

**NORTHERN BURLINGTON COUNTY
REGIONAL HIGH SCHOOL**



Student Handbook

2023-2024

NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL

160 Mansfield Road East
Columbus, New Jersey 08022
(609) 298-3900

HOME OF THE GREYHOUNDS

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James Specca (Springfield) Vice President

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DISTRICT ADMINISTRATION

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Mr. Matthew Konowicz, Director of Instruction

Dr. Leslie Puente-Ervin, Director of Instruction

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Ms. Kieshea Fitzgerald, Director of School Counseling Services

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HIGH SCHOOL ADMINISTRATION

Dr. Sally Lopez, Principal

Mr. Brandon Bennett, Assistant Principal

Mr. Christopher Cataline, Assistant Principal

Ms. Nancy Hoch, Assistant Principal

HIGH SCHOOL INFORMATION

Address: 160 Mansfield Road East
Columbus, New Jersey 08022

Phone: (609) 298-3900

Fax: (609) 298-8563

School Colors: Blue and Grey

School Mascot: Greyhound

Emergency Closing: ID #661

Web: www.nburlington.com

Television: Northern TV - YouTube

STUDENT GOVERNMENT OFFICERS

President - Hannah Cardenas
Vice President - Gina DeMarco
Treasurer - Imany Pierre
Secretary - Destiny Burns

CLASS COUNCILS

Class of 2024

President - Frankie Luna
Vice President - VonMarie Moscorro
Treasurer - Rayan Khan
Secretary - Madison Weil

Class of 2025

President - Jayden Lopez
Vice President - Adrianna Noble
Secretary - Abbie Lanctot
Treasurer - Emily Bolos

Class of 2026

President - Yusuf Dagali
Vice President - John Hoffman
Secretary - Christopher Rhatigan
Treasurer - Diana Rivera

Class of 2027

President - Serwaa Barwuah
Vice President - Rielle Lewis
Treasurer - Danny Greene
Secretary - Carlie Wallrath

NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL

Dear Student:

Welcome to Northern Burlington County Regional High School – a student-centered, academically-focused high school where the staff and administration firmly believe that all students can achieve great things. We are pleased to welcome you to the 2023-2024 school year. We have established standards and expectations that will guide you to a successful and rewarding school year. In your pursuit of excellence, set your goals high and take advantage of every opportunity that NB offers.

We are all members of the Northern Burlington County Regional High School learning community who participate within the guidelines contained in this handbook. These guidelines ensure an environment that is safe, supportive, and productive. Maintaining respect for yourself and for those around you is probably the single most important commitment you can make. Respect for yourself, respect for your peers, and respect for the adults around you are critical as we develop a community atmosphere.

Please take the time to review this handbook and discuss it with your parents. You are responsible for being familiar with and adhering to its contents. If you have any questions, please do not hesitate to ask your teachers, counselor, or an administrator.

Best wishes for a successful and rewarding school year.

The Administrative, Teaching, and Support Staff at NB

EDUCATIONAL CONTRACT BETWEEN STUDENTS, PARENTS, AND SCHOOL

The philosophy of the Northern Burlington County Regional School District, as the proactive educational agent of this community, is to provide a comprehensive educational program that gives all students the opportunity to become productive citizens of society and to enhance the quality of their personal lives. Integrating the agricultural, military, and township resources of the community, this program provides knowledge and skills and instills pride through individual achievement, enabling all students to realize their unique potential.

In order to become responsible and productive citizens, students are provided opportunities to develop academic, vocational, and life-management skills. To enhance the quality of their lives, students will be provided with an opportunity to explore diverse experiences that will enable them to develop a positive image of self and others.

To promote this philosophy, the district solicits the active support of its constituents: students, parents, community, faculty, administration, and Board of Education. Provided with a variety of course offerings, students will make informed choices about course selections and explore options for career opportunities.

Students are encouraged to seek counsel when appropriate and to participate in the decision-making process. To facilitate the student's success, parent(s) or guardian(s), as the primary role models, will be encouraged to provide an environment supportive of learning by becoming involved in their child's education. To maximize the student's potential; the faculty will implement the curriculum through teaching strategies that address a variety of learning styles. Using available resources and technology, the faculty will develop the student's literacy and critical thinking skills.

The administration will provide supportive leadership that inspires enthusiasm and confidence in the district's ability to implement its philosophy and reach its goals. The Board of Education will establish sound educational policy which reflects responsible decision-making for the betterment of the student's educational experience. The Board is responsible for maintaining and upgrading technology, facilities, and resources.

Students have the right to freedom of expression, inquiry, and due process. The privileges and rights of students may not, however, interfere with the rights of others. The right of freedom of expression does not condone abusive behavior that infringes on the rights of others. Therefore, the privileges and rights carry with them the task of responsibility. Students and parents have the responsibility to see that the student attends school on time everyday and adheres to school rules to ensure a safe environment for all.

Your signature on the school Parent/ Student Consent Form confirms that you have read and will abide by the information contained in this handbook.

Special Note for the 2023-2024 School Year: Procedures and descriptions included in this document are subject to change based on current events and any immediate needs of our community stakeholders.

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Our Mission

The mission of the Northern Burlington County Regional School District, in shared alliance with home and community, is to establish a dynamic and challenging academic environment that promotes lifelong learning. Our schools will provide a safe and welcoming atmosphere where everyone is empowered to be a creative, independent, critical thinker, and a responsible citizen in a rapidly changing global society.

Our Beliefs

- We believe that all students have the right to an education in a safe and caring environment where learning is valued.
- We believe that our students are our community’s most valuable asset and our educators are our most valuable resource.
- We believe that professional and personal growth create a culture of lifelong learning.
- We believe that an individualized, challenging curriculum is the foundation of an academically enriched, student-centered environment which supports all learners.
- We believe in developing a culture that respects and honors the uniqueness of the individual and fosters responsibility toward the community while guiding students to meet their potential.
- We believe all students must be conscientious, respectful, and purposeful users of information and communication technologies.
- We believe that schools share the responsibility with home and community in teaching and modeling ethical behavior as well as positive social and academic skills.

2023-2024 SCHOOL CALENDAR OF IMPORTANT DATES

September	
1	Staff Development Day – No School for Students
4	Labor Day - School Closed
5	First Day for grades 7, 9, & new arrivals - Early Dismissal

6	First Day of School for ALL Students
14	High School "Back to School" Night
21	Middle School "Back to School" Night
October	
7	SATs @ NB
9	Staff Development: No School for Students
10-13	Spirit Week
12	HS Open House
14	Homecoming
19	Financial Aid Night: FAFSA FAQ
20	PSAT
20	Staff Development - Early Dismissal for Students
November	
6	MS and HS Evening Teacher Conferences
7	Parent/Teacher Conferences - No School for Students
8	Staff Development Day – No School for Students
9-10	NJEA Convention – School Closed
14	End of Marking Period / Quarter 1
22	Early Dismissal
23-24	Thanksgiving Holiday – School Closed
December	
8	Staff Development - Early Dismissal for Students
22	Early Dismissal
23-31	Winter Recess – School Closed
January	
1	Winter Recess - School Closed
2	School Reopens from Winter Recess
15	Martin Luther King, Jr. Day- School Closed
26	End of Marking Period / Quarter 2 / Semester 1

February	
16	Staff Development Day - No School for Students
19	President's Day - School Closed
March	
1	Blue and Grey Night
9	SATs at NB
12-15	Early Dismissal - High School Only - NJGPA
15	Staff Development - Early Dismissal for Students
28	Early Dismissal
29-31	Spring Recess – School Closed
April	
1-5	Spring Recess - School Closed
8	School Reopens from Spring Recess
9	End of Marking Period / Quarter 3
30	Early Dismissal for Students - NJSLA
May	
1-3	Early Dismissal for Students - NJSLA
18-19	Relay for Life
27	Memorial Day – School Closed
June	
7	Staff Development Day - Early Dismissal of Students
12, 13, 14	Early Dismissal of Students
14	Tentative Last Day for Students and Staff (End of Marking Period / Quarter 4 / Semester 2, Tentative Graduation)

* **Note:** In the event that school is closed for inclement weather, days will be made up as follows:

February 16, June 17, 18, April 5, 4, 3

Last 3 days in June will be early dismissal days. * If February 16 is used as an emergency closing day, June 17 will be a staff development day

NORTHERN BURLINGTON HIGH SCHOOL BELL SCHEDULES

9 Lunch Schedule		
Periods	Start	End
HR/pd 1-2	7:20	8:11
pd 3-4	8:15	9:00
pd 5-6	9:04	9:49
pd 7-8	9:53	10:38
pd 9 LUNCH	10:42	11:12
pd 10-11	11:16	12:01
pd 12-13	12:05	12:50
pd 14-15	12:54	1:39
pd 16-17	1:43	2:28

Early Dismissal		
Periods	Start	End
pd 1-2	7:20	7:55
pd 3-4	7:59	8:29
pd 5-6	8:33	9:03
pd 7-8 or 8-9	9:07	9:37
pd 9-10 or 10-11	9:41	10:11
pd 11-12 or 12-13	10:15	10:45
pd 14-15	10:49	11:20
Pd 16-17	11:24	11:55

11 Lunch Schedule		
Periods	Start	End
HR/pd 1-2	7:20	8:11
pd 3-4	8:15	9:00
pd 5-6	9:04	9:49
pd 7-8	9:53	10:38
pd 9-10	10:42	11:27
pd 11 LUNCH	11:31	12:01
pd 12-13	12:05	12:50
pd 14-15	12:54	1:39
pd 16-17	1:43	2:28

90 Minute Delay		
Periods	Start	End
pd 1-2	8:50	9:28
pd 3-4	9:32	10:06
pd 5-6	10:10	10:44
pd 7-8	10:48	11:22
pd 9 LUNCH	11:26	11:56
pd 9-10	11:26	12:00
pd 10-11	12:00	12:34
pd 11 LUNCH	12:04	12:34
pd 11-12	12:04	12:38
pd 12-13	12:38	1:12
pd 13 LUNCH	12:42	1:12
pd 14-15	1:16	1:50
pd 16-17	1:54	2:28

13 Lunch Schedule		
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pd 7-8	9:53	10:38
pd 9-10	10:42	11:27
pd 11-12	11:31	12:16
pd 13 LUNCH	12:20	12:50
pd 14-15	12:54	1:39
pd 16-17	1:43	2:28

EMERGENCY CLOSINGS AND DELAYS - In case of emergency or severe weather conditions such as heavy storms or snow, parents and students will be notified of closings or delayed openings through Verizon FiOS Ch. 42, our website www.nburlington.com, on Facebook, Northern Burlington County Regional High School, Certain inclement weather conditions might suggest a ninety (90) minute delayed start on a given school day rather than a school closing. Indefinite weather conditions during the early morning hours might change a decision from a delay to a closure. **The Northern Burlington County Regional School District Emergency Closing/Delay Identification Number is 661.**

DAILY ANNOUNCEMENTS - The daily announcements will be read each morning and also posted on PowerSchool. Each student is to act in a respectful, orderly, and quiet manner so that other students and staff members can hear announcements. The State of New Jersey requires by law that students show respect during the recitation of the Pledge of Allegiance. One may abstain from participation but must show respect by not being disruptive.

LATENESS TO SCHOOL AND EARLY DISMISSAL - Students arriving late to school must report to the Main Office to complete the necessary admission forms. Please refer to the Attendance Requirements section of this handbook for additional information regarding lateness to school and early dismissals.

STUDENT IDENTIFICATION - All students are expected to wear their identification cards while in school. Identification cards are provided to all students. Students are to maintain them for use every year they attend Northern. Students are required to present them for admission to certain school functions. Identification cards may also be used for services in areas such as the Cafeteria and Media Center. **See student code of conduct for failure to wear School ID.**

VISITORS - All visitors to Northern Burlington County Regional High School are required by law to register in the Main Office upon entering the building, except for those attending a function or event that is open to the public. Student guests may not be admitted during the school day unless prior approval has been received from an administrator.

CHANGE OF ADDRESS AND PHONE NUMBER - All students are required to ensure that the school has a current home address and phone number. Any change to an address or phone number should be completed on the Parent Portal of Power School via the 'Change of Address/Info' form. Please note, two forms of proof of residency documentation is required for address changes. You will be contacted by the registrar office upon completion of the form. All students are required to notify the Counseling Office if moving outside of the Northern Burlington County Regional School District. Consistent with state residency code, only residents of the townships served by the regional school district are permitted to attend the school. Students who transfer out of the district after October 15 of their senior year may request to complete the school year. This request must be submitted in writing to the Board of Education via the Principal. This semester privilege is granted on the basis of the individual student's passing grades, satisfactory attendance, and satisfactory conduct.

ACADEMICS

GRADUATION REQUIREMENTS (POLICY #5460) - The Board of Education has established the requirements for graduation. It is the policy of the Board to acknowledge each student's successful completion of an approved instructional program by the awarding of a diploma at graduation ceremonies. There is only one diploma awarded by this district and no distinction shall be made between various programs of instruction. The minimum requirements for graduation shall include successful completion of the following:

I. **Credit Requirements**

A total of 130 credits are required to receive a diploma.

II. **Course Requirements**

The following are the course requirements for graduation from Northern Burlington with a state endorsed diploma:

- English - four (4) years.
- Health and Physical Education - one (1) year for each year the student attends a public school in NJ.
- Mathematics - three (3) years. Algebra I, Geometry and Algebra II
- Science - three (3) years. One (1) year of Biology and two (2) of the following:
Chemistry, Environmental Science, Physics, Physical Science
- World History - one (1) year, U.S. History- two (2) years.
- World Language - one (1) year.
- Career & Technical Education (CTE) - five (5) credits.
- Visual and Performing Arts (VPA) - five (5) credits.
- Personal Economics, Financial Math, or Economics - one semester (2.5 credits).

III. New Jersey High School Graduation Assessment Requirements -

Students must take and demonstrate proficiency in grade 11 on the New Jersey Graduation Proficiency Assessment, which includes content aligned to the grade 10 New Jersey Student Learning Standards (NJSLS) in ELA, and the NJSLS in Algebra 1 and Geometry. If after completing the New Jersey Graduation Proficiency Assessment a student does not demonstrate proficiency on the ELA or mathematics section, the student may retake the New Jersey Graduation Proficiency Assessment in the following summer or fall.

