

# Parent/Student Handbook

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Burlington County Special Services

School District  
Parent/Student Handbook



2020-21

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Dr. Christopher Nagy  
Superintendent

# **Parent/Student Handbook**

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**Burlington County Special Services**

# Parent/Student Handbook

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## Burlington County Special Services

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## **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.

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## **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, 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**

<b>Superintendent</b>	Dr. Christopher Nagy
<b>Assistant Superintendent</b>	Dr. Lisa English
<b>Assistant Superintendent</b>	Dr. Ashanti Holley
<b>Westampton Campus</b>	Ryan Varga, Principal, Westampton
Michelle Latesta, Supervisor, Elementary School	
Adell M. Valasek, Supervisor, Middle School	
Tara Mellace, Supervisor, High School	
<b>Lumberton Campus</b>	Jeremy Cohen, Principal
	Mark C. Castellane, Supervisor of Education
<b>Transition Campus</b>	Mary Jean Kneringer, Supervisor
<b>Burlington County Alternative School</b>	Joan Barbagiovanni, Principal

#### **ADDRESS/HOURS/PHONE/WEBSITE**

Burlington County Special Services School District	(609)261-5600
20 Pioneer Boulevard, Westampton NJ 08060-3824	<a href="http://www.burlcoschools.org">www.burlcoschools.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.

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### BURLINGTON COUNTY BOARD OF CHOSEN FREEHOLDERS

Felicia Hopson, Freeholder, Director  
Tom Pullion, Freeholder Deputy Director  
Linda A. Hynes, Freeholder  
Daniel J. O'Connell, Freeholder  
Balvir Singh, Freeholder

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

Robert Silcox, President  
Paula D. Lee, Vice President  
Anna Evans  
John J. Ferry  
Leon E. Jones, Jr.  
Daryl Minus-Vincent, Executive County Superintendent  
Lorene Moore

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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.

### BCSSSD ADVISORY COMMITTEE

John Aloj	Josephine Mercantini-Bocci
Marcia Aloj	Ryan Petrizzi
Anthony Carnivale	Amy Rivell
Edward Colona	Steve Walsh
Joseph Komar	Herbert Webb
Margo Mattis	

### 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,

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parents/guardians, staff and interested members of the public. Check the home page for most current information.

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

**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. 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 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



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### **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 for whom an opening is available 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 handicap, will have a complete and current evaluation before placement in this school district. The prospective student and their parent/guardian 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 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 to 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 Child Study Team personnel and classroom teachers. The Board of Education considers the following as the cause for excused student absences:

1. Disabling illness

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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 as 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. Sending districts and parents/guardians will be notified. The unexcused absences may be reported to attendance authority 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 of 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 in 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.

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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 upon request.
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 principal's office. 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 in the principal's 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 student into school office.
2. Parent/guardian must wait for classroom teacher to pick up student from principal's office. Parents/guardians are not permitted to drop student off in classroom.
3. Parent/guardian must provide excuse note for lateness.
4. Students arriving to 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 but the most severely handicapped individuals 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.

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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.
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

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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 parent group.

### **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 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 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

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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 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.
3. Enable the scheduling of parent/guardian-teacher conferences in such places and at such times as 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. Principal and/or designee shall provide parents/guardians with a written incident report when deemed necessary or upon request.

A record shall be kept indicating the legal custodian of each pupil, so that reports can be made to and conferences arranged with the proper person.

#### ***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.

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### **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 principal. Visits will be limited to one per month for approximately 45 minutes in the classrooms. 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 principal's office 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 in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal's permission.

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.

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### **PROGRAMS AND SERVICES**

#### **BEHAVIOR MANAGEMENT**

Each school uses a behavior improvement or structured learning program. The program is a tool used in the classroom and throughout the school, including while the students are being transported. Students earn privileges and rewards based on demonstration of following classroom and school rules and by demonstrating personal target behaviors. Programs vary according to the needs and abilities of the students. Generally, the programs are based on a token economy system, placing responsibilities on the student to achieve and change their behaviors to acceptable standards. A program may simply be a few stars and stickers a student receives for demonstrating acceptable behaviors, or the program may be as complex as earning money values and moving through a hierarchy of levels. The programs are implemented during the regular school year as well as the extended school year.

