classified for the programs offered by the district as categorized in accordance with the classification for the handicapped designated by New Jersey Department of Education. The school district will admit a student at age three (3) if an approved and suitable program exists in the district. All pupils, regardless of age or needs, will have a complete and current Individualized Education Plan ("IEP") before placement in this school district. The prospective student and their parent/guardian along with a representative from the sending district will be invited to go through the intake process. If an appropriate class opening is available, the sending district will be notified via letter of acceptance. The district and family must

# Parent/Student Handbook

## Burlington County Special Services

provide all required health records prior to enrollment. All placements are considered to be conditional for 30 days after which time a meeting will be held to finalize the placement and revise the IEP.

### **STUDENT ATTENDANCE** (Refer to Policy)

Regular attendance at school is a fundamental responsibility of students. Parents/ guardians and school officials are obligated to see that school aged students actually attend school. The compulsory education laws (NJSA 18A:38-25 et. seq.) hold the parents/guardians of children between the ages of six (6) and sixteen (16) responsible for their child's regular school attendance. While the compulsory education statutes require school attendance until age sixteen (16), as a practical matter, students may not withdraw from school without parental permission until they have reached age seventeen (17), or have been declared emancipated minors. Regular attendance is conducive to academic success. Absence from classes seriously affects the opportunity for students to learn all that is prescribed in courses of study. It is essential that all students attend school on a consistent and regular basis.

A student must be in attendance one hundred sixty-two (162) or more school days (90%) in order to have successfully completed the instructional program requirement of the grade/course he/she is assigned. A waiver of attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including sending district Child Study Team personnel and classroom teachers. The Board of Education considers the following as the cause for excused student absences:

1. Disabling illness
2. Recovering from accident
3. Required court attendance
4. Death in the family
5. Religious observance
6. Such good cause as may be acceptable to the principal
7. Homebound instruction is not considered an absence.

An unexcused absence includes any absence not covered by the above criteria. Regular doctor/dentist appointments should be arranged after school, on evenings, or on weekends. Vacations are not acceptable reasons for absence. The Child Study Team will be notified after 3 consecutive or 5 non-consecutive days (especially if absences are developing a pattern) of unexcused absences. BCSSSD also works collaboratively with the sending district to enforce their

# Parent/Student Handbook

## Burlington County Special Services

attendance requirements The unexcused absences may be reported to attendance authority of the sending district, which may result in the student and/or parents/guardians being referred to court.

### **Regular Release of Pupils before the End of Normal School Day**

There are varying situations which may justify release of certain pupils from school before the normal time of closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

### **Early Dismissal and Late Arrival**

It is required that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal.

Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours
2. Medical disability
3. Motor vehicle driver's test
4. Interview for college entrance or employment
5. Family emergency
6. Court appearance
7. Such good cause as may be acceptable to the administration.

No pupil shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act on his/her behalf. Tardiness not covered by the causes listed shall be cumulative and may affect course credit.

If it becomes necessary for a student to leave school early, the following procedure must be followed:

1. A written request must be made stating the date and time of early dismissal.
2. Telephone requests cannot be honored except if approved by the principal.
3. A student is not permitted to leave the school with anyone who has not been clearly identified as his/her parent/guardian or a person authorized to act on the behalf of a parent/guardian. Proof of such authorization will be required.
4. For safety reasons, please be prepared to show personal identification.

# Parent/Student Handbook

## Burlington County Special Services

5. Once the school day has ended and students are dismissed, neither parents nor students are permitted back into the classrooms except for a prearranged conference.
6. The parent/guardian must sign the student out in the office of the student's assigned campus. Parent/guardian is not to go to the classroom to pick up the student. Staff will escort the student to the office for dismissal.
7. No child will be allowed to leave the building unless he/she is accompanied by the parent or guardian, who must sign the child out at their campus office.
8. Students leaving prior to 12:30 p.m. will be considered in attendance for a half day.

If a student is arriving late to school, the following procedure must be followed:

1. Parent/guardian must sign the student into the school office.
2. Parent/guardian must wait for the classroom teacher to pick up the student from the campus office. Parents/guardians are not permitted to drop students off in the classroom.
3. Parent/guardian must provide an excuse note for lateness.
4. Students arriving at school after 10:30 a.m. will be considered in attendance for a half day.

### STUDENT HOMEWORK POLICY

The Board of Education and Administration believe that homework relevant to the material presented in class provides a substantial opportunity to broaden, deepen and reinforce the student's knowledge. Homework is seen as a logical extension of classroom work and serves to reinforce the skills, techniques and information to which the child is exposed during school hours. A large body of educational research supports the efficacy of homework. Homework can provide the necessary repetition (drill) to promote skill mastery. In addition, it has been shown that distribution of practice periods for virtually any skill yields results superior to massed practice.

The time a student should devote to homework should vary according to age, functional level, and the ability to sustain attention independently. Because of the highly variable nature of the student population, no total time requirement is specified. While limitations are recognized, it is believed that all special needs students are capable of pursuing some amount of "homework" either independently or with limited parental/staff assistance. Teachers are to exercise discretion based on their knowledge of student abilities when devising assignments.

### Essential Tenets of District Educational Philosophy

1. Normalization: The great majority of non-classified students are expected to do regularly assigned homework, the practice is seen as a "normalizing" experience.

# Parent/Student Handbook

## Burlington County Special Services

2. Individual Instruction: Individually assigned homework is seen as an additional tool at the teacher's disposal in the pursuit of individualized instruction techniques.
3. Responsibility: The responsibility, on the part of the student to accomplish work without direct teacher supervision, is seen as a worthwhile practice in terms of fostering a sense of personal responsibility.

### Homework Assignment Selections

1. Prepare students to gain maximum benefit from subsequent lessons.
2. Require students to transfer a new skill or concept to a new situation.
3. Require students to integrate many skills and concepts in the process of producing a response.

### Immediate Purpose of a Specific Homework Assignment

1. Reinforce previously taught skills.
2. Extend classroom learning.
3. Enrich and stimulate further interests.
4. Reinforce independent study skills.
5. Develop initiative, responsibility and self-direction.
6. Stimulate worthwhile use of leisure time.
7. Involve parents/guardians with the work pupils do in school.

Teachers will use their discretion in terms of requiring makeup assignments for absences. Close cooperation of parents/guardians with the school to make homework experiences valuable to their child's education is requested.

### Teacher's Responsibilities

1. Provide written information to students and parents/guardians at the beginning of the school year, concerning the nature, frequency and evaluation of homework assignments.
2. Check all homework assignments on a daily basis for the purpose of providing timely feedback to students.
3. Notify parents when students have failed to complete their homework on a regular basis.

### Student's Responsibilities

1. Complete all homework assignments.

# Parent/Student Handbook

## Burlington County Special Services

2. Seek additional help from the teacher or teacher assistant when unable to complete assignment.
3. Schedule a time to do homework.
4. Select a quiet area in which to do homework with good lighting and materials with which to work.

### Parent's Responsibilities

In order for our students to obtain maximum benefits, the parents must be actively involved in the educational process to the greatest extent possible.

1. Encourage students to fulfill their responsibilities listed above, showing that it should be treated with importance.
2. Be available to serve as a resource and consultant, but do not hover over your child with constant advice.
3. Be available to check work if needed and to check whether the assignment has been completed.
4. If possible, show how this particular assignment or skill relates to everyday life and life skills.
5. Be encouraging and supportive. Parent attitudes are contagious. Nothing can help like a hug, smile, and a word of approval.
6. Establish timely contact with the teacher in the event that difficulties are encountered.
7. Be required to sign the attached agreement at the beginning of the school year.

### PARENT SUPPORT GROUP

The Special Services School District believes that we are "Partners in Learning" with parents/guardians. Parents/guardians are strongly encouraged to become involved in the District Special Education Parent Advisory Group. Please contact Dr. Downs with questions regarding the group ([bdowns@burlcoschools.org](mailto:bdowns@burlcoschools.org)).

### PUBLIC RELATIONS RELEASE

Throughout the school year, students may be photographed or filmed for public relations press releases and school programs. Parents/guardians must sign a release form annually forbidding or allowing their child to be filmed or photographed.

### PUPIL RECORDS (Refer to Policy)

Burlington County Special Services School District shall conform in all respects to the requirements of State and Federal Law regarding gathering, maintaining, securing, disclosing, allowing access



# Parent/Student Handbook

## Burlington County Special Services

to and return of pupil records to the sending districts. Pupil records shall include all those mandated by the New Jersey Administrative Code or State statutes, or authorized by administrative directives, and such permitted records as the Board of Education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the pupil. Records so authorized must comply with code standards as to relevance and objectivity. Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of the originator of the records. All anecdotal information and assessment reports collected on a pupil shall be dated and signed by the individual who originated the data.

The Superintendent and/or his designee shall be responsible for the security of pupil records maintained in the school district. Authorized persons and organizations shall be granted access to these records at a convenient place and time within the limits stipulated by law, i.e., within ten (10) days of the request but prior to any review or hearing conducted in accordance with State Board of Education regulations. Parents/adult pupils or designees shall be permitted to inspect and review the contents of the pupil's record maintained by the district without unnecessary delay and before any meeting regarding the pupil's IEP. Any consent required for disabled pupils under N.J.A.C. 6:3-6 shall be obtained according to N.J.A.C. 6A:14-1.3 "Consent" and N.J.A.C. 6A:14-2.3. Parents/guardians and adult pupils shall be notified annually in writing of their rights in regard to pupil records. Additional information pertaining to parental and adult students' rights regarding pupil records is contained in Policy.