On May 3, 2023, the State Board of Education approved the graduation ready cut score for the ELA and Mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores.

Cut Scores Approved by the New Jersey State Board of Education on May 3, 2023	
ELA- \geq 725	Mathematics- \geq 725

If, after completing the New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing ELA and/or Mathematics such students may access the following pathways.

- Second Pathway: By meeting the designated cut score on a substitute competency test such as other high school-level NJSLS/ PARCC assessments, the SAT, ACT, or ACCUPLACER; or
- Third Pathway: By submitting, through the district, a student portfolio appeals to the New Jersey Department of Education.

IV. Attendance Requirements

All students are responsible for attending school daily.

GRADUATION

EARLY GRADUATION (POLICY #5465) - Students may apply to pursue an accelerated program of study that will meet all course requirements prescribed by the State of New Jersey and the Board of Education. For additional information, interested families should schedule a conference with the student's counselor and the Director of School Counseling Services prior to the start of the sophomore year.

GRADUATION CEREMONY - Participation in the graduation ceremony is dependent upon a student being in good standing and successful completion of all graduation requirements by the date of graduation. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure but may be denied participation in the graduation ceremony when the student's conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process of suspension.

CLASS RANK (POLICY #5430) - Class rank will be determined at the end of the first semester and at the end of each academic year by the average of the final grade for each subject completed. In computing grade point averages for Honors and Advanced Placement courses, additional points are added to the final grade. Note: Transcripts will reflect the actual report card grade. Students in the top 20% of their class at the close of the third marking period of their senior year will be invited to submit entries for consideration to deliver a speech at graduation (there will be no Valedictorian or Salutatorian recognition).

GRADING AND ACADEMIC STANDARDS

GRADING - Students are informed of the course requirements and grading system at the start of each course, and will remain informed of their progress throughout the year. Final course grades will be calculated by averaging the semester 1 grade and semester 2 grade. Each semester grade will consist of two quarters.

The calculation of grades is determined as follows:

Q1 - 25%	S1 - 50%	FINAL GRADE - 100%	A = 90 - 100
Q2 - 25%			B = 80 - 89
Q3 - 25%	C = 70 - 79		
Q4 - 25%	D = 65 - 69		
	S2 - 50%		F = 0 - 64

The final grade in each full year course is determined by averaging the two semester grades.

The final grade for semester courses (half year) is determined by the semester grade only.

NB's Assessment System

Grading Categories, Weights, And Descriptions Include:

Assessment (60%): Assessment is the process of gathering evidence of student learning to inform educational decisions. Assignments in this category inform and measure student proficiency relative to standards. Assessments provide students with multiple and varied opportunities to demonstrate knowledge and skills. A reassessment or revision opportunity may be provided as determined by the content team.

Practice (40%): Practice is the performance of an activity or skill repeatedly or regularly in order to improve or maintain proficiency. assignments in this category provide feedback and support attainment of learning goals relative to standards. entries in this category include progress monitoring, student engagement, and knowledge and skill checks. Reassessment or revision opportunities may be provided as determined by the content team.

REPORT CARDS/ INTERIM NOTICES - Report cards and interim notices are available on PowerSchool and will be mailed home by request only. The issuing date for report cards will be approximately one week after the close of the marking period. Interim notices will be available each marking period.

MARKING PERIOD CALENDAR

Marking Period	Starts	Mid-Marking Period	Ends
1	September 6	October 6	November 14
2	November 15	December 15	January 26
3	January 29	March 1	April 9
4	April 10	May 7	June 14

POWERSCHOOL - Northern Burlington County Regional School District uses PowerSchool to track students' progress. Using a personal log-in, announcements, attendance, report cards, interim notices, and up-to-date grades can be viewed online. If a student or parent login is lost, please contact the student's counselor. Find the PowerSchool link on the Northern Burlington website at www.nburlington.com.

HONOR ROLL (POLICY #5440)

The following recognition is published each marking period for high scholastic achievement.

High Honor Roll: awarded to students who have achieved a 90% or higher in all subjects.

Honor Roll: awarded to students who have earned an 80% or higher in all subjects.

Weighted value for honors courses are added to the final grade of 65 or above, but will be considered each marking period for the purposes of Honor Roll determination.

EXTRA HELP - Students experiencing difficulty with school work have many resources available. The National Honor Society offers peer tutoring. Explore the available options with a teacher or counselor. As a reminder, transportation is available after school. Teachers have an available resource period during the day to provide extra assistance.

STUDY HALL GUIDELINES - Students are expected to follow the guidelines below during assigned study hall periods:

1. Promptness to study hall is as important as arriving on time to a regular class. Regular tardy procedures will be followed.
2. Courtesy toward fellow students is expected; therefore talking should be kept to a minimum.
3. A student must remain in assigned seat at all times.
4. Study hall time is intended to be used constructively for reading, thinking, project work, homework or planning for future assignments.
5. Students should report directly to study hall. Media center passes will be issued by study hall teachers; there will be a limited amount of passes.
6. Students with passes for the Counseling Office, Nurse or other locations should first report to study hall for an attendance check.

REQUEST FOR HOMEWORK AND HOME INSTRUCTION - When students are absent from school it is advisable to check the teacher's website, Google classroom and Powerschool where assignments and notes may already be posted. Contacting teachers by e-mail is another quick source for the desired information. For extended absences, parents should contact the student's counselor. In most cases, it requires a full day to gather the assignments from the teachers. Assignments will be available in the Main Office the day following the request or arrangements can be made to have a student bring the work home. It is important to remember that all work missed during an absence must be made up, after the student returns to school, within a period of time not to exceed the length of the absence.

Home instruction is available for long-term medical absences after 5 consecutive days absent (beginning on Day 6) or after 20 non-consecutive days, by an application process and with approval of the school physician and Board of Education. Parents should contact the student's school counselor as soon as it becomes evident that the illness will require a long-term absence to request an application for home instruction. The form will need to be completed by the physician and the note must have a diagnosis and length of time requested. It must be signed and stamped by the physician and returned to the counselor who will forward the request to our school nurse. It is important that the physician request be processed promptly as it needs to be submitted to the school physician before home instructors can be secured.

Instructors will contact the family directly to schedule instruction time. Policy requires that an adult be present for all visits at a mutually agreed upon location. Students who require beyond sixty (60) days of home instruction shall be referred to the Child Study Team, per NJ state statute. Please contact your child's counselor for more information about home instruction procedures.

COURSE FAILURES & SUMMER SCHOOL (REGULATION #5410) - Students who earn a minimum final grade of 50 for a course are eligible to earn "make-up credit". Students who earn a final grade of below 50 for a course are eligible to retake the course for "original credit."

This credit can be earned through the following means:

1. State approved summer school program with permission from the Principal (or designee) and passing the course. (Summer School not offered at NB)
2. Internet-based online instruction, pre-approved by the Principal (or designee), through Keystone High School, Educere, or New Jersey Virtual School (Information available in the Counseling Office).
3. Repeating and passing the subject during the next school year.

Students who fail a course will not be permitted to take the next sequential course without passing the preceding course. For example, a student who fails U.S. History I may not take U.S. History II until he/she has passed U.S. History I, unless the student has the chance to graduate in June. Then the student may be scheduled for two courses in the same subject discipline which are sequential.

Courses taken at state approved public schools outside the state of New Jersey will be transferable upon the receipt of an official letter from the school and according to the conditions listed above. Credit for original work, makeup, or other instruction at unapproved summer schools, unapproved tutors, learning centers, or from other agencies shall not be transferable to Northern Burlington.

Both the grade earned in summer school and the previous failed grade will be included in the computation of the GPA. Both grades will be maintained on the student record and transcript. However, courses taken to earn original credit, gain makeup credit, or raise passing grades will be given credit only once. Credits for summer coursework are applied to the previous school years credits.

NATIONAL HONOR SOCIETY

The following outlines the selection process for the National Honor Society.

Section 1: Juniors who have a cumulative grade point average of 93.0% in core content area classes (English, Mathematics, Science, Social Studies and World Language) and a minimum of B in all other courses at the end of their junior year may be eligible.

The advisor will invite all eligible juniors and explain the National Honor Society to them. Application materials will be distributed electronically to these eligible juniors. This same procedure will be followed for

applicable seniors during their first marking period.

Section 2: Junior candidates will electronically distribute evaluation forms to their counselor, all sophomore teachers, advisors and coaches to be returned to the advisors of the National Honor Society. (Seniors shall use evaluations from their junior class teachers). Candidates are also responsible for completing all other parts of the application process.

Section 3: The chapter advisor will tabulate the results of these evaluations and make a recommendation to the Honor Council.

Section 4: Minimum ratings for Leadership, Character and Service are an average of 3.8 out of five. Minimum service is three activities and/or sports. Service will include both school and community related activities. The Honor Council has the power to adjust minimal requirements for Leadership, Character and Service where circumstances are deemed unusual.

Section 5: The Honor Council shall meet to vote the acceptance or rejection of each candidate. All candidates will be notified of their acceptance or rejection in writing by the chapter of the Honor Council.

PROMOTION - Students shall be required to take class instruction for seven periods during a regular school day. Classified students shall be scheduled according to the Individualized Education Program developed by the Child Study Team.

130 credits are required to graduate.

Freshmen	0 credits	Junior	60 credits
Sophomore	30 credits	Senior	90 credits

ACADEMIC HONESTY - All Northern Burlington County Regional School District students are expected to observe the highest standards of honesty and integrity in meeting the requirements of the programs in which they are enrolled (Policy 5701). Violations of academic honesty, such as cheating or plagiarism on any assignment that is submitted for practice, assessment, or evaluations, may result in a grade of zero for the work in question. Violations of academic honesty may also result in exclusion from honorary societies and consideration for awards whose requirements include evidence of honesty and good character.

To avoid plagiarism, a student should carefully follow the rules of documentation as specified by the Modern Language Association (MLA). Also, students should utilize the media center for resources and assistance.

ATTENDANCE REQUIREMENTS (POLICY 5200)

Pursuant to N.J.S.A. 18A:38-25, the Board of Education has an obligation to require regular school attendance in order to ensure that each student receives the maximum benefit of a thorough and efficient education. Recording student attendance is the responsibility of the school. Absences and tardiness will be indicated in an appropriate manner on report cards and other student records. Perfect attendance is a goal for which every student should strive. Lack of student attendance may cause poor or failing grades.

Students must be present for a minimum of four hours during the day to be counted as “present” and participate in any extracurricular activity occurring on that given day. A partial day means a student is in attendance more than four hours, but less than the full scheduled day of instruction. Students who are not in attendance for at least four hours will be charged with a full day absence.

The educational programs offered at Northern Burlington provide students with the most benefit to those present every day. When a student is absent from school any day, their progress is disrupted. While extra effort to make up work, receive tutoring, and do extra credit work may help, these supplements cannot replace participation in regular class activities such as interacting with students and teachers.

UNEXCUSED ABSENCES

*Any student who exceeds **18 unexcused absences** (eighteen) will lose credit in **all** full-year courses. A student who exceeds **9 absences** (nine) will lose credit in **all** semester courses. A student who exceeds **5 absences** (five) will lose credit in **all** quarter classes. This means that if you have more than **18 absences** (eighteen) for a full year or **9 absences** (nine) for a semester or **5 absences** (five) for a quarter, you will automatically lose credit regardless of grades achieved.*

UNEXCUSED LATES TO HOMEROOM

The following are the penalties for unexcused lateness to **homeroom**:

- A. 4 lates = administrative referral, 3:30 detention
- B. 8 lates = administrative referral, 5:30 detention
- C. 12 or more lates will result in further disciplinary consequences

EXCUSED ABSENCES

Excused absences will not be counted in the accumulated totals. Absences can only be excused under the following circumstances when supported by the appropriate documentation:

1. Religious observances as permitted by law and with a letter from the parent or guardian;
2. Death in the family- **with a letter, obituary or service card from the parent or guardian**
3. College visitations for juniors and seniors- **with a letter from the college**
4. Administration of school services such as testing, Child Study Team evaluation or counseling
5. Administrative Action (Example: Out of School Suspension)
6. Physical or mental illness for one day or more (Physician’s documentation is necessary – **Physician’s note required upon return to school**)
7. Motor vehicle driver’s test-**Documentation from MVC required**
8. Court appearance-**Summons required**
9. Necessarily and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day-**Physician’s note required**

10. Such good cause as may be acceptable to the Review Board (see Appeal Process)

Please note:

1. Absences of any duration will require a doctor's note to be considered excused.
2. All notes must be submitted to the High School main office within 48 hours of the students return to school. Notes may be scanned and emailed to NBHSAttendance@nburlington.com
3. Family vacations are not considered excused absences.
4. An Attendance Appeal will allow parents and/or students to request further review on any unexcused absences.
5. The Administration will rule on all appeals. Please be advised that the school reserves the right to investigate the cause of any absence.

An automated phone system will be contacting families on a daily basis of students who are not in school. Should a household receive a phone call regarding an absent student who is believed to be in school, please contact the Attendance Office as soon as possible.

Parents are asked to call or email the Attendance Office to report all student absences.

(609-298-3900, ext. 2029, NBHSAttendance@nburlington.com)

MAKE-UP WORK RESPONSIBILITIES AFTER AN ABSENCE

- Students must be prepared for full class participation on the day they return to class following an absence.
- All work missed during absences must be made up within a period of time not to exceed the length of the excused absence.
- In cases of lengthy absences due to prolonged illness, parents may contact the student's counselor to request home instruction.
- The responsibility for getting assignments prior to a planned absence rests with the student.
- It is the **student's** responsibility to ask the instructor what has been missed and to make up the work within the required time limits.
- The instructor will actively engage with the student to inform/clarify what has been missed during the absence and to aid the student in obtaining the necessary information, and to allow the full make up time for the completion of the work.
- Students who are on school approved trips should be ready to take tests and turn in required materials which were due during their absence on the day they return to class.

TRUANCY - Students with excessive absences will be considered truant per N.J.S.A. 18A:38. Students will be subject to disciplinary action and academic consequences which include receiving a grade of '0' for assessments.

CLASS CUTTING - Students who cut a class will not be eligible to make up any work done or due on the day of the cut.