#### **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 remedies 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**

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***

*Employment Certificates* (working papers) are required for employment of any minor up to 18 years of age in any occupation except for work in agriculture and street trades, for which special permits are required up to 16 years of age." (New Jersey Child Labor and School Attendance Laws) Minors who are gainfully employed must have "working papers." These are secured from the issuing officer of the school district. A minor must apply in person. Papers are valid only for the period of time and conditions stated thereon. Students must have a copy of their *birth certificate and social security card*. Promise of Employment and a physical examination by a physician is required. An age



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certificate may be required by an employer of a minor who is between the ages of 18 and 21. This certificate is obtained through the issuing officer and protects the employer against the possibility of age misrepresentation. All students seeking employment are to arrange an appointment with the Structured Learning Experience Teacher or the Case Managers to discuss employment opportunities and requirements.

### **Work/Study Program**

The Work/Study Program for students 16- 20 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 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.

Guidelines set forth from the *NJ Department of Education Criminal History Review Unit*, effective 9/1/11: *All Work Study Students working in a receiving school district are required to complete the mandated State Fingerprinting/Criminal History process.* This process must be completed and the student must receive the approval letter from the state before they are to be recommended for the program. Once students have their fingerprints taken, it takes approximately 2-4 weeks for them to receive Approval Letter from the state. The school is required to include a copy of student's approval letter along with all other requested documents when recommending a student for the Work Study Program. Students must keep their original approval letter.

### **School-to-Work**

The School-to-Work Program offers an opportunity to eligible students in the area of on-the-job work experience and training. Students selected for this program develop, with the cooperation of the School to Work Teacher and Case Managers, flexible school/work schedules. All student work schedules must be approved by the principal via the student staffing procedure.

### **Community Based Instruction (CBI)/Volunteerism**

A CBI/volunteerism program allows high school aged students an opportunity to experience work related activities in supervised settings. The school has partnered with local businesses to develop mutually beneficial situations for the students. Students must be approved by the principal for participation in the designated positions available.

### **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

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conducted for the purpose of affording a first-hand educational experience not available in the classroom.

### 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/ Interim report distributed	Marking Period Ending Dates	Report Cards Distributed
1 <sup>st</sup> Marking Period	1 <sup>st</sup> Report	October 8	November 10 November 13
2 <sup>nd</sup> Marking Period	2 <sup>nd</sup> Report	December 18	January 28 February 3
3 <sup>rd</sup> Marking Period	3 <sup>rd</sup> Report	March 5	April 14 April 20
4 <sup>th</sup> Marking Period	4 <sup>th</sup> Report	May 14	Jun 18 Jun 18

### 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 following pledge of allegiance to the flag: "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, except for those pupils who have conscientious scruples against such pledge or salute, or are children of accredited representatives of foreign governments to whom the United States government extends diplomatic immunity, shall not be required to render such salute and pledge but shall be required to show full respect to the flag while the pledge is being given merely by standing at attention.

### STUDENT BREAKFAST/LUNCH PROGRAM

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 Reduces Lunch Forms 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 which is accessible through

# Parent/Student Handbook

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## Burlington County Special Services

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. If a student requests an additional breakfast/lunch (a la carte), he/she must order it and pay in the cafeteria line. Only the payment that goes to regular breakfast/lunch orders is reimbursable and must be paid in the homeroom. All a la carte purchases are not eligible for reimbursement. Students are to remain in the dining hall until the end of the breakfast/lunch period. Students will be dismissed from the dining hall only by the supervising staff. Food is not allowed to be eaten in the halls, or unauthorized rooms of the school.

### **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.

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, fund raising projects and activities and projects suggested by students.

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### 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) in identifying and reporting all such cases, whether institutional or non-institutional. The Superintendent or his designee shall act as liaison between DCP&P and the district. The liaison shall facilitate communication and cooperation between the district and DCP&P and act as primary contact between the school and DCP&P.