### **REPORTING PUPIL PROGRESS TO PARENTS/GUARDIANS** (Refer to Policy)

The cooperation of school and home is vital to the growth and education of the whole child. The school district recognizes its responsibility to keep parents/guardians informed of pupil welfare and progress in school. Reporting pupil progress shall include written reports, pupil-teacher conferences and parent/guardian teacher conferences. If the parent/guardian's primary language is other than English, a translator shall be provided by the sending school district whenever possible.

### **Procedures for reporting pupil guidance progress**

1. Use various methods of reporting appropriate to grade level and curriculum content.
2. Ensure that both pupil and parent/guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the pupil's status.

# Parent/Student Handbook

## Burlington County Special Services

3. Enable the scheduling of parent/guardian-teacher conferences that will ensure the greatest degree of participation by parents/guardians.
4. Specify the issuance of report cards at intervals of not less than four times during the school year and issuance of deficiency notices and or progress reports as required during the school year.
5. Ensure the continual review and improvement of methods of reporting pupil progress to parents/guardians and involve pupils, staff and parents/guardians in that review.

### Procedures for reporting pupil conduct progress

1. Principal and/or designee shall notify parents/guardians concerning conduct issues when deemed necessary.
2. A record shall be kept in the district database indicating the legal custodian of each pupil, so that reports can be made to and conferences arranged with the proper person. Parents/guardians are requested to notify the school when changes are made.

### Parental Notification

The Superintendent shall develop regulations to ensure that parents/guardians are notified in all instances when the law and/or the best interests of the pupil and the district require it.

### STUDENT PROPERTY

The school district does not carry insurance on students' personal property, i.e., coats, shoes, jewelry, toys, gym/book bags or any electronic equipment. Audio/video/communication or electrical equipment is not permitted in the school building or on the school grounds. The principal/supervisor may authorize staff to confiscate such property and submit to principal/supervisor.

### VISITORS (Refer to Policy)

Visitation to any Burlington County Special Services School District program is by appointment only. Appointments will be made by calling the campus office. The principal reserves the right to refuse a request for visitation if, in his/her opinion, the visit would be disruptive to the educational process. The sign in/out (visitor pass) procedure shall be adhered to for all visitations. All visitors shall be required to report to the main entrance upon entering the building and display appropriate identification during their visit. A "visitor" is anyone other than a pupil enrolled in or a staff member employed by the particular school. Visitors shall be escorted throughout their visit to the school. Visitors may not consult with the teaching staff or pupils during class time without obtaining the principal's permission.

# Parent/Student Handbook

---

## Burlington County Special Services

No one may visit the school during school hours for the purpose of recommending or exhibiting books, maps, etc. to staff. No person shall be allowed to deliver any address or lecture on any subject unless authorized by the Superintendent or designee. All visitors to the school must obey regulations prohibiting smoking and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly persons" and subject to appropriate action.

### PROGRAMS AND SERVICES

#### BEHAVIOR MANAGEMENT

Our schools are committed to supporting the Social and Emotional Learning (SEL) of students. Staff and administration collaborate to develop programs that support the needs of all students in managing emotions and making responsible decisions.

If a student is not experiencing success with the school or classroom plan, the initiation of an individualized/personalized approach/ plan will be developed. Our goals are developed to support the students in following classroom and school rules and demonstrating personal target behaviors. Each of the campuses is staffed with Support Team members that are available to assist students when they are experiencing difficulty in the classroom. In addition, the schools utilize the Safety Care crisis management programs.

#### CHILD STUDY TEAM (Refer to Policy)

The Child Study Team members work closely with local school districts in developing programs for students. They shall consider and recommend appropriate strategies and/or programs for pupils exhibiting disaffected behavior patterns. An assessment of needs shall be conducted for each such pupil. If the assessment indicates the advisability of a complete evaluation, a referral shall be initiated and due process followed. If the assessment indicates a change in program, the Child Study Team shall cooperate with the teaching staff in developing an appropriate program, including, if necessary, alternative programs. Appointments are available via the Child Study Team Office for students and their parent/guardian who have questions or concerns regarding the student's overall progress.

### DAILY SCHEDULES

# Parent/Student Handbook

## Burlington County Special Services

Daily schedules are available to all students and will be distributed via the homeroom teacher on the student's first day in attendance. Any request for a schedule change must be addressed in writing to the principal's office.

### EMPLOYMENT CONTINUUM

#### Employment Certificates

All students seeking employment are to arrange an appointment with the Work Based Learning Coordinator or the Case Managers to discuss employment opportunities and requirements.

According to [New Jersey law](#), all youth workers – those under the age of 18 – who accept a job offer need Working Papers to be employed in the state. Remember: minors only apply for Working Papers **after** getting an offer of employment. Please visit <https://www.nj.gov/labor/youngworkers> for information and to digitally download an application.

#### Work Based Learning Program (WBL)

##### Work Based Learning Program (WBL)/Unpaid

During school hours, the WBL unpaid experience immerses our young adults in the community or within the district to help them discover employment interests and identify strengths. Young adults will experience job sampling and develop appropriate social interactions and soft or essential skills. Young adults will work with a Job Coach and the experience will be overseen by a WBL Coordinator. The school has partnered with local businesses to develop mutually beneficial situations for the students.

##### Work Based Learning Program (WBL)/Paid

When students are successful in unpaid experiences, employment opportunities during school hours would be sought with the support of the WBL Coordinator. WBL Coordinator completes worksite analysis, business agreement and student training plan prior to student beginning work. Once every 10 days, WBL Coordinator completes a ten day observation at the worksite. Students must be approved for WBL by the principal, campus guidance counselor and sending district Case Manager. Students must maintain at least a C average in all classes and complete any work missed while at the worksite.

#### Work/Study Program

# Parent/Student Handbook

## Burlington County Special Services

The Work/Study Program for students 16- 21 years old offers the student an opportunity to work at a job in the school district. In this way, the student can develop good work habits prior to going out to work in the community on the School to Work Program. Minimum wages are paid to students and they are paid once a month. This is a non-credit program in which the student may work up to an average of five (5) hours per week. The job classifications vary and may be related to the student's CTE. Applications are available in the principal's office. This program is only available when funded. The Sodexo work study program will be individualized based upon needs.

### School to Work Assistance

BCSSSD young adults who work or may want to obtain employment after school hours and or weekends within close proximity to their residence may be provided assistance but are not part of the WBL program. A WBL Coordinator during school hours and when available may assist the young adults in finding employment. The WBL Coordinator may offer employment services including job search within young adults' local community, job application assistance, resume building and interview preparation. Employment counseling by phone to act as a general liaison between all essential parties may be available.

### Community Based Instruction

Community-Based instruction (CBI) is a hands-on learning program that is located within the community but begins in the classroom. The goal is to generalize what the young adult has learned in the classroom setting and have them practice the skills in the natural environment. The activities that the young adult performs in these natural settings should be individualized to maximize their independence and occur on more than one occasion to practice the skill in the natural environment.

### FIELD TRIPS (Refer to Policy)

The Board of Education recognizes that field trips, used as a device for teaching and learning integral to the curriculum are an educationally sound and important ingredient in the instructional program of the school. For purposes of this policy, a field trip shall be defined as any journey by a group of pupils away from the school premises, under the supervision of a teacher, which is an integral part of an approved course of study and conducted for the purpose of affording a first-hand educational experience not available in the classroom.

# Parent/Student Handbook

## Burlington County Special Services

### MARKING PERIOD AND INTERIM REPORTS

Although grades should not be regarded as ends in themselves, they are indicative of how well students are progressing in their studies from marking period to marking period. Parents and students are urged to study the report card carefully, noting all the explanatory material and comments. If parents have any questions concerning the progress of a student or questions concerning the student's overall adjustment to the school, they should contact the office immediately to make an appointment for a parent/teacher conference.

| Marking Period                 | Mid Marking period/<br>Interim report distributed |             | Marking Period<br>Ending Dates | Report Cards<br>Distributed |
|--------------------------------|---------------------------------------------------|-------------|--------------------------------|-----------------------------|
| 1 <sup>st</sup> Marking Period | 1 <sup>st</sup><br>Report                         | October 6   | November 13                    | November 16                 |
| 2 <sup>nd</sup> Marking Period | 2 <sup>nd</sup><br>Report                         | December 18 | January 29                     | February 2                  |
| 3 <sup>rd</sup> Marking Period | 3 <sup>rd</sup><br>Report                         | March 1     | April 11                       | April 17                    |
| 4 <sup>th</sup> Marking Period | 4 <sup>th</sup><br>Report                         | May 13      | June 17                        | June 17                     |

### SALUTE TO THE FLAG AND PLEDGE OF ALLEGIANCE

According to NJSA 18A:36-3, students in each school are required on every school day to salute the United States flag and repeat the 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." The salute and pledge of allegiance shall be rendered with the right hand over the heart, with the exception of those pupils who have conscientious scruples against the pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity. Those children shall not be required to render the salute and pledge but shall be required to show respect to the flag while the pledge is being given by standing at attention.

### STUDENT BREAKFAST/LUNCH PROGRAM

# Parent/Student Handbook

## Burlington County Special Services

The district uses a multi-shift lunch period to accommodate all students. Monthly menus are posted on the district webpage under the Parent/Student Tab. Those households without computer access can contact the Food Services Department for menus to be sent to their home. Parents/Guardians are to fill out the Free and Reduced Lunch Form as soon as possible and return the form to the principal's office for processing.

Students are not permitted to charge their lunch. Parents/guardians are encouraged to prepay student meals through our online payment system, accessible through our website and <https://bcss.sodexomyway.com/>. Personal checks for prepayment of meals will also be accepted. Personal checks should be made payable to BCSSSD Cafeteria. If prepayment is not an option, students should bring the exact change for their meals. Only the payment that goes to regular breakfast/lunch orders is reimbursable. All lunch orders must be processed and paid in the homeroom. If a student requests an additional breakfast/lunch (a la carte), he/she must order it and pay in the cafeteria line. Additionally, a la carte purchases are not eligible for reimbursement.