PARTIAL DAY ABSENCES, TARDINESS, AND EARLY DISMISSAL - Students are expected to report to school and class on time. Students who arrive to school after the start of the school day are required to report to the Main Office to sign in. Partial day means you are in attendance more than four hours, but less than the full scheduled day of instruction. Students who are not in attendance for at least four hours will be charged with a full day absence. Tardiness to school will be defined as your failure to be physically present in your homeroom class by 7:20. Again, unless you are excused for reasons listed in the Attendance Policy, school tardiness will be counted as one-quarter of a day's absence in determining the total number of absences.

UNEXCUSED LATES TO HOMEROOM

The following are the penalties for unexcused lateness to **homeroom**:

- D. 4 lates = administrative referral, 3:30 detention
- E. 8 lates = administrative referral, 5:30 detention
- F. 12 or more lates will result in further disciplinary consequences

Accumulated discipline for tardiness can impact Student in Good Standing.

Students who are late to school but do not get a late pass from the Attendance Office will be treated as a cut (see code of conduct).

Students needing an **early dismissal** must report to the Main Office for authorization to leave the building. A parent or guardian must come into school to sign a student out. All parents/guardians will be required to present proper identification (i.e. driver's license, military I.D. card, etc.) in order to sign a student out of school. Should there be a need to have someone other than the parent or legal guardian to sign out a student, the parent or guardian must make the request in writing to the principal in advance. The request must include a statement of why it is necessary to excuse the student before the end of the school day, the person with whom the student is leaving with and at what time the student is leaving. The note must include a phone number where a parent can be reached that day.

THE EIGHTEEN YEAR-OLD STUDENT

Eighteen year-old students must adhere to all attendance regulations as outlined earlier but may report themselves absent in the place of a parent or guardian as mandated in N.J.S.A. 18A:38-26. Those not meeting the conditions outlined in the statute will be considered truant. Students must report to the Attendance Office to complete the necessary forms and to gain administrative approval.

For students 18 years old or older; The parent(s) or legal guardian(s) of the adult pupil shall **submit a written request for approval** of an early dismissal to the Principal. The request **must include** the reason for the pupil's early dismissal to excuse them before the end of the school day.

FIRE / EMS MEMBERSHIP - Students who are members of volunteer fire companies and who enter school late because they have been involved in an emergency incident may be excused. Documentation from a Chief Officer is required. Students will be responsible for any work missed as a result of the absence.

STUDENT BEHAVIOR – CODE OF CONDUCT

The Northern Burlington County Regional Board of Education (Policy 5500) expects students to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other students, for the educational purpose underlying all school activities, and for the care of the school facilities. The Code of Conduct (Policy 3211) has been developed for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in the school.

The objectives of the Code of Conduct and Discipline Policy (Policy 5600) are to ensure the maintenance of an orderly school environment that is conducive to learning and to teach students to be proactive and take responsibility for their actions in all situations. It is important for everyone to learn that rules and regulations are established for the benefit of the group and that individuals who fail to follow these rules infringe upon the rights of others. Under no circumstances will a student be permitted to disrupt the education of other students. Students who disrupt the education of other students in any manner will be subject to the consequences outlined in the Code of Conduct. The Code of Conduct is meant to be a *general guide* for students, teachers, and administrators. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

Students at Northern Burlington County Regional High School will be expected to:

1. Come to school dressed appropriately, on time, every day
2. Be prepared and complete all assignments
3. Respect themselves and others, including personal space
4. Be courteous in interactions with others

School Counselors and/or Child Study Team members will become an important part of the system by participating in any conference requested by the administrator and responding to reasonable requests for evaluations or other appropriate activities that may affect positive change in student behavior.

CONDUCT OCCURRING OFF SCHOOL GROUNDS - School authorities have a right to suspend or expel a student for conduct happening outside of school hours or conduct away from school grounds where reasonably necessary for students' physical or emotional safety and well-being or for reasons relating to the safety and well-being of other students, teachers, or school property.

UNEXCUSED LATES TO CLASS

The following are the penalties for unexcused lateness to **class**:

- A. 4 lates = teacher discipline referral, 3:30 teacher assigned detention
- B. 8 lates = administrative discipline referral, 5:30 administrative assigned detention
- C. 12 or more lates will result in further disciplinary consequences

Accumulated discipline for tardiness can impact Student in Good Standing. Students who are late to school but do not get a late pass from the Attendance Office will be treated as a cut (see code of conduct).

FIELD TRIPS (DAY AND OVERNIGHT) - The same standards of student behavior that are required in school are also required while on the field trip. Field trips provide students with educational opportunities outside the classroom. Students are reminded that while they are on field trips, they are under the full supervision and authority of the school district. A serious infraction of a school rule while away on an extended trip may result in the student being sent home early at the expense of his/her family. Specific revisions to school rules, regulations, and dress code may be adopted and reviewed with students prior to any field trip. Prior to all field trips, it is necessary to turn in a parental permission slip to the faculty member sponsoring the trip. Academic performance, attendance and behavior may be considered for participation. Parents are required to transport students home when trips return after school hours. Students will be informed of the time of return for all trips prior to the day of the trip. Students may also be asked to pay for the cost of the field trip. Refer to "Conduct for Overnight Trips" and "Trip Packet/ Parent Permission" for more information.

DRESS CODE (POLICY #5511) - The school reserves the right to remove from the classroom anyone whose appearance detracts from classroom activities or interferes with the rights of others. Students who violate the dress code will be required to change clothes or be sent home. In an effort to promote an academic and businesslike atmosphere, the following standards of dress have been established:

NO bandanas	Tops MUST touch bottoms Tops MUST cover chests Tops MUST cover backs Tops MUST have shoulder straps
NO sheer clothing	Bottoms MUST touch tops Bottoms MUST cover personal areas
Undergarments may NOT be exposed	NO bare feet
NO sunglasses, goggles, masks, eye/face coverings except prescription.	NO chains/jewelry that can be used as a weapon NO wallet chains

Attire not permitted during the school day must be stored in a locker.

NO clothing or facecoverings which are lewd or displays any message with a sexual connotation, profanity, hate, discrimination or advertises drugs, alcohol, or violence.

NO attire that is considered disruptive to the educational process including but not limited to gang related clothing, offensive tattoos, or symbols which pose a disruption in school such as the confederate flag, swastikas, and etc.

Due to the constantly changing apparel styles, administration has the authority to determine if clothing items or accessories not specifically covered in the dress code are appropriate for school attire and has the authority to make a determination on any questionable attire.

The dress code may be modified to be more or less restrictive during school-sponsored trips and activities. Students should check with the trip sponsor to determine the appropriate attire to be worn on the trip. Exceptions may be made for religious or medical necessity.

EXPLANATION OF TERMS USED IN DISCIPLINARY CODE

Behavioral Contracts - In certain situations students, teachers, administrators, school counselors, student assistance coordinators and/or parents may enter into behavioral contracts designed to produce desirable behavior outcomes. Contracts are developed mutually describing goals and expectations of all parties, means of achieving goals, and ways of assessing success. This becomes the document used in clarifying expected student behavior.

Teacher Detention - Teachers have the right to assign teacher detentions for infractions that may occur in the classroom. This detention is assigned by the teacher and in a designated area that is supervised by the teacher or detention supervisor. The detention will begin at 2:38 and end at 3:25 p.m. Bus transportation is provided and departs at 3:30 p.m. Bus passes will be available.

Administrative Detentions - Assigned by a school administrator. These detentions will begin at 2:38 and end at either 3:25 or 5:25 p.m. Bus transportation is provided and will depart at 3:30 or 5:30 p.m. respectively. Bus passes will be available.

When a detention is assigned, parents will receive a phone call stating the reason for the detention as well as the date and time of the detention. Students will be given at least twenty-four hours notice.

Failure to serve detention will result in administrative action as outlined in the Student Conduct Code unless the absence is excused by an administrator. Students will re-serve the detention when they fail to behave

in an acceptable way during that time period and will be subject to more severe disciplinary consequences. Students should bring enough work for the entire detention period.

The assignment of detention becomes the priority of the student that supersedes athletic contests, practices, outside work commitments or other school related activities.

Bus Suspension - Serious or repeated violation of bus regulations will result in losing the privilege to ride the school bus and perhaps other disciplinary action as detailed in the Discipline Code. Students are still required to attend school while on a bus suspension. Parents will be required to furnish transportation.

In-School Suspension (ISS) / Out-of-School Suspension (OSS) - A student may be suspended for serious breach of school rules. Students receiving an in-school suspension will be assigned to a supervised room for the duration of the suspension and are expected to complete school work. No personal electronic devices are permitted in the in-school suspension room. Violation of the in-school Suspension rules will result in out-of-school Suspension. When students are suspended out-of-school, they are to remain home until a re-entry parent conference is held with an administrator. Under no circumstances should a student come to school when suspended out-of-school. Arrangements to obtain assignments can be made by contacting the West Office. Absences are considered excused when an out-of-school suspension is assigned by an administrator.

All students suspended both in and out of school become ineligible to attend any school-sponsored events either as a participant or spectator. This restriction is in place from the meeting when the suspension is assigned and continues until the day the student returns to the regular educational program.

Restitution/Police Notification/School Board Hearing - Occasionally offenses are committed of such a serious nature that it becomes necessary to notify the local police department and/or exclude the student from school pending a School Board Hearing. Students may also be required to make restitution to the school district or to individuals depending upon the offense.

Expulsion - An expulsion is a permanent exclusion from school. The principal will follow the Out-of-School Suspension procedures while preparing for an expulsion hearing. In addition, the student and his/her parents will be notified with (a) a written notice containing the date and the time of the hearing and statement of the specific charges that justify expulsion; (b) his/her right to be represented by an attorney; (c) a list of witnesses against the student and a written report on the facts to which the witnesses will testify; (d) an opportunity for the student to present his/her own defense and to produce, either by oral testimony or written affidavits, witnesses in his/her behalf; and (e) an opportunity to confront and cross-examine the witness.

DISCIPLINE CODE, CONSEQUENCES, AND PROCEDURES - When examining specific instances of misconduct, all students will be granted the opportunity for an informal hearing. All available information regarding the situation at hand, previous disciplinary records, and any case or personal defense made by the student will be considered when making decisions. A student's previous discipline record may aggravate or mitigate the disciplinary judgment.

*****ADMINISTRATIVE DISCRETION WILL BE EXERCISED IN IMPLEMENTING CONSEQUENCES*****

CODE OF CONDUCT OFFENSES AND POSSIBLE CONSEQUENCES

LEVEL 1

The following offenses may result in consequences beginning with an Administrative Warning, but possibly elevated to an Administrative Detention/Suspension. Further infractions may result in In-School Suspension (ISS).

Dress Code Violation- student must change or be removed from class. See "Dress Code".
Loitering on School Grounds- before or after school hours without supervision
A. 4 lates = teacher discipline referral, 3:30 teacher assigned detention B. 8 lates = administrative discipline referral, 5:30 administrative assigned detention C. 12 or more lates will result in further administrative consequences D. Accumulated discipline for tardiness may impact a Student in Good Standing.
Eating or Drinking in Unauthorized Areas
Cell Phone/Electronic Device Violation
Failure to wear school ID

LEVEL 2

The following offenses will result in a minimum of one Administrative Detention, but possibly elevated to In-School Suspension (ISS). Further infractions may result in Out-of-School Suspension (OSS) and parent conference.

Cutting Class, Study Hall, or Lunch- a student may be considered cutting the class if he or she has missed several minutes of class.
Cutting Teacher Detention
Misconduct - including but not limited to: in Classroom, Hallway, Cafeteria, or General Area

(Running in halls, shouting, horseplay, abuse of passes, public display of affection, or loitering without supervision, Opening an exterior door without authorization: ex. Delivery of food not from a parent).

Unacceptable Language or Disrespect toward Student

Lying

Forgery

LEVEL 3

The following offenses will result in In-School Suspension (ISS), possibly elevated to Out-of-School Suspension (OSS) and parent conference.

Cutting Office Detention- or failure to be on time. The student also must serve original detention.

Leaving Building / Grounds without Permission-parent contact

Insubordination toward Faculty/Staff/Administration

Minor Damage to School Property/Vandalism- Possible restitution for damages and referral to police.

Violation of Cease and Desist

Possession or Under the Influence of Drugs or Alcohol- Refer to Drug and Alcohol Policy found at the end of this section.

Possession: Including but not limited to: Tobacco/Nicotine Products, Electronic Cigarettes, Vaporizers, Lighters, Matches, and paraphernalia

Creating a Disturbance / Disruption (including instigating) - School Environment

Stealing/Theft- referral to local police and possible restitution

Threatening a Student-directly or indirectly

Harassment/ Intimidation / Bullying- refer to the HIB section found at the end of this section.

Truancy

Throwing food or other items- in a common area creating a specific and serious danger

Viewing, Possessing, or Distributing Sexually Explicit Material
Unacceptable Language or Disrespect toward Faculty/Staff/ Member
Violation of Acceptable Use Policy
Gambling

LEVEL 4

The following offenses will result in Out-of-School Suspension and require a re-entry parent conference. Infractions may result in a Board of Education Hearing, police involvement, and mediation.

Biased or Discriminatory Conduct/Ethnic Hate Statements, Terrorist Threats
Assault on a Student
Assault on Staff Member (defined as an unlawful attempt to hurt another person)
Violent Behavior-Disruptive/Physical
Fighting
Fireworks or other chemical nuisance devices (possession or use)
Sexual Misconduct
Sexual Harassment/Sexual Assault - All incidents of sexual assault or sexual harassment will be referred to the appropriate authorities. In all cases, the Board of Education policy on Sexual Harassment will be followed. The policy is included at the back of this handbook.
Threatening Faculty/Staff/Administration
Major Damage to School Property/Vandalism - Restitution for damages and referral to police, Superintendent, and Board of Education.

LEVEL 5

The following offenses will result in Suspension pending Superintendent Hearing and/or Board of Education Hearing with notification of police and restitution.