The Board of Education directs the Superintendent or his designee to gather, maintain, secure and make available to DCP&P the relevant confidential district records of any pupil alleged either by school personnel or DCP&P to be the victim of abuse or neglect as defined by law. The Board also directs the Superintendent/designee to cooperate with DCP&P 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.

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

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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. The principal shall notify the sending district case manager or DCP&P involved 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 in scheduling interviews with any school personnel or volunteers who may have information relevant to the investigation.
10. Allow DCP&P 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 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 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 that such allegations were unfounded.

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### **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 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.

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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 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.
- Mantoux tuberculosis screening may be required depending on the student's current residence.

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- 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:

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.



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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
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

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## **Burlington County Special Services**

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

A potentially suicidal pupil shall be referred to the child study team for appropriate evaluation 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.

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## **Burlington County Special Services**

### **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 Officers. 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 one of the following Affirmative Action Officer:

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

#### **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:

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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).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with Department of Education by writing 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

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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.

### **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.

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- 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 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  
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### **STUDENT CONDUCT & RESPONSIBILITIES**

#### **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.

#### ***Submission of Pupils to Authority***

Pupils in the public school shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them. (NJ Statues Title 18A:37-1.)

#### ***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 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.

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### **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.

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.

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. Require that students conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others, obey constituted authority and respond to those who hold that authority;



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2. Establish the degree of order necessary to the educational program in which students are engaged.

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.

3. 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.

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

- 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.

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

Substance Abuse

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In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed 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.

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**

Teaching staff members and other employees of the Board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board.

Classified students are subject to the same disciplinary procedures as non-disabled students and 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.

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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 ASSIGNMENT BOOKS**

Some students will be issued an assignment book for the school year. Students are expected to record class assignments, homework assignments, and upcoming activities. The assignment book is also to be used as a communicative device for students, parents and school. There will be a charge for replacement of assignment book if lost.

### **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 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.

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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 display words or symbols that are inflammatory, derogatory, indicate a membership or reference to gangs, and/or secret fraternity/sorority.
3. Sleeveless tank tops, tube tops, halter tops, or tops exposing the midriff, or cleavage.
4. Shorts or skirts that are not appropriate length for a school setting.
5. Baggy pants that hang below the waist; undergarments should not be visible in any way.
6. Caps, hats, visors, sweatbands, bandannas, stocking caps or other head gear, except for religious expression.
7. Coats, jackets and other outerwear. Coats and jackets are designed for inclement, cold or outside weather.
8. Footwear must be worn at all times. Bedroom slippers, beach sandals, and flip flops are not acceptable.
9. Clothing deemed inappropriate by the Principal.

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

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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, 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,

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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.

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

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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 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 respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts 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***

The chief administrator shall provide training on the school district's harassment,

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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 NJSLA Exam is a 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.



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### NJ High School Graduation Requirements

<b>Student's year of entry Into Grade 9</b>	<b>2012 and on (Class of 2016, and on)</b>
<b>N.J. Department of Education Required Assessments</b>	Beginning in 2014-2015 NJSLA Exam* (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> )
<b>English/Language Arts Literacy</b>	20 credits (including English I-IV)
<b>Health &amp; Physical Education</b>	At least 3.75 credits per year in physical education, health & safety During each year of enrollment, Distributed as 150 minutes per week
<b>Mathematics</b>	15 credits (including Algebra I, Geometry, Algebra & Geometry Concepts)
<b>Science</b>	15 credits (including Lab Biology; Lab Chemistry and/or Physics and/or Environmental Science; Plus a third laboratory/inquiry-based science)
<b>Social Studies</b>	15 credits (including Modern World History/Geography, U.S. history I & II)
<b>World Languages</b>	5 credits
<b>21<sup>st</sup> Century Life &amp; Careers (Family/Consumer Science, Business Administration &amp; Technology, Technology Education)</b>	5 credits
<b>Financial, Economic, and Entrepreneurial Literacy</b>	2.5 credits
<b>Visual and Performing Arts (Art, Music, Drama, Dance)</b>	5 credits
<b>Electives</b>	15 credits
<b>Total number of Required credits</b>	120 credits

#### 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 will be made to the student/parent if the lock is lost during the year.

#### Search and Seizure

School lockers remain the property of the district even when used by pupils. Lockers are subject to

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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 the 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.