Students are to remain in the cafeteria until the end of the breakfast/lunch period.

Students will be dismissed from the cafeteria only by the supervising staff. Student breakfast and lunch items that are not eaten must be disposed of in the cafeteria. Students may not share school meals or personal food brought in from home. Students are provided with designated breakfast and lunch times to eat their meals. Any special dietary needs shall be discussed with the case manager and or nurse.

### **STUDENT GOVERNMENT** (Refer to Policy)

BCSSSD acknowledges the importance of offering students the opportunity to participate in self-government within the establishment of the schools. Students shall have the right to organize, conduct meetings, elect officers and representatives and petition the Board. The school district will recognize the Student Government Association as the official voice of the student body and for the purpose of:

1. Developing student leadership.
2. Providing a learning experience in democratic decision.
3. Giving students practical experience in organizing, planning and affecting outcomes.

# Parent/Student Handbook

## Burlington County Special Services

The school district shall appoint a qualified member of the faculty to serve as advisor to student government activities. The Student Government Association shall be responsible for the planning and organization of its own government, student social events, fundraising projects and activities and projects suggested by students.

### **Student Representative to the Board of Education**

At least one student annually will serve as a representative of the student body and will provide a monthly report on student activities

## **STUDENT HEALTH/SAFETY**

### **CHILD ABUSE AND NEGLECT** (Refer to Policy)

The school district believes that a child's physical and mental well-being must be maintained as a prerequisite to achievement through the formal educational process. It is important to identify and investigate suspected child abuse or neglect immediately. The school district will cooperate with the New Jersey Division of Child Protection and Permanency (DCP&P) and Adult Protective Services in identifying and reporting all such cases, whether institutional or non-institutional. The Superintendent or his designee shall act as liaison between DCP&P/Adult Protective Services and the district. The liaison shall facilitate communication and cooperation between the district and DCP&P/Adult Protective Services and act as primary contact between the school and DCP&P/Adult Protective Services.

The Board of Education directs the Superintendent or his designee to gather, maintain, secure and make available to DCP&P/Adult Protective Services the relevant confidential district records of any pupil alleged either by school personnel or DCP&P/Adult Protective Services to be the victim of abuse or neglect as defined by law. The Board also directs the Superintendent/designee to cooperate with DCP&P/Adult Protective Services in scheduling interviews with any employee, volunteer or pupil who may have information relevant to an investigation of child abuse. In order to increase school employees' and volunteers' awareness of the symptoms of child abuse and neglect and cause them to be better informed on all aspects of abuse and neglect, the Board directs the Superintendent to provide information and in-service training on the subject to all school employees and volunteers.



# Parent/Student Handbook

## Burlington County Special Services

The Superintendent is therefore directed to develop procedures for compliance with statutory requirements that child abuse and neglect be reported. All procedures as well as this policy shall be reviewed by the County Superintendent. Procedures shall:

1. Impress on all staff members and volunteers having contact with pupils of their responsibility to report directly and immediately to DCP&P all cases of suspected abuse, abandonment, cruelty or neglect resulting in physical or mental injury and the penalties for failing to do so. Point out that institutional abuse – abuse alleged to have taken place in the school or other institutional setting by paid school staff or a volunteer – must be reported on the same basis as non-institutional abuse. Information reported shall include the name, age and grade of the child, as well as the name and address of the child's parents/guardians. The report shall also include a description of the child's condition, nature and extent of his/her possible injuries and any other information pertinent to the child abuse or neglect or identification of the suspected perpetrator.
2. Provide for the annual delivery of information to all school staff members and volunteers concerning child abuse and neglect to include information on each individual's responsibility, and the 877-NJABUSE Hotline procedure.
3. Provide for the delivery of information and in-service training to all new school district employees, both paid and voluntary, as part of their orientation.
4. Require all school personnel and volunteers to report suspected instances of child abuse or neglect to the building principal after reporting to DCP&P, unless the reporting personnel believes that he/she may be endangering the welfare of the child or himself/herself or causing retaliation or discrimination against the child or himself/herself by such notice to the building principal.
5. Require that after five (5) consecutive days of a student's absence, a report be made to the Division of Child Protection and Permanency (DCP&P) if the district Superintendent has reasonable cause to believe that the child has been abused or neglected.
6. Notify the sending district case manager of DCP&P/Adult Protective Services involvement with any student.
7. Require prompt action to secure treatment of such injuries as a result from abuse or neglect so as to protect the health of the child.
8. Provide for DCP&P investigators to interview alleged victims in the presence of the school principal, his/her designee or any staff member with whom the child is comfortable.
9. Provide for cooperation with DCP&P/Adult Protective Services in scheduling interviews with any school personnel or volunteers who may have information relevant to the investigation.

# Parent/Student Handbook

## Burlington County Special Services

10. Allow DCP&P/Adult Protective Services to physically remove from school, children who are involved in child abuse or neglect investigations or to transfer children between schools should such action be necessary for their health or protection, or to take the child to a service provider.
11. Require that a report of each case of unexplained absence which might be a cause of child abuse or neglect be reported to DCP&P/Adult Protective Services as the law provides, and to other appropriate school staff.
12. Require that appropriate school staff follow the progress of the child and maintain communication through the liaison with DCP&P/Adult Protective Services in order to ensure continuance of the appropriate educational program for the child.
13. Release all pupil records of the child(ren) under investigation that are deemed relevant and maintain, secure and release all confidential information about child abuse cases, according to law.
14. Fulfill all other procedural requirements of the law.

The Board of Education assures all school personnel and volunteers that no one will be discharged from employment or discriminated against in any way as a result of making, in good faith, any reports of child abuse and neglect. Due process rights will be provided to school personnel or volunteers who have been reassigned or suspended as a result of an accusation of child abuse or neglect. Temporary reassignment or suspension of school personnel or volunteers alleged to have committed an act of child abuse or neglect shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child. All references to a report of child abuse or neglect against school personnel shall be removed from employee personnel records immediately following the receipt of an official notice from DCP&P/Adult Protective Services that such allegations were unfounded.

### COMMUNICABLE DISEASES

Please notify the school immediately if your child has a communicable disease. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector. The school nurse shall observe pupils who show evidence of communicable disease and recommend their exclusion to the school principal. Recommendations shall be consistent with reporting requirements of communicable diseases as set forth in the New Jersey Health Code. Such pupils shall be isolated in the nurse's office until a parent/guardian picks them up, and any necessary measures have been taken to prevent spread of the infection. The school nurse, under the

# Parent/Student Handbook

## Burlington County Special Services

direction of the medical inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year. The school nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

### **HEALTH/FAMILY LIFE EDUCATION** (Refer to Policy)

Through regularly scheduled health classes, the teacher, school nurse or other health/physical educator instructs students in health/family life education. Instruction is not designed to replace the learning that will take place in the home, but rather to supplement and strengthen the knowledge for the family. Any pupil whose parent/guardian presents to the school principal a signed statement that any part of the instruction in health, family life education or sex education is in conflict with their conscience, or moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given, and no penalties as to credit or graduation shall result therefrom. No penalties as to advancement or graduation shall result.

### **HEALTH SAFETY** (Refer to Policy)

It is required that each pupil entering school for the first time and each pupil who transfers to this district submit to physical examination in accordance with law to ensure that the learning potential of each child is not diminished by a remediable physical disability and that the school community is protected from the spread of communicable disease. The school nurse shall request all pertinent medical records for pupils entering the district from the pupil's sending district. Immunization records shall be included. If immunizations are not current according to state standards, a student may be excluded from school until evidence of immunizations has been received. A certified school nurse is on duty throughout the school day for first aid, treatments and emergency care. Screenings for height, weight, vision, hearing and scoliosis will be done at age appropriate markers as designated by school health guidelines.

The emergency card must be filled out completely. Please include the home phone number, parent/guardian's work number, cell number and an additional daytime number (such as a friend, relative or neighbor) in case a parent/guardian cannot be reached. Also, please complete the student's insurance information. If your child is going to be absent, please call the principal's office.

Do not send your child to school if he/she has a fever (temperature over 100), a severe cold with coughing and sneezing, an unknown rash, diarrhea/vomiting or an open sore that cannot be covered. A student needs to be fever free (temperature less than 100 without Tylenol) for 24 hours

# Parent/Student Handbook

## Burlington County Special Services

before returning to school. Parents/guardians will be notified of serious injuries that occur during the school day. Parents/guardians will also be notified if a student becomes sick during school and is unable to finish out the school day. The school district will follow the Burlington County Health Department/Center for Disease Control's guidelines regarding influenza and other contagious diseases.

In extreme emergencies, the school nurse, school doctor or principal may make arrangements for injured pupils' immediate transportation to a hospital, contacting parents/guardians in advance if at all possible. The teacher or other staff member who is responsible for a child at the time an accident occurs shall make out a report within 24 hours on an official form providing details about the accident. This shall be required for every accident whether first aid is necessary or not.

### IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of diseases, all students are required to be immunized against certain diseases in accordance with State statutes, unless specifically exempt for religious or medical reasons.