False Alarm / Arson / Bomb Threat
Possession of a Weapon or Facsimile
Threat with a Weapon

SPECIAL ISSUES

Bus Misconduct
Consequences may include but not be limited to administrative warning, bus suspension, ISS, or OSS depending on the nature of the offense.
Obligations (textbooks, uniforms, damage to property, etc.)
Textbooks and other materials are the property of the Board of Education. Materials are loaned to students with the requirement that they be returned in satisfactory condition. Students who do not return materials, supplies, and uniforms in satisfactory condition due to loss, damage, or theft will be assessed the amount of the loss. Lockers, report cards, student schedules, transcripts, and ultimately diplomas may be held until all obligations have been satisfied.
Parking Violations
Students parking on school grounds (this includes the middle school) without a parking permit will receive the following consequences: (1) Warning (2) Ticket \$20 {Not resolving the ticket will become an obligation} (3) ISS and car may be towed at the student's expense. Juniors parking without administrative permission will forfeit their ability to apply for parking as a senior.
Reckless Driving on School Grounds
Consequences range from suspension of parking privileges to ISS, OSS, Referral to Police.

POINT SYSTEM

Description - As stated previously, the objective of the Code of Conduct and Discipline Policy is to ensure the maintenance of an orderly school environment that is conducive to learning and to teach students to be proactive and take responsibility for their actions in all situations. A student's privileges as a member of the Northern Burlington community may be limited as a result of behavior or misconduct that warrants such limitation. Northern Burlington uses a point system to track student discipline infractions and promote an environment where students may learn from their mistakes before those mistakes negatively impact their student privileges and their ability to take full advantage of all the opportunities offered at Northern.

Code	Disposition	Point
AW/TD	Administrative Warning / Teacher Detention	No points
AD	Administrative Detention	2 points
BUS	Bus Suspension	3 points
ISS	In-School Suspension	3 points
OSS	Out-of-School Suspension	4 points
SBH	Out-of-School Suspension with Superintendent and/or School Board Hearing	5 points

Individual Student Point Levels

Point Totals	Action
12 points	Parent & Administrator goal setting meeting for Behavior Contract.
22 points	Hearing Before the Principal.

STUDENT IN GOOD STANDING - The Northern Burlington County Regional School District recognizes that participation in extracurricular activities is an important part of a student's school experience. There are many academic expectations in addition to social activities that enhance a student's high school experience. We support these social events as privileges for students who have demonstrated academic achievement, good attendance, and appropriate behavior throughout the school year.

Benefits of being ***In Good Standing*** include, but not limited to:

- Attending Blue/ Grey Night, Homecoming Dance, Prom, and Graduation.
- Approval to attend non-NB events requiring Administrative recommendation.
- Attending school sponsored extracurricular field trips, including Renaissance BBQ, Band Trip, Senior Class Trip, etc.
- Earning Senior parking privileges.

Students will fall ***Out of Good Standing*** if:

- Required Documents: Have not submitted- Emergency Information Form, Parent/Student Consent, Form, and Federal Impact Aid Form (Oct.)
- Attendance: Students who have exceeded the attendance policy.

- Discipline: Two or more suspension occurrences (ISS or OSS) and/or 22 accumulated points within the school year. Any single offense deemed especially serious by the Administration prior to the date of the privileged event.
- Obligations and Fines*: All obligations and fines must be paid in full prior to the privilege or event. Event tickets and parking permits cannot be purchased unless all fines are paid.
Please note: Monies paid are non-refundable for events like the Senior Class Trip and Prom if a student is not in good standing at the time of the event and/or time monies are due in full. *Will impact PowerSchool Access.

It is the student's responsibility to monitor his/her status as a Student in Good Standing.

APPEAL TO REGAIN PRIVILEGES

Students who have demonstrated significant and consistent improvement in their behavior and level of responsibility over a 30 calendar-day period or by a recommendation from an administrator may appeal to be permitted to participate in school events. A written appeal to the building principal must be submitted and include a detailed explanation as to why the appeal should be granted. Student appeals will occur on an event-by-event basis and decisions may not be the same for all event

HARASSMENT/INTIMIDATION/BULLYING (POLICY #5512.01) - Harassment, intimidation and bullying means any gesture, any written, verbal or physical act, or 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 disability, or by any other distinguishing characteristics, that takes place on school property, at any school-sponsored function, on the school bus or bus stop, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and has the effect of insulting or demeaning a student or group of students or creates a hostile educational environment. Students and parents are encouraged to report cases of harassment/intimidation/bullying to teachers or school administration. Harassment, intimidation, and bullying are prohibited and will result in disciplinary action.

GANG ACTIVITY - If it is determined unacceptable conduct was committed by students representing a gang, appropriate disciplinary action will be assigned and the parent(s) or legal guardian(s) of the victim and the offender will be notified, as will the Superintendent of schools and local law enforcement. To further ensure the safety and well-being of all students in the district and to increase awareness within the school community regarding potential gang activity, students are prohibited from wearing on school grounds, at any school related or sponsored activity, on any school buses, and any other place where students are supervised by school district staff, any type of clothing or accessory that would indicate a student has membership in, or affiliation with, any gang associated with criminal activities. Administrative discretion will be used to determine whether or not specific clothing is gang related.

EATING & DRINKING IN HALLWAYS AND CLASSROOMS - For cleanliness, sanitary, and safety reasons, food and drink must not be consumed in the halls or classrooms with the exception of bottled water. Glass bottled beverages are not permitted in school, on school grounds or on the school bus as they present a potential danger if broken. Students wishing to bring beverages to school for lunch must use non-breakable containers which must be placed and stored in their lockers until the assigned lunch period.

ENERGY DRINKS - Beverages such as Red Bull, Monster, Venom and others which contain large doses of caffeine (more than 50/mg per serving), sugar and/or other legal stimulants like ephedrine, guarana, and ginseng are not permitted on school grounds. Although individual responses to caffeine vary, caffeine is a stimulant, and these drinks should be treated carefully due to the seriousness of their adverse side effects, particularly for adolescents. The levels of caffeine found in these drinks can boost the heart rate and blood pressure (sometimes to the point of palpitations), dehydrate the body, and, like other stimulants, lead to nervousness, irritability, and insomnia. They can interfere with learning and the educational climate of the school. Drinks such as these highly-caffeinated beverages will be taken from students if brought on campus and not returned.

ELECTRONIC DEVICES - (CELL PHONES, MP3 PLAYERS, AND OTHER PORTABLE ELECTRONICS, INCLUDING EAR BUDS, HEADPHONES) (POLICY #5516)

No personal electronic devices are permitted in In-School Suspension. Appropriate use is an individual's responsibility. These devices are permitted as long as it is not a nuisance to others, interfere with the learning environment, or jeopardize school safety. Students are expected to only have one earbud/Headphone on for safety reasons. Devices are permitted in the cafeteria and study hall. Teachers may permit the use of these devices in the classroom for an educational activity.

Inappropriate use during the school day may result in confiscation and possible discipline.

- 1st offense: Administrative Warning and the device will be returned to the student at the close of the school day.
- 2nd offense and subsequent offenses, the device will be turned over only to the student's parent. Students who refuse to relinquish electronic devices when requested to do so by a faculty member are subject to disciplinary action, including suspension.

Phone calls on cell phones can be made before and after school only. The school assumes no responsibility for the loss or theft of any personal electronic device at school.

SELF-PROTECTIVE DEVICES - Spray gas canisters such as pepper gas, tear gas, etc., and electrical protective devices are not permitted on school grounds, including hanging from key chains. Students who bring such items to school will have the items confiscated immediately and will be subject to disciplinary actions.

PUBLIC DISPLAYS OF AFFECTION - Students are reminded that school property is considered to be public property, thus appropriate decorum is required at all times. Public displays of affection are not appropriate and not permitted.

OBLIGATIONS

Textbooks and other property of the Board of Education are loaned to students with the requirement that they be returned in satisfactory condition. Students who do not return materials, supplies, or uniforms in satisfactory condition due to loss, damage, or theft, will be assessed the amount of the loss. For missing, lost, damaged school property, or parking infractions, items/monies are needed to satisfy an obligation due to the school. If obligations are not resolved the following will occur:

- A. Withholding of the report card.
- B. Access to PowerSchool disabled.
- C. Locker assignments will be held.
- D. Suspension of further media center circulation privileges.
- E. Student's use of the Media Center during lunch, study hall, and after school will be suspended. (except for class activity)
- F. Transfer of school records or transcripts to another school or an employer will be suspended.
- G. Diplomas will be held.

STUDENT PASSES: Students must carry a current Hall Pass and School ID when in the halls while classes are in session. Students are required to sign out with the teacher they are with if they wish to be excused to the restroom, media center, counseling or nurse's office and school store. Students found to be abusing hall pass privileges will be placed on pass restriction.

VANDALISM AND PROPERTY DAMAGE: N.J.S.A. 18A:37-2 states that any student who willfully causes or attempts to cause damage to school property shall be liable to disciplinary action up to and including suspension or expulsion from school. Monetary assessments shall be made by the Principal and, in accordance with N.J.S.A. 18:A37-3, shall be the responsibility of the parent/guardian of the student.

WEAPONS AND DANGEROUS INSTRUMENTS: New Jersey State Law and Northern Burlington County Regional Board of Education Policy prohibit the possession or use of weapons and dangerous instruments at school or on school grounds. This includes such items as guns and knives, as well as any other item that may be used as or considered a weapon. The building principal shall have the authority to determine whether a specific item falls under the meaning of the term "weapon or dangerous instrument" as used in this paragraph.

SEARCH AND SEIZURE (POLICY 5770)

School officials reserve the right to inspect school property which includes lockers, desks and storage areas. In addition, a student's person and/or possessions may be searched given a reasonable suspicion. Any vehicle on school grounds is subject to search by school administration. Because of the responsibility of school officials to maintain safety and order in our school, searches may be conducted when reasonable suspicion occurs to seize weapons; controlled dangerous substances, drugs, alcohol, evidence of a prior, pending or anticipated crime, or evidence of a violation of rules or policies of the Board of Education.

The Northern Burlington County Regional School District maintains the right to conduct drug searches using trained canines under the specific guidelines of the Burlington County Prosecutor's Office.

DRUG, ALCOHOL, STEROID POLICY AND PROCEDURES (POLICY 5530)

The Northern Burlington County Regional Board of Education prohibits the use, possession, and/or distribution of any drugs, alcohol, tobacco, vapes or steroids on school premises, at any school-sponsored event, and on any transportation vehicle provided by the school. The Board also prohibits any student from being under the influence of drugs, alcohol, or steroids in any of the situations mentioned above.

The Northern Burlington County Regional School District is required to adhere to NJSIAA regulations authorizing random drug testing of any athlete participating in a state tournament. The Northern Burlington County Regional Board of Education recognizes that in addition to maintaining a comprehensive substance abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems. The district also has an obligation to maintain a safe environment for all students and staff members.

CONDUCT AWAY FROM SCHOOL GROUNDS

The school has a moral and legal obligation to identify and assist students whose substance use is affecting school performance or behavior, regardless of when it occurs. No student may use, possess, purchase, or distribute alcohol, drugs, or any controlled dangerous substances while at school or at any time outside of school, when participating in extra/co-curricular activities.

Further, school authorities have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function, that is consistent with the district board of education's code of student conduct, pursuant to N.J.A.C. 6A: 16-7.1.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing vapors or fumes (N.J.S.A. 2A:170-25.9). "Substance abuse" shall mean the consumption or use of any substance as defined

herein for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick or injured.

GUIDELINES AND PROCEDURES

Use of controlled substances: Any student suspected of being under the influence of drugs, alcohol or vapes will have a medical examination by a physician which includes a urine screen and may include a breathalyzer examination. Refusal of a parent or student to submit to a drug screening will be treated as a positive. If the drug screen proves to be positive, the following will occur:

- A three (3) day In-School Suspension and one (1) additional day for a positive test result
- Mandatory parent conference
- Follow-up meetings with their counselor
- Re-test via our random testing program
- Students may lose parking privileges until there is a negative drug screen
- Impact the status of a “Student in Good Standing”

Before a student can return to school after a positive drug screen, a physician must certify, in writing, that a student may return to school and that the student’s substance use will not interfere with his/her education.

All information about the incident and an assessment by a Counselor will take place and appropriate action, according to the following categories, will occur:

1. Chemical Dependency: If it is determined that the student has developed a chemical dependency, the principal will recommend that the student be enrolled in a program of treatment developed in cooperation with the parents. The district will also recommend the student to participate satisfactorily in an aftercare program as a condition of return to school. Any cost associated with this shall not be the responsibility of the Board of Education.
2. Chemical Abuser: If the examination indicates that the student does not have a chemical dependency but finds that the student is a chemical abuser, the principal, in consultation with the appropriate administrator and/or “student assistance coordinator,” will recommend the student to participate in a chemical abuse contract, chemical abuse support program or supplementary chemical health education as a condition of return to school following suspension. The cost associated with this shall not be the responsibility of the Board of Education. Refusal to submit to a search may involve police involvement.
3. Isolated Occurrence: If, after evaluation, the incident proves to be an isolated occurrence and no chemical dependency or abuse is detected, appropriate administrative or counseling action will follow.
4. The determination and action will be communicated in writing by the principal to the parents/guardians, copy to the Superintendent. The appropriate administrator(s) and/or counselor will supervise the student’s involvement in the program as determined.

If a student has a second offense of being **under the influence** of alcohol or a controlled substance, the following will occur:

- Suspension for a minimum of four (4) days Out-of-School and one day (1) of In-School
- Mandatory parent conference and possible expulsion hearing before the Board of Education as determined by building principal.
- Exclusion of the student from extracurricular participation for the remainder of the school year
- Students may lose parking privileges until there is a negative drug screen

Sale, Purchase, Transfer, or Possession of controlled substances: Incidents involving the sale, purchase, transfer or possession of drugs and alcohol, tobacco and paraphernalia on school property or at school functions will result in the following:

- Notification of parents
- Exclusion of the student from school pending a formal hearing
- A medical examination by a physician which includes a urine screen and may include a breathalyzer examination
- Suspension for a minimum of four (4) days In-School
- Suspension of Parking Privileges
- Exclusion of the student from participation in extracurricular activities for the remainder of the school year
- Impact the status of a "Student in Good Standing"
- Notification of the local police department
- A formal hearing to determine the extent school policy has been violated with possible expulsion hearing before the Board of Education

If, in the Principal's judgment, there is evidence of activity in violation of school regulations, a search may be made by the principal or his/her designee.