#### ***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.

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### **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.
19. Pupils will avoid throwing objects of any kind from bus windows while the bus is standing or moving.
20. If there is misconduct by students on a bus, the driver is authorized to return them to the school for subsequent disciplinary action.
21. 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.
22. Fighting or using obscene language/signs on the bus will not be tolerated.

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23. When a student is reported to the office for misconduct on the bus, appropriate disciplinary action will be taken.

24. 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 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 REMOTELY ACTIVATED PAGING DEVICES** (Refer to Policy)

No student shall bring or possess a remotely activated paging device or cell phone on any property used for school purposes without the written permission of the Superintendent, unless he/she is an active member in good standing of a volunteer fire company or first aid, ambulance or rescue squad.

### **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 the importance of the welfare of the individual student and in doing so recognizes that substance abuse and the misuse of drugs, alcohol or steroids threatens the positive development of pupils and the welfare of the entire school community. The Board is committed to the prevention of drug and alcohol abuse and accepts the responsibility for instructing pupils in the nature of these substances and their effects and for assisting in the early identification and treatment of pupils who become involved with them.

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

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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 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:

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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:

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.

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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 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.

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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.
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.



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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.

Pupils on home suspension shall be counted absent (excused) unless the duration of the suspension requires home instruction. Except when special considerations warrant (at the discretion of the administration), every pupil will be given a written warning in the form of a disciplinary notice that subsequent violation of school regulations may result in his/her exclusion or

suspension. Pupils under suspension are prohibited from participating in or attending any school-regulated activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the Superintendent. Any pupil under suspension who enters the school buildings or grounds without the permission of the Superintendent and/or his designee may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the Board of Education, acting upon the recommendation of the administration. Serious violations of school regulations which create a dangerous or unsafe condition for other pupils shall cause a pupil to be suspended upon the first offense.

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

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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 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 shall 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 facilitate academic development, personal growth and respect for diversity through technology use, information gathering, critical thinking,

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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 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.
  - 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***

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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. Record your use of the Internet in the log provided by the Library Media Center or teacher.
3. Use only your assigned password. Never give your password to anyone else.
4. Always use only your own name (No anonymous or impersonated communications).
5. Users must remember that communications on the Internet are often public in nature and may be subject to monitoring.
6. Never communicate your home address or telephone number or that of anyone else.
7. Pay attention to grammar, spelling, and topic of the message. Others will be reading your message without the benefit of interactive conversation.
8. Show your best work.
9. Properly cite sources from the Internet.
10. Report any problems or violations promptly.

### ***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.

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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 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 web sites, 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 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.

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### Parent/Guardian Consent Form

As the parent/guardian of this student, I have read the terms and conditions of the Burlington County Special Services School District's Acceptable Use Policy for Internet access. I understand that Internet Access in the school is designed for educational and research purposes in line with the goals of the Burlington County Special Services School District. I recognize that it is impossible for the educators in the Burlington County Special Services School District to always restrict access to material that is inaccurate, controversial, defamatory, illegal or potentially offensive to some people, and I will not hold the Burlington County Special Services School District responsible for materials acquired by my child on the Internet in the school setting. I will review and discuss the responsibilities and codes regarding use of the Internet with my child. I understand that I will be responsible for any malicious damage done by my child to the computer(s) or network(s). I understand that my child may lose access and/or computer privileges if he/she violates the aforementioned responsibilities or codes, that other disciplinary actions may be taken, and when applicable law enforcement agencies may be involved.

FORM TO BE INCLUDED IN SEPARATE PACKET  
REQUIRING SIGNATURE

\_\_\_\_\_ I do \_\_\_\_\_ I do not want my child to use the Internet

\_\_\_\_\_  
Print name of parent/guardian

\_\_\_\_\_

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Signature of parent/guardian Date

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I understand and will follow the terms and conditions for Internet use. I further understand that any violations of these terms and conditions may result in the revocation of my access and/or other computer privileges, that other disciplinary actions may be taken, and when applicable, that law enforcement agencies may be involved.

\_\_\_\_\_  
Print User Name

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

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### **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.

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



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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.