The New Jersey Department of Health has established a code of immunization for all children in New Jersey:

- Diphtheria, Pertussis, and Tetanus vaccine (DPT) – Four (4) doses, one dose shall be administered after the 4<sup>th</sup> birthday. Children born after January 1, 1997 and enrolled in grade 6 or transferring into a New Jersey school from another state or country are required to receive a booster dose of the diphtheria, tetanus and Pertussis vaccine.
- Poliomyelitis vaccine – Three (3) doses, one dose shall be administered after the 4<sup>th</sup> birthday.
- Measles – Two (2) doses, Two doses if born after 1/1/90 and entering Kindergarten or First Grade.
- Rubella (German Measles) – One (1) dose.
- Mumps – One (1) dose.
- Haemophilis B (Bib) – One (1) dose.
- Hepatitis B – Three (3) doses.
- Meningococcal vaccine. Required for children born after January 1, 1997 and enrolled in grade six or transferring into a New Jersey school from another state or country.
- Influenza vaccinations and a Pneumococcal vaccine are required annually for children attending licensed child care centers and preschools.

# Parent/Student Handbook

## Burlington County Special Services

- Mantoux tuberculosis screening may be required depending on the student's current residence.
- Varicella (Chicken Pox) – K-1 – 1 dose, 2<sup>nd</sup>-5<sup>th</sup> – 1 dose, 6<sup>th</sup> and higher – 1 dose

### **MEDICATION** (Refer to Policy)

Medication shall include all medicines prescribed by a physician including emergency medication in the event of bee stings, etc., and nonprescription/over-the-counter medicine, i.e., cough drops, cough syrups, aspirin, etc. Before any medication may be administered to or by any student during school hours, the written order from the prescribing physician which shall include the purpose of the medication, the dosage, the time at which or special circumstances under which medication shall be administered, length of period for which medication is prescribed and possible side effects of medication is required. Documents shall be kept on file in the office of the school nurse. Prescription and non-prescription medications must be left with the school nurse. All medications/feedings/treatments that need to be given during the school day must be brought to school by an adult in an appropriately labeled pharmacy container. Parents are responsible for all supplies for treatments and feedings. A medication order is effective July 1 through June 30 of each school year and must be renewed annually. Over-the-counter (OTC) medications may be given only as approved in writing by parent/guardian with the physician's written authorization and at the discretion of the school nurse. OTC medications must be sent to school in the original sealed container. In addition, the school nurse may administer Tylenol, antacids, and lozenges with parent/guardian permission and at the discretion of the nurse. Students may not have in his/her possession, or administer himself/herself with any medicine in school or on the school grounds or on the school bus. Exception: Students who have been given permission by the school nurse are able to self administer asthma inhalers, Glucagon or Epinephrine via a pre-filled auto-injector mechanism.

The school district will allow pupils to administer medicine to themselves only in potentially life-threatening situations such as an epinephrine injection in response to anaphylaxis. The following procedures must be followed for a student to receive permission for self-administration of medication:

# Parent/Student Handbook

## Burlington County Special Services

1. Provide written authorization for the pupil's self-administration of medication.
2. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self administration of medication.
3. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self administration of medication by the pupil.
4. All students granted permission to self administer medication shall report the use of the medication during the school day to the school nurse, for recording on the school nurse's medication log. Additionally, all students granted permission to self-administer medication shall report the loss of the medication immediately to the school nurse.
5. No self-administration of medication shall be permitted without consultation with the school physician, school nurse, and administrator and shall be determined on a case-by-case basis.
6. Medications shall be securely stored and kept in the original labeled container. Records shall be maintained regarding administration of medication.

### **Students with Diabetes** (Refer to Policy)

The parent or guardian of a student diagnosed with diabetes that seeks care for their student while at school shall inform the school nurse, who shall implement an individualized student health care plan and an individualized emergency health care plan submitted by the sending district provided that:

1. The parent or guardian annually provides to the Board of Education written authorization for the provision of diabetes care
2. Written authorization provided for the emergency administration of glucagon
3. Written authorization for the student's self-management and care of his/her disease.

The individualized health care plan shall include and the individualized emergency health care plan may include the following information:

1. The symptoms of hypoglycemia for the individual student and recommended treatment
2. The symptoms of hyperglycemia for the individual student and recommended treatment
3. The frequency of blood glucose testing
4. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed
5. Times of meals and snacks and indications for additional snacks for exercise

# Parent/Student Handbook

## Burlington County Special Services

6. Full participation in exercise and sports and any contraindications to exercise or accommodations that must be made
7. Accommodations for school trips, after-school activities, class parties, and other school-related activities
8. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance
9. Medical and treatment issues that may affect the educational process of the student
10. How to maintain communication with the student, the student's parent or guardian and health care team, the school nurse and the educational staff

### **SAFETY**

The Board of Education recognizes the safety of its pupils as a consideration of utmost importance. The Superintendent or his designee shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with State law on the handling, labeling and storing of hazardous substances. In order to protect students and staff, the following provisions have been made:

1. School doors are locked or monitored at all times.
2. Student arrival and dismissal times are supervised.
3. All staff members are required to wear ID badges at all times.
4. Security cameras operate inside and outside of the building.
5. The district participates in scheduled and unscheduled emergency and fire drills.
6. The district hosts and participates in county-wide Crisis Team Activities.

The school district follows Megan's Law notification and dissemination of information procedures concerning offenders.

### **SUICIDE PREVENTION** (Refer to Policy)

BCSSSD recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A pupil under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others. All school personnel are to be alert to the pupil who exhibits signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another pupil or staff member should be taken with the utmost seriousness and reported immediately to the building principal, who shall notify the

# Parent/Student Handbook

## Burlington County Special Services

pupil's parent/guardian and other professional staff members in accordance with administrative regulations.

A potentially suicidal pupil shall be referred to the child study team for appropriate screening and/or recommendation for independent medical or psychiatric services. In the event that the parent or guardian objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the pupil, the child study team may, with administrative consultation, contact the New Jersey Division of Child Protection and Permanency to request that agency's intervention on the pupil's behalf.

### STUDENT/PARENTS RIGHTS

#### **NON-DISCRIMINATION/AFFIRMATIVE ACTION** (Refer to Policy)

No pupil enrolled in the district schools shall be excluded from participation in, denied the benefit of, or be subjected to discrimination in any educational program or activity of this district on the basis of race, color, creed, religion, sex, affectional or sexual orientation, national origin, place of residence in the district, social or economic condition or non-applicable disability. The Affirmative Action Officer shall be responsible for planning, implementing and monitoring the district's Affirmative Action Program with respect to school and classroom practices.

Procedures for filing a grievance are on file in the central office. Any student or parent of a student who believes the student has been discriminated against should contact his/her counselor, principal or the Affirmative Action Officer. The responsibility of the Affirmative Action Officer is to coordinate compliance efforts for the Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendment Act of 1972. The Assistant Superintendent is to coordinate compliance efforts for the Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance may be directed to the Affirmative Action Officer:

Dr. Ashanti Holley  
2 Academy Drive  
Westampton, NJ 08060  
609-267-4226 ext. 4607



# Parent/Student Handbook

## Burlington County Special Services

### **PUPIL GRIEVANCE** (Refer to Policy)

Pupils are citizens who possess the right to request redress of grievances and should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board of Education will establish and observe procedures by which the grievances of pupils will be heard. Pupil grievance means any complaint that arises out of the acts or policies of the Board of Education or the acts of its employees. Students should first make the grievance known to their teacher, teacher assistant, CST member or supervisor, and both should attempt to resolve the matter informally. If the problem cannot be resolved, the student should submit a written statement to the principal, the Superintendent and the Board of Education, in that order and within a suitable period of time not to exceed ten(10) days allowed at each level, to resolve. The pupil will be informed of the right to appeal a decision of the Board of Education to the Commissioner of Education.

### **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) applies to programs that receive funding from the U.S. Department of Education. PPRA is intended to protect the rights of parents and students in two ways:

1. It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with a Department of Education funded survey, analysis, or evaluation in which their children participate; and
2. It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any Department of Education funded survey, analysis, or evaluation that reveals information concerning:
  - Political affiliations.
  - Mental and psychological problems potentially embarrassing to the student and his/her family.
  - Sex behavior and attitudes.
  - Illegal, anti-social, self-incriminating and demeaning behavior.
  - Critical appraisals of other individuals with whom respondents have close family relationships.
  - Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers.
  - Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

# Parent/Student Handbook

## Burlington County Special Services

Parents or students who believe their rights under PPRA may have been violated may file a complaint with the Department of Education by writing to the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 or you may contact in writing at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW  
Washington, D.C. 20202-5920

### **QUESTIONING/APPREHENSION** (Refer to Policy)

In order to protect pupils' rights during the time they are under school control, the principal shall interview every person who wishes to question a pupil on school property during the school day.

If a law enforcement officer has an arrest warrant, the principal shall ensure that all procedural safeguards as prescribed by law are observed. No pupil shall be taken from the school without the knowledge of the principal. The principal shall make every reasonable effort to notify parents/guardians.

If a law enforcement officer has a juvenile complaint or wants to question a student on school property, the principal shall request that the questioning be delayed if possible until the parents/guardians can be present. If the officer refuses and the principal is convinced that the situation justifies questioning, he/she must attempt to have the parents/guardians informed immediately and shall remain with the student during the questioning. If the law enforcement officer is a DCP&P agent, the agent shall determine whether the presence of a parent/guardian is appropriate.

If a private person wishes to question a pupil on school property during the school day, parents/guardians shall be notified of the request and give their permission before the principal will permit the private person to question the pupil. In cases involving possible harm to another pupil, which might be prevented by early information, the principal may permit such questioning if the parent/guardian cannot be reached. The principal shall be present during the questioning. When questioning any pupil about possible possession, use or distribution of illegal substances, drug paraphernalia, alcohol, firearms, or other deadly weapons, staff shall follow the procedures in compliance with the safe- and drug-free schools code.