** Any student holding any medication whether they are authorized for his/her personal use or not authorized, whether it is an identified substance or an unidentified substance, is in violation of school policy and may be subject to a urine screen and search.*

A second offense involving the sale, purchase, transfer or possession of drugs and alcohol, tobacco and/or paraphernalia on school property or at school functions will result in the following:

- Suspension for a minimum of four (4) days Out-of-School and one day (1) of In-School
- A possible expulsion hearing before the Board of Education

The details of the Northern Burlington County Regional School District Substance Abuse Policy apply to any school sponsored function, on or away from school property. More detailed information can be found in Board Policy and Regulations.

CONFLICT RESOLUTION

Experience tells us that the best way to resolve a conflict is to avoid the specific conflict in the first place. NB offers several outlets for students to express their feelings or concerns in a safe and productive manner. Please be sure to take advantage of any or all of these avenues:

Parental Involvement

If students have a problem at school, it is a good idea to discuss the circumstances with the student's parents or guardians. Sometimes they will be able to help solve the problem, while other times they may wish to seek the assistance of the school in looking for a solution.

School Counselors

The counselor is another good step in resolving conflicts. Each student is assigned a counselor who is qualified to support the student with academic, social and emotional problems. Parents should contact the school counselor to arrange a conference with the student's teacher when the problem is related to grades, report cards, or scheduling of classes.

Mediation or Peer Mentoring

Conflict is inevitable, but aggressive behavior is not acceptable. This program uses trained peer mediators and conflict resolution strategies to help students settle disputes. Peer mediation is open to all students upon referral and request provided both parties are willing to participate in the process. Contact the at-risk counselor or school counselor to use the services of peer mediation or for information on becoming a peer mentor.

Peer Support Groups

These groups provide students with a mutual support system as well as a resource to deal with problems and issues they face. Groups are organized based on situational needs. Contact the school counselor for more information.

STUDENT/PARENT GRIEVANCE PROCEDURES

A. GENERAL

Whenever an individual student believes that his/her rights have been violated or he/she has been treated unjustly, he/she may file a grievance by following the steps listed on the following page. All steps should be taken as promptly as is convenient to the persons directly involved at each level. This procedure has been developed by an Administrative Faculty Student Committee and approved by the Northern Burlington County Regional Board of Education.

Any person seeking consideration of a grievance should request a conference with the person against whom the grievance claim is made; the conference to be held at a time mutually agreeable to both parties. The purpose of the conference will be to provide a private meeting, during which a frank and honest exchange of views may take place in an effort to resolve the problem. At least one day should elapse

between the problem in question and the grievance conference.

Should Step No. 1 fail to resolve the problem, the student may then make a written request that the problem be referred to the administration and/or supervisor for review. The written request should include what the problem is and what remedy is sought as a solution to the problem. The review, which will take place before either the assistant principal or principal, will consist of the following steps:

1. A scheduled conference at which time the student will be given an opportunity to state the problem directly to the administrator conducting the review.
2. The presentation of the person against whom the complaint is filed to the administrator conducting the review.
3. A discussion of issues between both parties in the presence of the administrator.
4. The administrator's suggestions or recommendations.

Parental involvement in the conference is optional at either of the first two levels of this procedure.

Should Step No. 2 fail to resolve the problem, an appeal may be made to the Building Principal in a written statement from the parties concerned. The written statement should include what the problem is and what remedy is sought as a solution to the problem. At that time the Building Principal will coordinate a conference. Parents will be informed of the student's request for a hearing with the Building Principal.

Should Step No. 3 fail to resolve the problem, an appeal may be made to the Superintendent of Schools at which time the Superintendent will request a written statement from the parties concerned conference with the Superintendent will be held with all parties involved. Parents will be informed of the student's request for a hearing with the Superintendent.

Parents may choose to be involved at this level or the Superintendent may require that parents be involved in the hearing. The Superintendent will rehear the matter, review the written reports submitted, and offer recommendations.

Should Step No. 4 fail to resolve the problem, the student may appeal to the Board of Education. All previous conference records will be forwarded to the Board of Education. At this level, parental involvement becomes mandatory. Following a hearing, the Board of Education will render its judgment as the final authority within the school, under Statutes of New Jersey, Title 18 Education. (A copy of which is available in the library.)

POSITIVE BEHAVIOR REINFORCEMENT

Northern Renaissance - is a club that reinforces positive student behavior as many times throughout the year as possible. It recognizes positive student behavior through the Smart Cookie Awards, Renaissance Cards, and Greyhound Choice Awards. Furthermore, it involves students in the culture of Northern by allowing them to help with the staff incentives. Any student is welcome to join the Renaissance club and to become a Renaissance helper.

The Climate Committee - is a group of teachers and administrators who strive to acknowledge student

accomplishments and positive contributions within our school community. For Students of the Month, faculty members are requested to nominate one student from each grade who demonstrates qualities, such as responsibility, contemplation, initiative, perseverance, optimism, courage, respect, compassion, adaptability, honesty, trustworthiness and loyalty. The faculty then submits comments on these nominees. Ultimately, the climate committee chooses students based on the positive comments from the faculty. They also select an Elks Student of the Month through staff comments and information about community service supplied by each student.

NORTHERN BURLINGTON COUNTY REGIONAL HIGH SCHOOL RESOURCES, FACILITIES, AND SERVICES

NB STUDENT ACCEPTABLE USE AND BRING YOUR OWN TECHNOLOGY

Overview

The Board of Education recognizes access to technology will allow students to explore resources, exchange information and interact with individuals and groups throughout the world. Northern Burlington County Regional School District (NBCRSD) supports access by learners to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes.

NBCRSD also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. Pupils and their parent(s) or guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment.

The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as a just cause for taking disciplinary action by limiting or revoking access to computer networks/computers, school or personal devices at any time, for any reason, and/or instituting legal action. School district personnel will monitor networks, online activity, and files stored on school devices, to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Purpose

Online communication is critical to learning and practicing authentic 21st Century skills such as researching, blogging, casting, and discussing. NBCRSD will allow students to use personal technology devices in the classroom and has implemented Bring Your Own Technology (BYOT) to provide opportunity and enhance student achievement through personalized learning by empowering students to take control of their own learning. The BYOT program will support a learning environment that mirrors an off-campus world while maximizing instructional time. Available tools help to create collaboration and networking opportunities that

better meet the learning styles and needs of students while improving the efficiency and effectiveness of instructional practices.

The NBCRSD has the right and responsibility to protect the school community, networks, and all of its technical resources. Thus, individuals accessing the NB networks with his/her personal device are required to adhere to the NBCRSD Board of Education Acceptable Use Policies (AUP). Permission to bring and use personally owned devices is contingent upon adherence to the school guidelines and policies.

Definitions

Technology: For purposes of BYOT, "Technology" is defined as a privately owned wireless and/or portable electronic handheld device that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, tablets, e-books, cell phones, Personal Digital Assistants (PDAs), or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

User: Anyone (which includes employees, students, and guests) using Northern Burlington County Regional School District technology, including but not limited to, computers, networks, internet, email, chat rooms, and other forms of technology services or products.

Network: Wired and wireless technology networks including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.

Security

Responsibility to keep a device secure rests with the individual owner who keeps it with him or her at all times. NBCRSD is not liable for any device stolen or damaged on school property or on a school bus. If a device is stolen or damaged, immediately notify administration. It will be handled through the administrative office similar to other personal artifacts in similar situations.

It is recommended that skins (decals), etchings, and other custom touches are used to physically identify your device from others. Utilize protective cases. Record the technology device's make, model, and serial number. Enable the device's GPS locator (if it is equipped with one) and password-protect the device. Do not share account/ access information with others. Always make sure my technology device is in a secure location.

Student Agreement

Students must adhere to the Student Code of Conduct, as well as Board policies #2363, #2360, #7523, and particularly Internet Acceptable Use Policy #2361. Additionally:

1. Devices must not be used in such a way as to disrupt the instructional process or create a disturbance by using the networks/devices for illegal, inappropriate or obscene purposes, or in support of such activities. This includes accessing/ distributing any obscene or harassing messages, language, visuals or pictures.
2. The use of an electronic device in a classroom is limited to teacher approved activity. Accessing non-educational games is not permitted. Students must comply with any staff request to store, shut down or close the device.
3. May not be used to cheat or gain an unfair advantage on assignments or assessments.

4. Respect the copyright, intellectual property rights, privacy, and personal rights of others. May not be used to record, transmit, or post images or video of a person on campus without the express permission of persons involved.
5. The use of Google Docs, Edmodo, Moodle, and other blogs, podcasts, and Web 2.0 tools are considered an extension of the classroom. Therefore any speech that is considered inappropriate in the classroom is also inappropriate in all uses of these tools.
6. While every effort is made to maintain accessible network services, NBRSD is unable to guarantee network access at all times. Access is not provided to any NBRSD wired network.
7. Student will not extend access to resources through the use of emulation, sharing, proxies, servers or any other method or mechanism, nor will any software be installed onto a school device.
8. NBRSD is not responsible for any damage and/or loss incurred as a direct result, or otherwise, of any connection to any NBRSD network and/or resource.

Students and Parent(s) and/or Guardian(s) acknowledge that:

1. District provided internet access will be through the district's filtered and secure wireless network. No attempt will be made to bypass this. Students who browse the internet using private cellular data networks are still expected to follow the Acceptable Use Policy.
2. The device, to the best of your knowledge, is free from any spyware, viruses, malicious programs or contains content that is in violation of the AUP.
3. The school district has the right to collect and examine any device that is suspected to be the source of an attack or virus infection. The school reserves the right to inspect a student's personal device if there is a reason to believe that the student has violated the Board's policies, administrative procedures, school rules, or has engaged in other misconduct while using his/her personal device.
4. NBRSD is not responsible for the care, maintenance, and upkeep of personal equipment.
5. Printing and accessing the student's school provided network folder from personal electronic devices will not be possible.
6. The personal electronic device will be charged nightly at home. In school, charging will only be allowed on an emergency basis.

As a student, I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action. Violations of any Board of Education policies, administrative procedures or school rules involving a student's personally owned device or school device may result in the loss of use of the device in school and/or disciplinary action.

Northern Burlington County Regional Board of Education One to One Technology Device Usage Agreement

I the undersigned understand that:

1. The technology device and related peripherals are the property of the Northern Burlington County Regional School District and are governed by the Northern Burlington County Regional Board of Education *Acceptable Use of Computer Networks / Computers and Resources*, policy number 7523 and other related policies.
2. A school district provided technology device must be used only by the pupil for school district authorized use.
3. I will take reasonable precautions for the care and safe-keeping of the technology device that has been issued. Northern Burlington County Regional School District and the Northern Burlington County Regional Board of Education are not responsible for loss of or damage to the technology device that has been issued that occurs as a result of my negligent acts or omissions.
4. I will maintain, preserve, and keep the technology device that has been issued in good working order and condition. I understand that the technology department is not responsible for supporting network connections other than those established and maintained by district personnel.
5. Any school district provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil.
6. If the technology device that has been issued malfunctions or is in need of repair, I will immediately notify the school main office at (609)298-3900 to schedule the necessary repair. If I return the technology device that has been issued for repair, and it cannot be repaired in a reasonable amount of time; if available, a loaner device may be issued to me. If damage to the operating system is detected or any changes to the computer results in it not being able to function on the district campus, I understand that the computer will be re-imaged and as a result of this, all information stored on the hard drive will be deleted.
7. A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall provide a copy of the police report to the Principal or designee.
8. The pupil shall have the technology device in their possession in school as required.
9. I must return the technology device that has been issued and all items issued immediately upon request by district personnel, prior to graduation, or prior to my exit from district enrollment, whichever comes first. The technology device that has been issued must be returned in working condition taking into account normal wear and tear. I also understand that failure to return the technology device that has been issued and related items will result in up to \$350.00 for the device and related items to be billed to you.
10. A pupil shall comply with the school district's acceptable use of technology policies.

SCHOOL COUNSELING SERVICES - The school counseling department at NB provides school counseling services to all students from the time they enter high school until the time they graduate. School Counseling services are an integral part of each student's educational program. NB school counselors are available to assist students with their educational, vocational and social development. The school counselors are committed to students' individual uniqueness and to the development of their maximum potential.

The school counselor is the student's advocate. The student/counselor relationship is important. In order to serve the student more effectively, all students who request an appointment with their counselor must do so in writing and submit their request to the counseling office. Only students with authorized passes will be accepted in the Counseling Office..

Course Selection Process

Northern Burlington County Regional High School strongly encourages students and parents to become active in the course selection process. Students have the opportunity to build an educationally sound, individualized program beyond what is required for graduation. Students should select their courses based on their needs, interests, and abilities. Consideration is given to each student's anticipated college and career goals. A lunch period must be included.

Each year, a Program of Studies Booklet is published containing information about the courses offered during the upcoming school year. At that time, course selection guidelines and deadlines will also be published.

Withdrawal or Transfer from School - When a student wishes to withdraw or transfer from school, he/she should report to the School Counseling Office at least three days prior to the date of withdrawal and a parent/guardian must sign the student out. All obligations must be fulfilled. All books and/or school issued electronic devices must be returned before the school will transfer a record to another school or an employer. A student's educational record, including the discipline file will be forwarded to the new school.

Student Records - In accordance with the Family Educational Rights and Privacy Act, parents and students are permitted to review their individual educational records, which are maintained within the school. A written request should be submitted to the registrar and an appointment will be made within two weeks of receiving the request.

Northern Burlington County Regional High School is required to share directory information (names, addresses, telephone listings) with military recruiters as part of the *Every Student Succeeds Act* unless parents withdraw the student's name via the Directory Information Refusal Form. This form is emailed to each family during the summer months and copies are available on the web site.

PowerSchool - The staff and administration at NB use the PowerSchool Student Management System to record attendance, grades and student progress (interim reports). Teachers utilize the electronic gradebook in PowerSchool and post assignments, quizzes and tests throughout the marking period. Parents can access their child's account through the NB website www.n Burlington.com. Both the username and password that were issued to students upon entry into the district will remain the same from year to year. If

assistance is needed, contact the student's counselor.