# Parent/Student Handbook

## Burlington County Special Services

### THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

1. Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies.
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of

# Parent/Student Handbook

## Burlington County Special Services

their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339 or you may contact in writing at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue,  
SW  
Washington, D.C. 20202-5920

### **STUDENT CONDUCT AND RESPONSIBILITIES** (Refer to Policy)

Students are responsible and accountable for their behavior. There are several aspects to the implementation of this model, including social skills training, affective development, and a school wide behavior management system. All students have the opportunity to participate in these activities.

#### **Conduct/Discipline**

An effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for school personnel, for the educational purpose underlying all school activities and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parents/guardians, staff and community, producing an atmosphere which encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to develop self-discipline. The Superintendent shall develop general guidelines for pupil conduct on school property and shall direct development of detailed regulations suited to the age level of the pupil and the physical facilities of the individual schools. Board policy requires each pupil of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent and/or his designee shall provide to pupils and their parents/guardians the rules of

# Parent/Student Handbook

---

## Burlington County Special Services

this district regarding pupil conduct and the sanctions which may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

### STUDENT DISCIPLINE/CODE OF CONDUCT

The Board believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students.

The Board of Education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of student behavior must be set cooperatively by interaction among the students, parent(s) or legal guardian(s), staff and community, producing an atmosphere which encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with students shall use preventive disciplinary action and place emphasis on the students' ability to develop self-discipline and utilize restorative practices. Such practices shall enable the student to learn from their mistakes and work to avoid them in the future.

The Superintendent or designee shall develop general guidelines for student conduct on school property and shall direct development of detailed regulations suited to the age level of the student and the physical facilities of the individual schools. Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The Superintendent and/or his/her designee shall provide to students and their parent(s) or legal guardian(s) the rules of this district regarding student conduct and the sanctions which may be imposed for breach of those rules. Provisions shall be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

# Parent/Student Handbook

---

## Burlington County Special Services

In developing regulations to implement this policy, the Superintendent or designee shall provide appropriate recognition for students who consistently maintain high standards of self-discipline and good citizenship.

The regulations shall:

1. Establish the degree of order necessary to the educational program in which students are engaged utilizing best practices of the individual behavior plan of each student.

Students who display chronic behavioral or academic problems may be referred to the Child Study Team by the Superintendent or designee for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the Administrative Code. Students so identified shall be provided with appropriate programs and services as prescribed by the Child Study Team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended or expelled, following due process.

Any student who commits an assault (as defined by New Jersey Statute) upon a Board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than thirty calendar days from the date of the student's suspension.

2. The Board of Education believes that the students of this district are accountable for their own disruptive behavior so that those who wish to learn may do so. Of equal importance, the Board firmly believes that emotionally disturbed students who manifest disruptive behavior should be enrolled in a comprehensive program which remediates this behavioral propensity toward disruption. Students and staff will utilize restorative practices when appropriate to remedy situations.

The four cornerstones of a program to minimize the disruptive behavior of students should be:

# Parent/Student Handbook

## **Burlington County Special Services**

- a. Individualized programming based on each student's unique needs;
- b. Behavioral objectives which clearly measure outcome in terms of specific student growth;
- c. Individualized instructional techniques to promote, consolidate, and maximize student growth;
- d. Strict adherence to proven principles of behavior improvement to increase appropriate student behaviors related to learning based on restorative practices.

The Superintendent or designee shall integrate district programs to achieve the foregoing aims.

### **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 Offenses**

Any student 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 Superintendent or designee may modify this suspension on a case-by-case basis. Each student 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 thirty days following the day the student 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 them to the Superintendent or designee. The Principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

# Parent/Student Handbook

## Burlington County Special Services

The Superintendent or designee 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.

### Disabled

Classified students may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

1. The student's behavior is not primarily caused by his/her educational disability; and
2. The program that is being provided meets the student's needs.

Staff shall comply with State and Federal law and the regulations of the New Jersey Administrative Code in dealing with discipline and/or suspension of all students with disabilities.

### Implementation

The Superintendent or designee shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The Board shall review all related policies on a regular basis.

### STUDENT BUYING AND SELLING ITEMS

Students are not permitted to buy or sell personal items in school, at the school bus stop or while on the bus. The ban on selling or purchasing of personal items includes student's breakfast, lunch, and behavior improvement awards. Violation will result in disciplinary action. The school is not responsible for personal property lost, stolen, or sold during the school day.

### STUDENT COMMUNICATION BOOKS

As applicable students are issued a communication book which can be used as a means for students, parents/guardians and the school to communicate. Please let your child's classroom teacher know if you would like a communication book.



# Parent/Student Handbook

## Burlington County Special Services

### STUDENT DRESS CODE

Each pupil's mode of dress and grooming is a manifestation of personal style and individual preference. BCSSSD will not interfere with the right of pupils and their parents/guardians to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

The principal will enforce school regulations prohibiting student dress or grooming practices which:

1. Present a hazard to the health or safety of the pupil himself/herself or to others in the school.
2. Materially interfere with school work, create disorder, or disrupt the educational program.
3. Cause excessive wear and damage to school property.
4. Prevent the pupil from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students are encouraged to dress neatly and appropriately for school. Styles of dress and grooming are expected to be in good taste. Parents/guardians are responsible for monitoring their child's dress. Please send your child to school dressed appropriately for the weather and the outdoors. Any attire or footwear thought to be inappropriate or unsafe shall be called to the parent's attention immediately so more suitable clothing can be secured. Inappropriate dress includes:

1. Clothing which has words or designs that are suggestive, violent in nature, obscene, or related to drugs or alcohol.
2. Clothing that displays words or symbols that are inflammatory, derogatory, indicate a membership or reference to gangs, and/or secret fraternity/sorority.
3. Shorts or skirts that are not appropriate length for a school setting.
4. Baggy pants that hang below the waist; undergarments should not be visible in any way.
5. Caps, hats, visors, sweatbands, bandannas, stocking caps or other headgear, except for religious expression.
6. Coats, jackets and other outerwear. Coats and jackets are designed for inclement, cold or outside weather.
7. Footwear with backs must be worn at all times. Bedroom slippers, beach sandals, and flip flops are not acceptable.
8. Clothing deemed inappropriate by the Principal.
9. Work attire as requested for Work Based Learning (WBL) programs.

# Parent/Student Handbook

## Burlington County Special Services

Staff has the authority to insist that all outerwear must be removed. Students who refuse to do so will be considered "defiant" and will be disciplined as such. Students may be asked to change, cover up, or be sent home if they don't follow the dress code.

### **STUDENT EXTRACURRICULAR ACTIVITIES**(Refer to Policy)

Extracurricular activities shall be those activities that are sponsored or approved by the Board of Education but are not offered for credit toward graduation. Such activities shall generally be conducted outside the regular school day or during a dedicated activity period available to pupils who voluntarily elect to participate, marked by pupil participation in the processes or initiation, planning, organizing and execution and shall ordinarily include clubs, intramural and interscholastic sports.

### **Good Disciplinary Standing**

A lack of good disciplinary standing shall mean that a pupil is not eligible to participate in extracurricular activities while serving a detention or suspension. Pupils who serve more than five detentions, two suspensions or a combination of the two during one term may be found not eligible to participate the following term. When a pupil already participating in an extracurricular activity is reported for an infraction of the rules for pupil conduct, the principal shall consider whether the pupil shall be removed from any or all extracurricular activities through the district staffing process. If a pupil was not in good disciplinary standing the previous term, the principal shall refer the matter through the district staffing process to determine whether the pupil shall be permitted to participate during the current term. Good academic standing requires that the pupil be making expected progress toward the goals and objectives detailed on the current IEP. The district's attendance policy shall also apply.

### **STUDENT HARASSMENT, INTIMIDATION AND BULLYING** (Refer to Policy)

Acts of harassment, intimidation and bullying are strictly prohibited. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Therefore, 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 environment, and will not be tolerated.

"Harassment, intimidation or bullying" is defined a single or series of incidents, including any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race,

# Parent/Student Handbook

## Burlington County Special Services

color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus or off school grounds:

1. 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.
2. 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.
3. Results in one student or group of students exercising power and control over another student(s) either in isolated incidents or patterns of harassing or intimidating behavior.
4. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
5. "Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.
6. "Cyberbullying" is the use of electronic information and communication devices, to include but not be limited to email messages, instant messaging, text messaging, cellular phone communications, internet blogs, internet chat rooms, internet postings and defamatory websites, that:
  - a. Deliberately threaten, harass, intimidate an individual or group of individuals; or
  - b. Place an individual in reasonable fear of harm to the individual or damage to the individual's property; or
  - c. Have the effect of substantially disrupting the orderly operation of the school.
7. "School district owned, operating 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.

# Parent/Student Handbook

## Burlington County Special Services

All acts of harassment, intimidation or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. All acts of harassment, intimidation or bullying shall be reported to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation or bullying. N.J.S.A. 18A:37-15(b)(5). 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 investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation or bullying. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

The results of the investigation shall be reported to the superintendent of schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act" P.L.1968, c.410(c.52:14B-1 et seq.), the superintendent may decide to provide intervention services, establish training programs to reduce harassment, intimidation or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action. The results of each investigation shall be reported to the board of education no later than the date of the board of education meeting next following the completion of the investigation, along with information on any services provided, training established, discipline imposed or other action taken or recommended by the superintendent.

Parents of the students who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the

# Parent/Student Handbook

## Burlington County Special Services

nature of the investigation, whether the district found evidence of harassment, intimidation or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation or bullying. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board. A parent or guardian may request a hearing before the board after receiving the information, and the hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing, the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than 90 days after the issuance of the board's decision. A school administrator who receives a report of harassment, intimidation or bullying from a district employee and fails to initiate or conduct an investigation, or should have known of an incident of harassment, intimidation or bullying may be subject to disciplinary action. N.J.S.A. 18A:37-16(d).

### **Response to an Incident of Harassment, Intimidation, or Bullying**

An immediate 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.

### **Harassment, Intimidation and Bullying Prevention Programs**

# Parent/Student Handbook

---

## **Burlington County Special Services**

The chief administrator shall provide training on the school district's harassment, intimidation or bullying policies to school employees and volunteers who have significant contact with students and ensure that the training includes instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation or bullying. N.J.S.A. 18A:37-17(b).

### **STUDENT HIGH SCHOOL GRADUATION REQUIREMENTS**

The Board realizes that the attainment of proficiency in basic skills is an integral part of its duty to provide a thorough and efficient education to pupils in the State of New Jersey. The Board fulfills this statutory obligation by presenting in writing a graduation requirement policy and distributing that policy to all incoming ninth grade students and their parents so that they are aware of the requirements for graduation from high school with a State endorsed diploma.

Graduation requirements established by policy shall apply to classified students unless exempted in the Individualized Education Plan (IEP) required for each special education student.

Proficiency on the NJGPA or NJSLA Exam is a preferred requirement for graduation, however, those students whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies will continue to follow the graduation requirements as set forth in their IEPs. Fulfillment of the IEP requirements shall qualify the classified student for a diploma.

# Parent/Student Handbook

## Burlington County Special Services

### NJ HIGH SCHOOL GRADUATION REQUIREMENTS

#### N.J. Department of Education Required Assessments

##### **\*2024 Graduates**

On Tuesday, July 5, 2022, Governor Murphy signed P.L.2022, c.60 (ACS for A-3196/S-2349), which requires the State Board of Education to administer the New Jersey Graduation Proficiency Assessment (NJGPA) as a field test for the class of 2023. There is no graduation assessment requirement for any student who is expected to graduate with the class of 2023. Students in the class of 2023 must still meet all the other State and local graduation requirements, including but not limited to credit, curriculum, and attendance requirements. The graduation assessment requirements for the classes of 2024 and 2025 remain in place.

##### **\*2024-2025 Graduates must meet one of the following pathways to satisfy gradation requirements**

|                       | ELA                                                                                                                                                                                                                                                                                                                                                                                                                                        | Math                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>First Pathway</b>  | New Jersey Graduation Proficiency Assessment—ELA $\geq$ 750 (Graduation Ready)                                                                                                                                                                                                                                                                                                                                                             | New Jersey Graduation Proficiency Assessment—ELA $\geq$ 750 (Graduation Ready)                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Second Pathway</b> | <p>One of the following:</p> <p>-Tests marked with an asterisk (*) are no longer administered but can be used for the graduating year.</p> <p>-Cut scores forthcoming following New Jersey State Board of Education Approval.</p> <ul style="list-style-type: none"><li>• NJSLA/PARCC ELA Grade 9</li><li>• SAT Critical Reading (taken before 3/1/16)</li><li>• SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or</li></ul> | <p>One of the following:</p> <p>-Tests marked with an asterisk (*) are no longer administered but can be used for the graduating year.</p> <p>-Cut scores forthcoming following New Jersey State Board of Education Approval.</p> <ul style="list-style-type: none"><li>• NJSLA/PARCC Algebra I</li><li>• NJSLA/PARCC Geometry</li><li>• NJSLA/PARCC Algebra II</li><li>• SAT Math (taken before 3/1/16)</li><li>• SAT Math Section (taken 3/1/16 or later)</li><li>• SAT Math Test (taken 3/1/16 or</li></ul> |

# Parent/Student Handbook

## Burlington County Special Services

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <p>later)</p> <ul style="list-style-type: none"> <li>• SAT Reading Test (taken 3/1/16 or later)</li> <li>• ACT Reading or ACT PLAN Reading*</li> <li>• ACCUPLACER WritePlacer</li> <li>• ACCUPLACER WritePlacer ESL</li> <li>• PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15)</li> <li>• PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later)</li> <li>• ACT Aspire Reading*</li> <li>• ASVAB-AFQT Composite</li> </ul> | <p>later)</p> <ul style="list-style-type: none"> <li>• ACT or ACT PLAN Math</li> <li>• ACCUPLACER Elementary Algebra</li> <li>• Next-Generation ACCUPLACER Quantitative Reasoning, Algebra, and Statistics (QAS) (beginning January 2019)</li> <li>• PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15)</li> <li>• PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later)</li> <li>• ACT Aspire Math*</li> <li>• ASVAB-AFQT Composite</li> </ul> |
| <b>Third Pathway</b> | Meet the criteria of the NJDOE Portfolio Appeal for ELA                                                                                                                                                                                                                                                                                                                                                                                       | Meet the criteria of the NJDOE Portfolio Appeal for ELA                                                                                                                                                                                                                                                                                                                                                                                              |

### N.J. Department of Education Required Credits

|                              |                                                                                                                                                                                                                                                                       |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>English Language Arts</b> | 20 credits                                                                                                                                                                                                                                                            |
| <b>Mathematics</b>           | <p>15 credits including:</p> <p>Algebra I or the content equivalent</p> <p>Geometry or the content equivalent</p> <p>Third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers</p> |
| <b>Science</b>               | <p>15 credits with at least 5 credits in each:</p> <p>Laboratory biology/life science or the content equivalent</p>                                                                                                                                                   |



# Parent/Student Handbook

## Burlington County Special Services

|                                                                            |                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            | Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics)<br>Laboratory/inquiry-based science course                                                                                  |
| <b>Social Studies</b>                                                      | 15 credits<br>5 credits in world history<br>Integration of civics, economics, geography and global content in all course offerings<br>N.J.S.A. 18A:35-1 and 18A:35-2                                                     |
| <b>Financial, Economic Business, and Entrepreneurial Business Literacy</b> | 2.5 credits                                                                                                                                                                                                              |
| <b>Health, Safety and Physical Education</b>                               | 15 credits over four years including:<br>3 ¾ credits in health, safety, and physical education during each year of enrollment, distributed as 150 minutes per week each year<br>N.J.S.A. 18A:35-5, 18A:35-7 and 18A:35-8 |
| <b>Visual and Performing Arts</b>                                          | 5 credits                                                                                                                                                                                                                |
| <b>World Languages</b>                                                     | 5 credits                                                                                                                                                                                                                |
| <b>Technology</b>                                                          | Integrated throughout all courses                                                                                                                                                                                        |
| <b>21<sup>st</sup> Century Life &amp; Careers</b>                          | 5 credits                                                                                                                                                                                                                |
| <b>Total number of Required credits</b>                                    | 120 credits                                                                                                                                                                                                              |

<https://www.nj.gov/education/cccs/grad.pdf>

### STUDENT LOCKERS (Refer to Policy)

Some students are assigned a lock and locker for school use. Lockers may be used upon arrival, lunchtime and dismissal. All other times are with teacher permission only. Coats and hats must be kept in the lockers. Students are responsible for the assigned lock. A lock replacement change

# Parent/Student Handbook

## Burlington County Special Services

will be made to the student/parent if the lock is lost during the year. All lock combinations will be maintained in Genesis for emergency access.

### Search and Seizure

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, and enforcement of school regulations, and to search by law enforcement officials on presentation of a proper warrant. A pupil's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence. Searches conducted by staff when there is suspicion that substance abuse laws and policies are being violated shall be based on reasonable grounds. *Reasonable grounds* means a suspicion that is based on reasons that can be articulated. It is more than a mere hunch or supposition, but much less than the level of proof that would be required to impose a disciplinary sanction.

To initiate a lawful search, a school official must have reasonable grounds to believe that:

1. A law or school rule has been or is being broken
2. A particular student(s) has committed the violation or infraction
3. The suspected violation or infraction is of a kind for which there may be physical evidence (i.e., contraband, instrumentality, fruits or spoils, or other evidence)
4. The sought-after evidence would be found in a particular place associated with the student(s) suspected of committing the violation or infraction.

When law enforcement officials conduct the search, the more stringent grounds required by law must be applied.

### STUDENT RESTRICTED AREAS

#### Outside Areas

All students are to remain inside the building during the school day unless under the direction and supervision of a staff member.

# Parent/Student Handbook

## Burlington County Special Services

### Inside Areas

All students are to remain in their assigned areas at their proper assigned times unless accompanied by a staff member or on a special pass.

### STUDENT TRANSPORTATION GUIDELINES

Students/Parents are expected to accept the following school board and state regulations concerning transportation:

1. Pupils should be on time for bus pick up. Buses cannot wait.
2. Pupils should stay off the roadway at all times while waiting for the bus.
3. Pupils should wait until the bus has come to a full stop before attempting to enter or exit.
4. When crossing the highway after leaving the bus, pupils should cross in front of the bus after first looking in both directions.
5. Students are not permitted to ride any bus other than the bus provided by the sending district.
6. Pupils will board buses and leave them at designated places. Drivers are not obliged to make special stops and should not be asked to do so.
7. If a student misses the bus, it is the parent/guardian's responsibility to provide transportation, not the school. Parent/guardian should notify the school that someone is bringing the student to school. The parent/guardian should also notify the bus company for pick up.
8. Pupils must understand that they are under the authority of the school and the bus driver while traveling on buses.
9. Drivers have the right to assign pupils to certain seats.
10. Pupils will be expected to conduct themselves in an orderly manner while on buses.
11. Courtesy to others and respect for the law and property are expected.
12. No student has the right to interfere in any way with another person's privilege of traveling on the bus.
13. Pupils will talk only in conversational tones – never shouting, singing or making noises that may distract the driver. Distracting the driver endangers the lives of all the pupils on the bus.
14. Pupils should help keep the bus clean, sanitary and orderly.
15. No food or drinks are permitted on the bus.
16. Students are not permitted to transport non-school related items on the bus.
17. Smoking is forbidden.
18. Pupils will keep arms, hands, and other parts of the body inside the bus; never through the windows.