Note: *Printed report cards will be available by request only.*

Transcript Requests - A copy of a student's transcript can be requested by completing a transcript release form (available in the Counseling Office and on the school's website). Official transcripts are sent directly to the desired institution or organization designated on the release form. Students and parents can request an *unofficial* copy of the transcript by completing the same form. There is no charge for currently enrolled students and a minimum of 10 school days. Upon the student's 18th birthday, all requests for transcripts must be made directly by the student. Request forms are available under the counseling services section of the school website.

EMERGENCY EVACUATIONS

All schools are required by law to conduct fire drills and emergency drills regularly. The objective of the drills is to assess how quickly, orderly, and completely students and staff react to the given situation. At the sound of an emergency, students will follow the directions they are given based on the School Safety and Security Plan. An evacuation route is posted in every room. During any emergency students are expected to comply immediately with directions from faculty & staff.

Every alarm signal should be considered as an actual emergency because in fact it may be an emergency. Students may return to the school only after being directed to do so by school officials.

If the fire alarm sounds during passing times; students are to exit the building and proceed to the NB football stadium. Students will line up at the appropriate letter posted on the fence line matching the last name of the teacher that they were on their way to meet.

FOOD SERVICE / LUNCH

The cafeteria functions on a daily basis for all students. Students may bring lunch from home or purchase a variety of items. **Students may only receive food brought by a parent/guardian. Parents must bring food to the main office.** Our Point of Sales system allows the parent or student to deposit money into a student lunch account, which the student then electronically accesses using his/her ID card. All students should present their student ID card for lunch purchases. For students who qualify, a free or reduced lunch program is available. **Parents may access their child's lunch account through the LunchTime portal that is available at www.nburlington.com.**

Student conduct in the cafeteria should be based on courtesy and respect. Every student is responsible for keeping the area around them clean and to deposit trash in the proper containers.

Students must report to their assigned cafeteria during their lunch period and may not leave without permission of the supervisor. Students are encouraged not to wear jackets or carry backpacks in the serving line. Students are expected to obtain passes from the lunch supervisor to leave the cafeteria. Media center passes will be issued by the cafeteria supervisor in a limited quantity. **Students are not permitted to leave school property for lunch.**

INTEGRATED PEST MANAGEMENT PLAN - In accordance with New Jersey state regulations, The Northern Burlington County Regional School District has adopted and implemented an Integrated Pest Management (IPM) Policy and Plan. The IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy following this notice. Further information about the IPM Plan can be found on the school website at www.nburlington.com.

LAVATORIES - Students may visit the lavatories between classes providing they arrive to class on time. Otherwise, students may visit the lavatories during the school day after receiving a pass from the classroom teacher.

LOCKERS - Each student at Northern Burlington County Regional High School is issued a locker in which belongings can be stored. As the student who is assigned to the locker is ultimately responsible for its contents and up-keep, students are not permitted to share lockers. Students should NOT bring large sums of money or valuables to school and should certainly not use lockers to store either money or valuables. The school district cannot be responsible for items left in lockers. The student is responsible for the neatness and cleanliness of his/her locker. Pictures/photographs that are revealing, lewd, sexually suggestive, that draw attention to drugs, alcohol, violence, or biased or discriminatory messages are not permitted on the exterior or interior of the lockers. Food should not be left in a locker overnight. Students should report defective lockers to the main office.

Students are reminded that lockers are school property and as such may be searched at any time by appropriate school personnel. The administration intends to inspect and/or search lockers as often as necessary to maintain order and to protect the safety and well being of students and staff. All closed containers stored in lockers may be opened and inspected. Students should be advised that NB intends to use drug canines to search student lockers on a regular basis.

LOST AND FOUND - Students may claim lost articles by identifying those articles in the lost and found. Unclaimed articles may be discarded or donated to charity after 30 days.

MEDICAL NURSING PERSONNEL AND FACILITIES - It is important for parents to obtain subsequent medical exams, by the family physician, at least once during each developmental stage - i.e., adolescence (grades 7 through 12). In addition, all students at Northern Burlington participate in the following preventative health screening programs:

Preventive Health Screening - Medical Exams must be completed by a family physician during each developmental stage - i.e., adolescence (grades 7 through 12). In addition, all students at Northern Burlington participate in the following preventative health screening programs:

1. Vision examinations grades 8 and 10.

2. Hearing examinations - grades 7 and 11.
3. Scoliosis screening - grades 7, 9, and 11.
4. Height, Weight, and Blood Pressure - grades 7-12.
5. Tuberculosis new students from specific locations

Parents will be notified if further medical evaluation is indicated by the screening. All new students are screened for the above unless they have evidence of a current physical examination. Sports physicals are to be conducted by the student's family physician.

Medical Records - Individual medical records are maintained for each student in Northern Burlington County Regional High School. Parents and students are required to provide the school nurse periodically with the information to maintain a complete record necessary for sound medical health services as a part of the school program.

Please remember to update emergency contact numbers if there is any change to the information previously provided. Please contact the counseling department to communicate any corrections.

Medications - The nurses at Northern Burlington may dispense some common over the counter medication for relief of pain during the school day (in conjunction with Standing Orders from the District Medical Inspector) if the parent has completed section 7 & 7a of the Parent Consent Form (ANNUAL). If it is necessary for a student to take any other (prescription or non-prescription) medication during school hours, the Medication at School form (available in the nurses' offices or online), must be completed by the student's doctor and signed by his/her parent for prescription medication as well as for any non-prescription medication. All medication must be in its original, labeled container and must be dispensed by the nurse.

** Students in possession of any medication whether they are authorized for their personal use or not authorized, whether it is an identified substance or an unidentified substance, is in violation of school policy and may be subject to a urine screen and search.*

Accidents - All accidents must be reported to the school nurse immediately regardless of how minor the injury may seem at the time of the accident. Failure to report an accident may nullify insurance coverage which requires the school records to verify the accident as having taken place. *Be advised that school insurance takes effect after any existing family policy has been used or if there is no family insurance.*

Illness during school hours - If a student becomes ill during the school day, report to the nurse. Students should obtain a pass from the classroom teacher. The nurse will only accept emergencies without a pass. If the nurse is not available, report to the main office. The nurse will determine if the student needs to be dismissed from school because of illness.

HEALTH AND PHYSICAL EDUCATION

All students are required by state law to participate in Health and Physical Education classes. For Physical Education class, a physician may excuse students for medical reasons and the school nurse retains the doctor's note. Regardless of diagnosis, all students must renew their exemption from physical education at the beginning of the school year and every three months thereafter. Exemptions should include diagnosis,

limitations, and date when physical education classes should be resumed.

Requests to be excused from physical education class for health conditions are subject to the following procedures:

1. Notes from parents must be presented to the nurse in advance and will be valid for a maximum of three days.
2. Excuses requested for a period beyond three days must be represented by a certified medical note. The teacher will determine the assignments that will compensate for lack of participation based upon the student's limitation. Students with prolonged medical excuses may be reassigned to adaptive physical education if this can be done without affecting the student's remaining schedule.
3. Students injured in gym classes must report to the Physical Education instructor and the nurse immediately.

Other safety issues include:

- Students are not permitted to wear any type of body/face piercing during Physical Education classes. Failure to remove any piercing will result in a zero for the day as well as the inability to participate.
- Food and gum present a choking danger. No student shall bring any of these items to the locker room, gym or health rooms.
- Proper dress is required with mandatory use of sneakers as footwear.

MEDIA CENTER

The Media Center is the hub of research activities in the high school. The Media Center provides a wide range of materials to meet both the academic and recreational needs of the student body. Use of the Media Center is a privilege, and students are expected to behave appropriately. Please be considerate of others who may be studying and/or working. No food or drink may be consumed in the Media Center at any time.

The following guidelines are in place in the Media Center:

1. All students coming to the Media Center must have an appropriate pass. This includes students coming from study hall, class, or lunch.
2. Materials circulate for a twenty-eight day period and may be renewed for one additional twenty-eight day period. Reserved books, reference books, and magazines are primarily for use in the Media Center only
3. Materials in circulation may have reserves placed on them by other borrowers.
4. A maximum of four books may be checked out to any student.
5. Books borrowed from the Media Center must be returned by the due date indicated inside the book.
6. Overdue materials will be fined at the rate of 10 cents per item per school day. Playaways (audio book) will be fined at the rate of \$1.00 per school day. Fines may accrue to a maximum of \$5.00

- per book. Playaways may accrue fines to a maximum of \$10.00 each.
7. Overdue notices are issued bi-weekly. Fines are automatically computed by Follett Destiny Library Manager, the Media Center's circulation system and electronic catalog. Students will receive their overdue notices in homeroom and are expected to return the materials and/or pay the fine.
 8. Students may not renew materials without paying any existing fines on that material.
 9. Borrowers with overdue materials and/or fines exceeding thirty days will be referred to building principals for administrative action.
 10. Failure to clear book and financial obligations posted against the student's name will result in:
 - a. Withholding of a report card at the end of each semester until the obligation is satisfied.
 - b. Suspension of further circulation privileges until obligation is satisfied.
 - c. Student's use of the Media Center will be suspended. Students will only be allowed Media Center use when coming with a class. Students will lose privileges to come from study hall, lunch, or after school.

AFTER SCHOOL USE OF THE MEDIA CENTER

1. The Media Center will be open from 2:28 until 3:25 PM on Tuesday, Wednesday, and Thursday afternoons. Students must sign up in the media center before 9th period to be permitted access to the media center after school.
2. **The Media Center is never open after school on Mondays or Fridays.**
3. All students must remain in the Media Center until bus passes are issued at 3:25.
4. Media Center use after school is open to all students who wish to do homework, use computers, do research, or for recreational reading. It is not a place to loiter.

PARKING AND MOTOR VEHICLES ON SCHOOL GROUNDS

Only seniors are granted the privilege of driving to school. All other underclassmen students are prohibited from driving and parking on school property during school hours. It is necessary to apply for senior parking prior to driving the vehicle to school. Each student receiving parking privileges will be issued a numbered parking permit that will allow them to park on school grounds. Under no circumstances may a student park his/her vehicle on school property overnight.

Parking Application Criteria: The deadline for application will be set and advertised. Any application received after the deadline will be issued a parking space based on availability. A parking decal will be issued to each senior, in good standing, who completes an application and is approved. Any unregistered vehicles may be towed away at the owner's expense. At any time, any vehicle parked on campus is subject to search by administration. The misuse of vehicles will result in loss of parking privileges and other consequences which may involve police action. **Students who are habitually late to school may lose their parking privileges. Those who have been warned 2+ times as a Senior may have their parking**

spot permanently revoked. Please refer to the parking contract for additional information.

All student drivers are required to act in accordance to the parking contract or parking privileges will be revoked. Any student who accumulates two or more suspensions (ISS or OSS) or violates the district's substance policy may forfeit their parking privilege for the balance of the academic year.

PLEASE NOTE: Any underclassmen who park illegally will receive a Notice of Parking Violation/Ticket. These infractions may forfeit their chance to receive a parking spot once eligible.

SPECIAL SERVICES

Child Study Team (CST) - The CST is composed of individuals who are specialists in the area of educational disabilities. Their responsibility is to identify, evaluate, and determine whether a student is eligible for Special Education and related services. If evaluations are deemed necessary, they typically consist of a social development/history, an assessment of the student's learning characteristics and academic achievement, an evaluation of the child's potential for learning, and social/emotional status. At the conclusion of the evaluations, if a student is determined to be eligible for Special Education services, the CST works closely with other personnel and the parent/guardian in the development, implementation and review of a student's Individualized Education Program (IEP). CST members provide ongoing case management to students who are supported by an IEP. Supports include assisting students develop and implementation of transition plans.

Child-Find - Public school districts have a legal obligation to identify and locate every qualified person with a disability residing in the district. Districts must take steps to notify people with disabilities and their parents or guardians of their duties to provide a free appropriate public education. This includes students enrolled in public and private schools, those living in hospitals or institutions, those too young to attend school, and even homeless students who are residing in the district.

Section 504 - Section 504 of the Rehabilitation Act of 1973 is a federal law designed to prevent discrimination against persons with a disability in any program receiving Federal financial assistance. The school district must identify, evaluate, and, if a student is determined to be eligible under Section 504, afford access to appropriate educational services and accommodations.

TRANSPORTATION AND BUSES

The location of the high school makes it necessary to depend on bus transportation for 100 percent of the student body. Each day, many school buses transport the students to the school. Any problems or questions regarding transportation (other than disciplinary matters) will be handled by the Transportation Coordinator.

Please be prompt and alert in being at the right place for both morning and afternoon bus runs. Students should know the bus route number taken to and from school and ride on this bus only. Students will not be transported to work. The bus will always stop at the same place in the morning and will always be parked at the same place in the afternoon. Buses leave five minutes after dismissal. Any student who misses the bus is responsible to make arrangements for his/her transportation to school.

If a situation occurs that requires a student to ride a different bus with another student, written permission must be submitted from both sets of parents/guardians 24 hours prior to the arrangement. This will be verified by the office and is for emergency purposes only. Bus safety is our primary concern. Students are expected to cooperate with the driver at all times, follow all school rules, and not engage in any activity that would distract the driver's attention. Students must always be seated on a moving bus with seat belts secured if provided. The Transportation Department has installed security cameras on school buses.

Students may be videotaped at any time. Bus Suspension or other disciplinary consequences will result for repeated or serious misbehavior on the bus. In addition, the school may impose disciplinary consequences on a student's way to and from the bus stop and at the bus stop.

Activity Buses - Activity buses are provided for those involved in club activities, extra help, make-up work or detention and depart at 3:30 and 5:30. Students should listen for a special announcement for the schedule and procedure to be followed. **Students will not be permitted to ride any activity bus unless they present a special pass issued for that day by an administrator or the activity sponsor.**

Coming To and From School - Students are not permitted to walk or ride bicycles, skateboards, hoverboards or scooters to and from school. The Board of Education has provided bus transportation for everyone and expects that it will be used where Uber, Lyft, taxis, and other ride sharing businesses are prohibited.

TELEPHONE USE - Should an emergency situation arise, please ask to speak to an administrator. Students are not permitted to use their phone to call a parent without permission from an administrator. Rides, appointments and personal business should be arranged before leaving for school. Parent to student contact should only be made via the main office.

USE OF BUILDINGS AND GROUNDS - We take great pride in the attractive appearance of our campus. Preserve the school grounds by not disrupting shrubbery, flowers and grass.. We expect our school building to be a model of good housekeeping and cleanliness in the community. Each student should do his/her part to help toward this goal. Please keep halls and classrooms litter free. Equipment, furniture and learning materials should be used as they are intended.

Students are not permitted to remain in the building after school or to use any part of the building or

grounds unless under the supervision of a teacher who is present during the time the activity is taking place. Loitering in the corridors of the school is not permitted. Persistent problems with loitering may result in disciplinary action and exclusion from after-school activities.

Hall Displays - The walls of the corridors and the cafeteria may be used to display posters advertising school activities under the direction of the advisor. When this occurs, the students involved should obtain the Activity Director's initials on the lower right hand corner of the poster. All posters must reflect good taste and correct spelling. Students are responsible for disposing of posters. See Distribution of Printed Material for further information.

Distribution of Printed Material on School Grounds - The Board of Education has adopted guidelines to provide for the responsibility that goes hand in hand with freedom of the press. The guidelines and procedures are designed to protect the individual and the school community from irresponsible publications such as those aimed at creating hostility, pornography or material of libelous nature. Any student who desires to post printed material on school grounds needs approval of his/her advisor or, in the case when an activity advisor is not involved, the Activity Director.

WORKING PAPERS - The New Jersey Department of Labor mandates working papers for any student under the age of eighteen who is seeking employment. The Working Papers Application is online at MyWorkingPapers.nj.gov. The process includes:

1. Minors and their employers each go to MyWorkingPapers.nj.gov to start.
2. The employer is emailed a unique 8-digit code they share with every minor they hire.
3. The minor fills out their working papers application online, entering the employer's unique 8-digit code. The minor adds their caregiver's name and email address.
4. The employer is emailed when a minor applies for working papers using a unique 8-digit code assigned to their business. The employer clicks the link in the email to add job duties and hours and give their OK.
5. The caregiver is emailed that a working papers application has been started by a minor in their care. The caregiver clicks the link in the email to give their OK and provide the minor's proof of age.
6. The minor and their employer each receive an email when the caregiver takes action on the working papers application.
7. The minor can begin working — unless they receive an email rejecting their application. (Notification of approval/rejection can be expected within 24 hours of the caregiver taking action.)

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOLS' SUPPORT ORGANIZATIONS

PARENT, TEACHER, STUDENT CONNECTION (PTSC) - The PTSC is the parent organization of Northern Burlington schools. We encourage and welcome ALL parents, teachers, and students to become involved in the organization. The PTSC hopes to improve lines of communication between the home and school community via positive involvement in various aspects of the Northern Burlington County School District. We sponsor enjoyable events that benefit the students and community, provide opportunities for parental involvement with school, and create a venue for parents to provide input in school program development. If a parent or student is interested in joining, contact the PTSC at NBurlingtonPTSC@gmail.com.

FOLLOW US ON TWITTER: @NBC_HSPRINCIPAL

EXTRACURRICULAR OPPORTUNITIES AND ELIGIBILITY

Student activities are an important part of our total program. While participation in extracurricular activities is encouraged, students should always understand that the first priority is academic responsibilities. High school activities begin at 2:30 p.m. and end at either 3:20 or 5:20 p.m. It is necessary to have an activity bus pass when riding the late bus; these passes are distributed to students by the activity advisor.

While recognizing the value of student participation in intramural, co-curricular and interscholastic activity programs, the Board acknowledges their responsibility to ensure that student participants maintain a standard of academic performance that is consistent with the primary mission of the schools.

There are strict *eligibility requirements* governing participation in school activities. A student, to be eligible for participation in interscholastic athletic programs, must meet all the eligibility requirements of the New Jersey Sports Interscholastic Athletic Association (NJSIAA). Eligibility rules apply to all freshman, sophomore, junior varsity, and varsity teams involved in interscholastic athletic competition. Please review the details regarding eligibility in the Athletic Student-Parent Handbook and NJSIAA guidelines.

Eligibility for sports or extracurricular activities is determined by a student's academic and physical standing.

- An Incomplete (I) in any course which affects eligibility status must be converted to a grade by completing required work before eligibility is determined;
- First semester (September 6 to January 26), a student must have earned 30 credits during the immediately preceding academic year.
- Second semester (January 26 to June 14), a student must be passing 15 credits at the close of the preceding semester (January 31).
- Credits recovered in **pre-approved** summer school courses can only be applied to the preceding year, and must be completed by the sixth day of school for eligibility purposes.

- All first time 9th grade students are eligible during the first semester of the school year (September 6 to January 26).
- A student who attends Northern Burlington through the Inter-district Public School Choice Program (Agriscience) is immediately eligible provided he/she has met the academic and physical requirements.
- Students participating in year-long co-curricular activities and who become ineligible at the conclusion of the first semester shall remain eligible until the end of the third quarter, whereupon said students shall be excluded from participation.

Any student who is absent or suspended (ISS or OSS) on the day of the activity may not attend the function unless administrative approval is granted. Students are not permitted to return to an activity once they have left the building nor should they remain in the parking lot.

Parents and students should make arrangements for the student to get home from any activity. Students must be picked up within fifteen minutes after the conclusion of the activity. Any student who is not picked up within this time frame may be excluded from future activities.

The type of clothing appropriate for an activity will be announced in advance. Some activities are planned along certain themes, and students are asked to cooperate with the sponsoring organization. Students who appear in dress not appropriate to the school function may be excluded. In such cases, parents will be contacted and requested to take the student home.

Students are not permitted to remain in the building after school or to use any part of the building or grounds unless under the supervision of a teacher who is present during the time the activity is taking place. Loitering in the corridors of the school is not permitted. Persistent problems with loitering may result in disciplinary action and exclusion from after-school activities.

Activity Offerings

Because activity offerings are constantly changing as student interests change, there is a list detailing the activities that are available to students. This list is also available on the website at www.nburlington.com.

Athletic Offerings

Fall Sports – Football, Soccer (Boys/Girls), Field Hockey, Cross Country (Boys/Girls), Tennis (Girls), Volleyball (Girls), Cheerleading, Fitness, Student Athletic Trainer (Full Year Activity)

Winter Sports – Basketball (Boys/Girls), Wrestling, Winter Track (Boys/Girls), Bowling (Boys/Girls), Swimming (Co-Ed), Cheerleading, Fitness, Special Olympics Bowling

Spring Sports – Baseball, Softball, Track (Boys/Girls), Tennis (Boys), Golf, Lacrosse (Boys/Girls), Volleyball (Boys), Fitness, Special Olympic Track

Failure to return equipment/uniforms/medical supplies will require reimbursement to the school. Students will not be issued any other equipment until previous season's equipment is returned or reimbursed.

Northern Burlington Regional School District is not responsible for any lost or stolen items.

National Collegiate Athletic Association (NCAA) Guidelines

Preparation for Participation in College Athletics

If a student intends to participate in NCAA Division I or II college athletics as a freshman, the student must be certified by the NCAA Eligibility Center. Certain academic criteria must be achieved in high school in order to be eligible to participate in college. The student's counselor can determine if initial eligibility standards apply. If met, go to the NCAA Eligibility Center and submit the application the summer after junior year. The application is online at www.eligibilitycenter.org. Meeting the minimum NCAA eligibility requirements does not guarantee admission into the college of choice. Please confirm course requirements via the NCAA website at www.ncaa.org.

Athletic Code of Conduct (POLICY #9162)

The Board of Education recognizes the importance of interscholastic sports and the role they play in education. Good sportsmanship is expected of our athletes as well as spectators (students, parents, & community members). Accordingly, the following athletic code of conduct is in place to encourage good sportsmanship.

In accordance with N.J.S.A. 5:17-2 et seq. any person who

1. Engages in verbal or physical threats or abuse aimed at any student, coach, official or parent; or spectator at athletic contest or practice.
2. Engages in fighting or threatening, or in violent or tumultuous behavior; creates a hazardous or physically dangerous condition by any act which serves no legitimate purpose at an athletic contest or practice

The Director of Athletics or his/her designee has the right to have the person(s) involved in the above mentioned behaviors removed from school property using police if necessary. Meeting with the Director of Athletics and Building Principal may occur with consequences to follow.

Student Council - NB has an active and well-organized Student Council. Student Council officers are the highest elected student officials in the school. In addition to the President, Vice-President, Secretary, and Treasurer, there are student representatives to the Council. If any student wishes to run for a Student Council office, attend meetings, or become more informed about Council activities, students may stop at the Main Office and secure a copy of the Student Council Constitution. In addition to the Student Council, each class has its own officers and elections are held each year in the spring. Class Councils are also important to student life at Northern Burlington as they organize many dances, trips and other large activities.

School Dances - School dances are sponsored by student council, class councils, or an extracurricular club. Tickets will be sold to all eligible students prior to the dance. No tickets under any circumstances will be sold at the door for any of the school dances. In an effort to ensure a memorable, exciting, and safe

dance, every Northern student in attendance must adhere to the following dance rules.

- Eligibility for dances will be based on *Student in Good Standing*.
- Students on suspension are not permitted to attend the dance.
- Students are subject to bag search and screening for the use of drugs and alcohol. Please refer to Northern Burlington's Drug and Alcohol Policy.
- The dance is subject to all school regulations. Misconduct will not be tolerated.
- All students must have his/her Northern ID card to enter the dance.
- Tickets are non-transferable; students cannot give tickets to someone else.
- No one will be admitted 1 hour after the start time.
- Students must be dressed appropriately for the occasion. The type of clothing appropriate for the dance will be announced in advance. Students who appear in dress not appropriate for the school function may be excluded. In such cases, parents will be contacted and asked to take the student home.
- Any behavior or dancing that is deemed inappropriate by any chaperone will be brought to the attention of the student(s) involved. Immediate disciplinary action and removal from the dance will be taken. This includes any type of dancing that is viewed as sexual in nature.
- Anyone who leaves the dance will not be permitted to return.
 - Students must be picked up within 15 minutes of the end of the dance.

AFFIRMATIVE ACTION, SEXUAL HARASSMENT, AND TITLE IX POLICIES

AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES (POLICY 2260)

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, by:

1. Ensuring equal and barrier-free access to all school and classroom facilities;
2. Attaining minority representation within each school, which approximates the district's overall minority representation. Exact apportionment is not required, however, the ultimate goal is a reasonable plan achieving the greatest degree of racial balance, which is feasible and consistent with sound educational values and procedures;
3. Utilizing a State-approved English language proficiency measure on an annual basis for determining the special needs of English language learners and their progress in learning English pursuant to N.J.A.C. 6A:15-1.3(b);
4. Utilizing bias-free multiple measures for determining the special needs of students with disabilities, pursuant to N.J.A.C. 6A:14-3.4;
5. Ensuring that support services, including intervention and referral services and school health services pursuant to N.J.A.C. 6A:16, are available to all students; and
6. Ensuring that a student is not discriminated against because of a medical condition. A student shall not be excluded from any education program or activity because of a long-term medical condition unless a physician certifies that such exclusion is necessary. If excluded, the student shall be provided with equivalent and timely instruction that may include home instruction, without prejudice or penalty.

The Board of Education shall ensure that the district's curriculum and instruction are aligned to the State's Core Curriculum Content Standards and address the elimination of discrimination by narrowing the achievement gap, by providing equity in educational programs and by providing opportunities for students to interact positively with others regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, by:

1. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin,

- ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;
2. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status;
 - a. Portions of classes which deal exclusively with human sexuality may be conducted in separate developmentally appropriate sessions for male and female students, provided that the course content for such separately conducted sessions is the same.
 3. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs including gifted and talented, accelerated, and advanced classes;
 4. Ensuring that schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials and methods, and that students understand the basic tenet of multiculturalism;
 5. Ensuring that African American history, as well as the history of other cultures, is infused into the curriculum and taught as part of the history of the United States, pursuant to N.J.S.A. 18A:35-1 and the New Jersey Core Curriculum Content Standards; and
 6. Ensuring that instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate, pursuant to N.J.S.A. 18A:35-28.

The Board of Education shall ensure all students have access to adequate and appropriate counseling services. When informing students about possible careers, professional or vocational opportunities, the Board shall not restrict or limit the options presented to students on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The district will not use tests, counseling materials which are biased or stereotyped on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

The Board of Education shall ensure that the district's physical education program and its athletic programs are equitable, co-educational, and do not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, as follows:

1. The district shall provide separate restroom, locker room, and shower facilities on the basis of gender, but such facilities provided for students of each gender shall be comparable;
2. A school within the school district may choose to operate separate teams for both genders in one or more sports or single teams open competitively to members of both genders, so long as the athletic program as a whole provides equal opportunities for students of both genders to participate in sports at comparable levels of difficulty and competency; and
3. The activities comprising such athletic programs shall receive equitable treatment, including, but not limited to, staff salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling of practice and game time, length of season, and all other related areas or matters.

AFFIRMATIVE ACTION PROGRAM FOR SCHOOL AND CLASSROOM PRACTICES COMPLAINT PROCEDURE (REGULATION 2260)

A. Purpose and Application

1. The purpose of this procedure is to give any student or the parent(s) or legal guardian(s) of a student the opportunity to appeal an alleged violation of the district's Affirmation Action Plan for school and classroom practices, as set forth in Policy No. 2260.
2. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and will be implemented in an informal manner.
3. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
4. All participants in the procedure will respect the confidentiality that this district accords to information about individual students.

B. Definitions

1. "Affirmative Action Officer" means the district official responsible for the coordination of activities relating to compliance with the Affirmative Action Plan.
2. "Affirmative Action Plan" means the Affirmative Action Plan for school and classroom practices adopted by the Board.
3. "Board of Education" means the Board of Education of the Northern Burlington County Regional School District.
4. "Complaint" means a student or parent(s) or legal guardian(s) who believes that he/she has been harmed or adversely affected by a failure to enforce the district's Affirmative Action Plan.
5. "Complaint" means an unresolved problem concerning the interpretation or application by an officer or employee of this school district of law and regulations regarding the Affirmative Action Plan.
6. "Day" means a working or calendar day as identified.
7. "Student" means an individual enrolled in any formal educational program provided by the school district.
8. "School district" means the Northern Burlington County Regional School District.
9. "Violation" means the failure of a district official or employee to take the positive steps outlined in Policy No. 2260 and/or included in the Affirmative Action Plan.