# Parent/Student Handbook

## Burlington County Special Services

19. Pupils will avoid throwing objects of any kind from bus windows while the bus is standing or moving.
20. Students will be expected to remove headsets and airpods prior to exiting the bus.
21. If there is misconduct by students on a bus, the driver is authorized to return them to the school for subsequent disciplinary action.
22. Responsibility for any damages to a school bus which are the result of improper conduct of students, will be placed directly upon the individuals or groups and their parents involved.
23. Fighting or using obscene language/signs on the bus will not be tolerated.
24. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken.
25. In the event of a bus suspension, the student is still under obligation to come to school. Therefore, transportation must be provided by the parent/guardian both to and from school.

### **STUDENT USE OF MOTOR VEHICLES** (Refer to Policy)

The school district does not encourage the use of motor vehicles by students for transportation to and from school. If it is necessary for students to use a motor vehicle, they must register in the principal's office in advance. A copy of the registration, insurance card, driver's license and note with the parents and written permission. A parking permit and designated parking space will be issued. Vehicles may not be used nor are students to be in them during the school day. The speed limit is 10 miles per hour on school grounds. Students should leave the car immediately after parking. Student drivers late to school may lose their driving privileges. Students may not drive other students to or from school. The privilege of driving a vehicle to school and that of assigned parking may be revoked if the pupil is convicted of a motor vehicle violation or if he/she fails to follow these regulations.

### **STUDENT USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES** (Refer to Policy)

A student is not permitted to have turned on or use an electronic communication and recording device ("ECD") such as an iPad, tablet or cell phone on school grounds during the school day or when the student is participating in a curricular or school-sponsored co-curricular activity. A student's personal ECD may only be used on school grounds in an emergency situation or with the permission of a Principal or designee supervising the student in a curricular or school-sponsored co-curricular activity.

# Parent/Student Handbook

## Burlington County Special Services

### **STUDENT SMOKING** (Refer to Policy)

The Board of Education recognizes that smoking presents a health hazard, which can have serious consequences both for the smoker and the non-smoker. In order to protect pupils and staff who choose not to smoke, smoking is prohibited in any part of the school, facilities or grounds.

### **STUDENT SUBSTANCE ABUSE** (Refer to complete Policy)

#### **Policy**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

The Board of Education prohibits the use, possession, sale or distribution, or possession with intent to sell or distribute of any substance or paraphernalia, including the use, consumption, and/or possession of any prescription or over-the-counter medication other than in a quantity recommended for personal use or consumption by a physician or the manufacturer, and for purposes other than for the treatment of sickness or injury, or as recommended by a physician or the manufacturer (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents, or (e) upon school transportation vehicles at any time, as well as (f) the use of any substances prior to participation in the activities listed in (a) - (e) above.

Likewise, no pupil shall aid, abet, assist or conceal the possession, consumption, purchase or distribution of any substance or paraphernalia by any other pupil or pupils (a) on school property, (b) at any place where an interscholastic athletic contest is taking place, (c) during the course of any field trip, (d) during the course of any trip or activity sponsored by the Board of Education or under the supervision of the Board of Education or its authorized agents, or (e) upon school transportation vehicles at any time. Any pupil found engaging in any of the foregoing prohibited activities will be subject to suspension or expulsion from school pursuant to existing administrative procedures for the discipline of school pupils and any other applicable provisions of the law. The Board will enforce the laws of New Jersey requiring a program of drug, alcohol and steroid education. The Superintendent shall prepare and submit to the Board for its approval

# Parent/Student Handbook

## Burlington County Special Services

comprehensive instruction integrated within the health curriculum in grades seven through 12 offering a minimum of ten clock hours per school year of alcohol and other drug education in accordance with Department of Education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 et seq.

All district personnel shall be alert to signs of substance use/abuse by pupils and shall respond to those signs in accordance with regulations established by the Superintendent. The Board will provide in-service training to assist all staff members in identifying the pupils who use, consume or distribute substances, and in helping pupils with substance-related issues to pursue a program of rehabilitation. Any staff member who reports a pupil to the Principal or his/her designee in compliance with the provisions of this subsection shall not be liable for civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq. The Superintendent shall provide information on substance abuse awareness for parents/guardians on the district website.

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records of a pupil regarding or in relation to 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. 6A:16-6.5.

It must be noted that even under the strictest of confidentiality laws; a counselor is required to report a student whom he or she believes to:

1. Be suicidal;
2. Present an imminent threat of danger (assault, murder, rape, armed robbery intent, etc.);
3. Have been abused;
4. Be under the influence of drugs;
5. Be in need of emergency medical treatment.

Alcohol and other drug policies and regulations for discipline, evaluation, and treatment of pupils shall be made available annually to all school staff, pupils, and parent(s)/ guardian(s). This policy shall be in each building, and notification of its availability shall appear annually in the Student/Parent Handbook and be posted on the District website.

The Superintendent shall develop regulations for:

# Parent/Student Handbook

## Burlington County Special Services

1. A comprehensive program of substance use/abuse education;
2. The identification and remediation of pupils involved with and/or using substances;
3. The examination and treatment of pupils suspected of being under the influence of substances to determine the extent of the pupil's substance use or dependency;
4. The treatment of pupils who use, consume, possess or distribute substances in violation of the law or this policy through referral to an appropriate substance abuse program as recommended by the Department of Health;
5. The discipline of pupils who use, consume, possess or distribute substances or substance paraphernalia in violation of the law or this policy; and
6. The readmission to school and treatment of pupils who have been convicted of substance offenses.
7. The Board shall review and adopt these regulations before they are implemented. In the event that there are any revisions, amendments, or modifications to these regulations in the future, the Board shall review and adopt them before they are implemented.
8. N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
9. N.J.A.C. 6A:16-4.1 et seq.

The Board shall review the Violence, Vandalism and Substance Abuse Annual Report as a means of evaluating the effectiveness of its substance abuse policies and procedures. Substance abuse policies and procedures for discipline, evaluation, intervention and referral shall be made available annually to all school staff, pupils, and parents or guardians. It is the expressed position of the Board that when school rules have been violated, and when a pupil's health is at risk, the pupil's parent(s)/guardian(s) must be notified, and an attempt must be made to involve the family in any rehabilitation plan, subject to the confidentiality restrictions of 42 C.F.R. Part II. Refusal or failure by a pupil's parent(s)/guardian(s) 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:38-25 and 18A:38-31) and/or child neglect (N.J.S.A. 9:6-1 et seq.) laws.

All policies and regulations shall comply with the confidentiality requirements established in federal regulation found at 42 C.F.R. Part II.

### Procedures

Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school property or at a school function

# Parent/Student Handbook

## Burlington County Special Services

shall take the student to the nurse, report the matter as soon as possible to the principal and submit a written report.

1. The principal or his/her designee shall remove the student to the health office and consult with the school nurse to determine only if there is a medical emergency. If a medical emergency exists the nurse follows the emergency procedures.
2. Immediately notify the parent/guardian and the Superintendent and arrange for an immediate medical examination of the student for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids.
3. When a physician selected by the parent conducts the medical examination, the examination shall be at the expense of the parent and shall not be at the expense of the district Board of Education.
4. The examining physician shall furnish a written report of the medical examination to the principal and parents/guardians within 24 hours of the referral of the student for suspected drug or alcohol use as prescribed by statute.
5. If the written report of the medical examination is not submitted to the parent/guardian, principal and Superintendent within 24 hours of the referral, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received as long as the medical examiner verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school and has cleared the student for school activities.
6. If there is a positive determination from the medical examination, indicating that the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school the student shall be returned to the care of a parent/ guardian as soon as possible.
7. Attendance at school shall not resume until a written report has been submitted to the parent/guardian, the principal and Superintendent from a licensed physician who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school. The report shall verify that the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.
8. If a student refuses to be screened for the presence of controlled dangerous substances/steroids or if the drug screen of a student is suspected of being adulterated, said student will be considered to be under the influence. The student will be disciplined in accordance with guidelines outlined in Guidelines for Student Discipline when involved in drug-related activities while in school or involved in a school-sponsored activity.



# Parent/Student Handbook

## Burlington County Special Services

9. The student and parent/guardian will be advised by the school nurse or Child Study Team Counselor of available counseling and support services in the community which are approved by the County Local Area Committee for Alcohol and Drug Abuse (LACADA or the State Department of Health. Individual referrals will be made as appropriate.

Whenever it shall appear that a student may be in possession, buying or with the intent to sell or distribute a controlled dangerous substance, the following procedures shall be followed:

1. School personnel shall report the matter as soon as possible to the principal, or in his/her absence, to his/her designee.
2. The principal, observing all due process procedures, shall then attempt to establish the truth of the actual possession or sale and/or distribution of drugs or alcohol.
3. If so determined, the principal shall immediately notify the parent's /guardians and the Superintendent.
4. The law enforcement authorities shall be notified. In cases where a student has voluntarily requested assistance for a substance abuse concern, and has not been involved in distribution activities, he/she can be protected from disclosure to police if he/she agrees to participate in assessment, evaluation, treatment, counseling support services and/or aftercare provided by the in house counselors.

### **SUSPENSIONS AND EXPULSIONS** (Refer to Policy)

Suspension is sometimes necessary to penalize pupils for violations of school regulations to ensure the good order of the school and to teach pupils the consequences of disruptive behavior. Pupils who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over a pupil.
3. Actions that constitute a continuing danger to the physical wellbeing of other pupils.
4. Physical assault upon another pupil, a teacher, or any school employee with or without a firearm or other weapon.
5. Taking, or attempting to take, personal property or money from another pupil whether by force or fear.
6. Willfully causing, or attempting to cause, substantial damage to school property.
7. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority.

# Parent/Student Handbook

## Burlington County Special Services

8. Inciting others to take part in an unauthorized occupancy.
9. Inciting other pupils to truancy.
10. Truancy and class cutting; leaving school property without permission.
11. Poor attendance and lateness.
12. Use or possession of unsafe or illegal articles.
13. Use of any tobacco product on school property.
14. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol.
15. Use of profanity or abusive language.
16. Turning in a false alarm.
17. Tampering with or damaging property of other pupils or staff members.
18. Selling or buying lottery tickets or any other gambling paraphernalia on school property.
19. Being 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, on a school bus or at a school-sponsored function.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a Board member, teacher, administrator or other employee of the Board of Education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension. The principal shall be responsible for the removal of such students and shall immediately report them to the Superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

For disciplinary reasons, school officials may order a short term suspension of a student with a disability for up to ten (10) consecutive or cumulative school days in a school year. School officials must, in consultation with the student's case manager, determine whether the suspensions constitute a pattern that creates a change of placement.

1. When it is determined that a series of short-term removals is not a change of placement, school officials, in consultation with the student's special education teacher and case manager, shall determine the extent to which services are necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP.
2. When a removal constitutes a change of placement, and it is determined that the behavior is not a manifestation of the student's disability, the student's IEP team shall determine the extent

# Parent/Student Handbook

## Burlington County Special Services

to which services are necessary to enable the student to progress appropriately in the general curriculum and advance appropriately toward achieving the goals set out in the student's IEP.

The Board of Education will consider expulsion only if:

1. Designated school personnel have exhausted all means of bringing about a correction of repeated misconduct.
2. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parents/guardians of the pupil shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the pupil to a full hearing which will afford him/her procedural due process and the right of parents/guardians to appeal to the Superintendent.

The child shall remain out of school until either:

1. An appeal made to the Superintendent is decided in the child's favor.
2. The appeal (if made) has been denied and the Board has met to hear the Superintendent's recommendation.

If a Board determines that the charges, if true, may warrant expulsion, the Board will set a date for the hearing. The Board Attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

### **TECHNOLOGY AND ACCEPTABLE USE** (Refer to Policy)

Electronic information research skills are now fundamental to preparation of citizens and future employees during an age of information. The Board of Education expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources. Supervised student use of telecommunications and electronic information resources will be permitted upon submission of permission forms and agreement forms by parents of minor students (under 18 years of age) and by students themselves who are 18 years old. Regional networks require agreement by users to acceptable use policies outlining standards for behavior and communication. No person shall be allowed to use the computer network and the Internet unless they have filed with the principal or administrator a consent form signed by the pupil and his/her parent or guardian. The Internet should be used to promote the exchange of information to further education and research in accordance with the goals of the Burlington County Special Services School District. It should also

# Parent/Student Handbook

## Burlington County Special Services

facilitate academic development, personal growth and respect for diversity through technology use, information gathering, critical thinking, evaluation skills and communication skills. Use of the Internet should promote freedom of access to information as a fundamental right of citizens in a democratic society.

The school district retains the right to restrict and/or terminate the pupil's access to the computer network/computer at any time, for any reason, including, but not limited to a violation of this policy. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use.

### Standards for Use of Network Computers

Any individual engaging in the following actions when using the computer network/computers shall be subject to the following discipline or legal action:

1. Using the computer network(s)/computers for illegal, inappropriate, or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the network. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.
2. Using the computer network(s)/computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
3. Playing computer games on the network or internet, unless directly related to a class assignment. The system was not designed for computer games and individuals are personally responsible for this provision at all times when using school equipment.
4. Using the computer network(s) in a manner that:
  - a. Intentionally disrupts network traffic or crashes the network.
  - b. Degrades or disrupts equipment or system performance.
  - c. Uses the computing resources of the school district for commercial purposes, financial gain or fraud.
  - d. Steals data or other intellectual property.
  - e. Gains or seeks unauthorized access to the files of others or gains or seeks unauthorized access to resources or entities.
  - f. Forges electronic mail messages or uses an account owned by others.
  - g. Invades privacy of others.
  - h. Posts anonymous messages.
  - i. Possesses any data which is a violation of this policy.

# Parent/Student Handbook

## Burlington County Special Services

- j. Engages in other activities that do not advance the educational purposes for which the computer network/computer is being provided.
- k. Harasses, intimidates or bullies individuals.
- 5. Using the Internet to enter and/or participate in chat rooms of any type is strictly prohibited and shall result in immediate termination of the pupil's access to the computer network/computer.

### Code of Ethics

- 1. Users of the Internet will show respect and consideration for others using the computers.
- 2. Users will respect and uphold the rights of privacy of other users and will not interfere with the work or files of others or access unauthorized files or systems.
- 3. Users will not communicate inaccurate, inflammatory or offensive ideas or language.
- 4. Users will not access the Internet for exchange of obscene, pornographic or offensive materials of any kind (verbal, visual, auditory).
- 5. Users will conform to copyright and licensing laws and will not plagiarize the work of others.
- 6. Users will not intentionally waste limited resources or obstruct telecommunications.
- 7. Users will not vandalize, damage or corrupt (e.g. with computer viruses) computers, computer networks or their data.
- 8. The Internet will not be used for private or business use, political or religious purposes or any illegal activity.

### Responsibilities of Users

- 1. Be courteous, never send insensitive, abusive or offensive messages, and do not harass others. If in doubt about a message, do not send it.
- 2. Use only your assigned password. Never give your password to anyone else.
- 3. Always use only your own name (No anonymous or impersonated communications).
- 4. Users must remember that communications on the Internet are often public in nature and may be subject to monitoring.
- 5. Never communicate your home address or telephone number or that of anyone else.
- 6. Pay attention to grammar, spelling, and topic of the message. Others will be reading your message without the benefit of interactive conversation.
- 7. Show your best work.
- 8. Properly cite sources from the Internet.
- 9. Report any problems or violations promptly.

# Parent/Student Handbook

## Burlington County Special Services

### Violations

Individuals violating this policy shall be subjected, but not limited to the consequences as indicated:

1. Use of the network only under direct supervision.
2. Suspension of network privileges.
3. Revocation of network privileges.
4. Suspension of computer privileges.
5. Suspension from school.
6. Expulsion from school.
7. Legal action and prosecution by the authorities.

### Consequences for Violations

Violations will result in loss of Internet access and/or other computer use. Other disciplinary actions may be determined at the building level in line with existing practices regarding inappropriate student behavior. When applicable, law enforcement agencies may be notified.

### Parental Permission

We are pleased to offer students of the Special Services School District computer access to the Internet via the District's computer network system. In order for a student to gain access to the Internet, he or she must first obtain parental permission. In addition, those students obtaining parental permission must also sign a student agreement form. Students who are over the age of 18 may sign their own form. A sample of the form follows, which will be included in the school packet sent home for your signature on the first day of school.

Access to the Internet will enable students to explore thousands of libraries, databases and bulletin boards throughout the world. However, you should be forewarned that some material which your child may gain access to through the Internet may contain items that are inappropriate, defamatory, inaccurate or potentially offensive to some people. We have installed software to restrict access to questionable websites, but we also recognize that this is not 100% foolproof even with close supervision by teachers. The intent of the school district is to make Internet access available to further educational goals and objectives only. It is our school district's belief that the benefits to the students gained from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any potential disadvantages. Responsibility for establishing and conveying standards that a student should follow when using media and information sources, such as the Internet, must be shared by the parents and/or guardians of the

# Parent/Student Handbook

## Burlington County Special Services

minor students. To this end, the school district supports and respects each parent/guardian's right to decide whether or not to allow their child access to the Internet.

### Internet Safety Protection

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. Filter/blocking software is installed to prevent staff and student access to inappropriate narrative, depictive or harmful material.

### TELEPHONE ACCESS

Student may request use of an office telephone for reasonable personal business which must be conducted during school hours and must be done in the presence of a staff member. No secret or private calls may be made using school telephones.

### VANDALISM AND VIOLENCE (Refer to Policy)

#### Vandalism

Whenever a pupil has been found to have done willful and malicious damage to property of the Board, the principal of the school shall notify the Superintendent. The Board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her. Additionally, disciplinary and/or legal action possibly including suspension will be determined by the principal.

#### Violence

Physical violence including assault against another pupil or a staff member is unacceptable conduct and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by verbal or physical violence, even though not directed toward another person, should be reported by the classroom teacher to his/her immediate supervisor, so that possible program adjustments may be identified.

The principal/designee shall be responsible for removing any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while knowingly in possession of a firearm on any school property, or a school bus or at a school-sponsored function. He/she shall immediately report the removal to the Superintendent and appropriate law enforcement agencies.

# Parent/Student Handbook

## Burlington County Special Services

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the school district should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the Superintendent. The school district shall not tolerate pupil threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the Board of Education. Pupils shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency. Pupils who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

### **WEAPONS AND DANGEROUS INSTRUMENTS** (Refer to Policy)

Possession and/or use of firearms, other weapons, or instruments which can be used as weapons on school property, on a school bus, at any school function, or while en route to or from school or any school function is prohibited. For the purpose of this policy, "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property. 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, on a school bus, or at a school-based function shall be immediately removed from the school pending the outcome of a determination meeting involving the parents and sending district case manager.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall immediately inform the Superintendent/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the pupil involved. The Superintendent/designee, in consultation with parents/guardians and the sending district's child study team director, 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.



# **Parent/Student Handbook**

---

## **Burlington County Special Services**

# **Parent/Student Handbook**

---

## **Burlington County Special Services**

Revised 08/2023