C. Procedure

1. A complainant shall discuss his/her complaint with the staff member most closely involved in an attempt to resolve the matter informally.
2. If the matter is not resolved to the satisfaction of the complainant within thirty working days, the complainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The student's name and, in the complaint of a person acting on behalf of the student, the name and address of the complainant,

- b. The specific failure to act that the complainant complains of,
 - c. The school employee, if any, responsible for the alleged violation of the Affirmative Action Plan,
 - d. The results of discussions conducted in accordance with paragraph C1, and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven working days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three working days after it has been received by the complainant. The appeal will include the original complaint, the response to the complaint, and the complainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision), the complainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
6. The Superintendent will render a written decision in the matter no later than seven working days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties and to the Board.
7. The complainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three working days after receipt of the Superintendent's decision. The appeal shall include:
- a. The original complaint,
 - b. The response to the complaint,
 - c. The Superintendent's decision,
 - d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented, and
 - e. The complainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the complainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
11. The complainant will be informed of his/her right to appeal the Board's decision to the Commissioner of Education or to the New Jersey Division on Civil Rights.

D. Record

The records of any complaint processed in accordance with this procedure shall be maintained in a file separate from the student's cumulative file. A notation shall be made in the student's file of the presence of the record in the separate file.

SEXUAL HARASSMENT OF STUDENTS (POLICY 5751)

The Board of Education will not tolerate sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. In accordance with Title IX of the Education Amendments of 1972 and the Code of Federal Regulations (CFR), 34 CFR §106, the school district adopts this Policy and implement practices to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties pursuant to 34 CFR §106.3(c). In addition, reports of sexual harassment shall also be investigated in accordance with the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

For the purposes of Policy 5751 and in accordance with 34 CFR §106:

1. "Sexual harassment" (34 CFR §106.30(a)) means conduct on the basis of sex that satisfies one or more of the following:
- a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct;
 - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a student equal access to the school district's education program or activity; or
 - c. "Sexual assault" as defined in 20 U.S.C. §1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. §12291(a)(10), "domestic violence" as defined in 34 U.S.C. §12291(a)(8), or "stalking" as defined in 34 U.S.C. §12291(a)(30).

Sexual harassment may take place electronically or on an online platform used by the school, including, but not limited to, computer and internet networks; digital platforms; and computer hardware or software owned or operated by, or used in the operations of the school.

In accordance with 34 CFR §106.8(a), any person may report sex discrimination, including sexual harassment using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

A school district with "actual knowledge" of sexual harassment in the educational program or activity of the school district against a student, must respond promptly in a manner that is not "deliberately indifferent".

Any school employee who receives a complaint of sexual harassment or is aware of behavior that could constitute sexual harassment is required to

report that information to the Title IX Coordinator in accordance with the provisions of 34 CFR §106.8(a) and B.1. of Regulation 5751. The district must report any potential child abuse in accordance with N.J.S.A. 18A:36-24; N.J.S.A. 18A:36-25; N.J.A.C. 6A:16-11.1; and Policy and Regulation 8462.

The Title IX Coordinator shall notify persons entitled to a notification pursuant to 34 CFR §106.8(a)(1) that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX and Policy and Regulation 5751 not to discriminate in such a manner in accordance with 34 CFR §106.8(b)(1).

The Title IX Coordinator shall prominently display the contact information required to be listed for the Title IX Coordinator pursuant to 34 CFR §106.8(b)(2)(i) on the school district's website and in each handbook or catalog the school district makes available to persons entitled to a notification in accordance with 34 CFR §106.8(a). Policy and Regulation 5751 shall be prominently displayed on the district's website and accessible to anyone.

Supportive measures shall be available to the Complainant, Respondent, and as appropriate, witnesses or other impacted individuals.

The school district shall use the grievance process outlined in 34 CFR §106.45 and Regulation 5751 to address formal complaints of sexual harassment. The school district shall offer both parties an appeal process as outlined in 34 CFR §106.45 and Regulation 5751 from a determination regarding responsibility for sexual harassment and from the Title IX Coordinator's dismissal of a formal complaint or any allegations of sexual harassment.

The Title IX Coordinator shall be responsible for effective implementation of any remedies in accordance with 34 CFR §106.45(b)(7)(iv). The appropriate school official designated by the Superintendent, after consultation with the Title IX Coordinator, will determine sanctions imposed and remedies provided, if any.

Consistent with the laws of New Jersey a student's parent must be permitted to exercise the rights granted to their child under this Policy, whether such rights involve requesting supportive measures, filing a formal complaint, or participating in a grievance process.

The Superintendent or designee shall ensure that Title IX Coordinators, investigators, decision-makers, appeal officer, and any person who facilitates an informal resolution process, receive training in accordance with 34 CFR §106.45(b)(1)(iii).

The school district or any employee of the school district shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or Policy 5751, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy, in accordance with 34 CFR §106.71(a).

For each school district response to sexual harassment required under 34 CFR §106.44, the school district shall create and maintain for a period of seven years, records in accordance with 34 CFR §106.45(b)(10).

The Superintendent or designee shall consult with the Board Attorney to ensure the school district's response to allegations of sexual harassment and the school district's grievance process are in accordance with 34 CFR §106.44 and 34 CFR §106.45.

Any time a report is made to the Title IX Coordinator or formal complaint is filed pursuant to this Policy and in accordance with 34 CFR §106, the Title IX Coordinator shall forward the report or complaint to the Principal of the school building attended by the alleged victim for the Principal to follow the requirements of New Jersey's Anti-Bullying Bill of Rights Act and Policy 5512.

34 CFR §106

United States Department of Education, Office for Civil Rights – Questions and Answers on the Title IX Regulations on Sexual Harassment (July 20, 2021)

SEXUAL HARASSMENT OF PUPILS (REGULATIONS 5751)

Sexual harassment of students is prohibited by the Board of Education. The Superintendent and school district staff will use the following methods to investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties.

A. Definitions

1. **Quid Pro Quo Harassment** - When a school employee explicitly or implicitly conditions a student's participation in an educational program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.
2. **Hostile Environment Sexual Harassment** - Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.
3. **Notice** - The school district has notice if it actually "knew, or in the exercise of reasonable care, should have known" about the harassment. If an agent or responsible employee of the school district received notice, the school district is deemed to have notice. The school district may receive notice in many different

ways:

- a. A student may have filed a grievance or complained to a teacher about fellow students harassing him/her.
 - b. A student, parent, or other student may have contacted other appropriate school personnel.
 - c. An agent or a responsible employee of the school district may have witnessed the harassment.
 - d. The school district may obtain information in an indirect manner such as staff, community members, newspapers, etc.
4. Constructive Notice - A school district will be in violation if the school district has "constructive notice" of a sexually hostile environment and fails to take immediate and appropriate corrective action. Constructive notice exists if the school district "should have" known about the harassment and if the school district would have found out about the harassment through a "reasonable diligent inquiry."
5. Gender-based Harassment - Gender-based harassment that includes acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender, but not involving conduct of a sexual nature, may be a form of sex discrimination if it is sufficiently severe, persistent, or pervasive and directed at individuals because of their gender.
6. Title IX of the Education Amendments of 1972 - Title IX applies to all public school districts that receive Federal funds and protects students in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school at another location, or elsewhere. Title IX protects any "person" from sex discrimination; accordingly both male and female students are protected from sexual harassment engaged in by school district employees, other students, or third parties. Title IX prohibits sexual harassment regardless of the gender of the harasser even if the harasser and the student being harassed are members of the same gender. Although Title IX does not specifically prohibit discrimination on the basis of sexual orientation, sexual harassment directed at gay or lesbian students may constitute sexual harassment as prohibited by Title IX. Harassing conduct of a sexual nature directed toward gay or lesbian students may create a sexually hostile environment and therefore be prohibited under Title IX.
7. Grievance Procedure - The grievance procedure provides for prompt and equitable resolution of discrimination complaints, including complaints of sexual harassment. The grievance procedure provides the school district with a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.
8. Office Of Civil Rights (OCR) - The OCR of the United States Department of Education has Federal government's enforcement authority of Title IX.
9. Unwelcomeness - In order to be actionable as harassment, sexual conduct must be unwelcomed. Conduct is unwelcome if the student did not request or invite it and "regarded the conduct as undesirable or offensive." The school district will be concerned about the issue of welcomeness if the harasser is in a position of authority.
10. Acquiescence - Acquiescence in the conduct or the failure to complain does not always mean the conduct was welcome. The fact that a student may have accepted the conduct does not mean that he/she welcomed it. The fact that a student willingly participated in conduct on one occasion does not prevent him/her from indicating that the same conduct has become unwelcome on a subsequent occasion. On the other hand, if a student actively participates in sexual banter and discussions and gives no indication he/she objects, then the evidence generally will not support a conclusion that the conduct was unwelcomed.
11. Sufficiently Severe, Persistent, or Pervasive Conduct - In determining whether conduct is sufficiently severe, persistent, or pervasive, the conduct should be considered from a subjective and objective perspective. In making this determination, all relevant circumstances should be considered:
- a. The degree to which the conduct affected one or more students' behavior. The conduct must have limited a student's ability to participate in or benefit from his/her education or altered the conditions of the students educational environment.
 - b. The type, frequency, and duration of the conduct.
 - c. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment.
 - d. The number of individuals involved.
 - e. The age and gender of the alleged harasser and the subject or subjects of the harassment.
 - f. The size of the school, location of the incidents, and context in which they occurred.
 - g. Other incidents at the school.
 - h. Incidents of gender-based, but non-sexual harassment.

B. Grievance Procedure

The following Grievance Procedure shall be used for an allegation(s) of Harassment of Students by School Employees, Other Students, or Third Parties:

1. Reporting of Sexual Harassment Conduct

a. Any person with any information regarding actual and/or potential sexual harassment of a student by any school employee, other students, or third parties must report the information to the school Building Principal, their immediate supervisor or the Affirmative Action Officer.

(1) If the Building Principal deems it appropriate, he/she may immediately notify the parent(s) or legal guardian(s) of the alleged harasser(s) or alleged victim(s) upon receipt of any information prior to notifying the Affirmative Action Officer.

(2) The Building Principal will not disclose the name(s) of the alleged harasser(s) or alleged victim(s) to the other party.

b. The school district can learn of sexual harassment through other means such as from a witness to an incident, an anonymous letter or telephone call.

c. Nothing in the Policy and Regulation on Student Sexual Harassment shall preclude the Building Principal, or designee, from complying with the provisions of Policy No. 5600 - Student Discipline in order to maintain the health, safety and welfare of staff and/or students.

d. A report from the school Building Principal or an immediate supervisor will be forwarded to the school district Affirmative Action Officer within one working day, even if the school Building Principal or immediate supervisor feels sexual harassment conduct was not present.

e. Upon receipt of an allegation and/or report, the Affirmative Action Officer shall immediately notify the parent(s) or legal guardian(s) of any alleged harasser(s) and victim(s) for which a report has been filed even if the Building Principal has previously notified the parent(s) or legal guardian(s).

f. The Affirmative Action Officer shall notify the parent(s) or legal guardian(s) of all involved students and any other involved individuals of the process to be followed in investigating a report or complaint.

2. Affirmative Action Officer's Investigation

- a. Upon receipt of any report of potential sexual harassment conduct, the Affirmative Action Officer will begin an immediate investigation. The Affirmative Action Officer will promptly investigate all alleged complaints of sexual harassment, whether or not a formal grievance is filed and steps will be taken to resolve the situation, if needed. This investigation will be prompt, thorough, and impartial. The investigation will be completed no more than ten working days after receiving notice.
- b. When a student or the parent(s) or legal guardian(s) of a student provides information or complains about sexual harassment of the student, the Affirmative Action Officer will initially discuss what actions the student or parent(s) or legal guardian(s) is seeking in response to the harassment.
- c. The Affirmative Action Officer's investigation may include, but is not limited to, interviews with all persons with potential knowledge of the alleged conduct, interviews with any students who may have been sexually harassed by any school employee, other students, or third parties and any other reasonable methods to determine if sexual harassment conduct existed.
- d. The Affirmative Action Officer will request, if relevant to an investigation, the parent(s) or legal guardian(s) of any student involved in the investigation to assist in the investigation to determine if sexual harassment conduct exist(ed).
- e. The Affirmative Action Officer will provide a copy of the Board Policy and Regulation to all persons who are interviewed with potential knowledge and to any other person the Affirmative Action Officer feels would be served by a copy of such documents.
- f. The Affirmative Action Officer will explain the avenues for formal and informal action, including a description of the grievance procedure that is available for sexual harassment complaints and an explanation on how the procedure works.
- g. Any person interviewed by the Affirmative Action Officer may be provided an opportunity to present witnesses and other evidence.
- h. The Affirmative Action Officer and/or Superintendent may contact law enforcement agencies if there is potential criminal conduct by any party.
- i. The school district administrators may take interim measures during an Affirmative Action Officer's investigation of a complaint in order to alleviate any conditions which prohibits the student from assisting in the investigation.
- j. If elementary or middle school students are involved, it may become necessary to determine the degree to which they are able to recognize that certain sexual conduct is conduct to which they can or should reasonably object and the degree to which they can articulate an objection. The Affirmative Action Officer will consider the age of the student, the nature of the conduct involved, and other relevant factors in determining whether a student had the capacity to welcome sexual conduct.
- k. The Affirmative Action Officer will consider particular issues of welcomeness if the alleged harassment relates to alleged "consensual" sexual relationships between a school employee and a student.
- (1) If elementary or middle school (grades K-8) students are involved, welcomeness will not be an issue. Sexual conduct between a school employee and an elementary student will not be viewed as consensual.
- (2) If secondary (grades 9-12) students are involved, there is a strong presumption that sexual conduct between a school employee and a secondary student is not consensual.
- (3) In cases involving older secondary and post-secondary students and older secondary and post-secondary special education students, the Affirmative Action Officer will consider the following to determine whether a school employee's sexual advances or other sexual conduct could be considered welcome:
- (a) The nature of the conduct and the relationship of the school employee to the student, including the degree of influence, authority, or control the employee has over the student.
- (b) Whether the student was legally or practically unable to consent to the sexual conduct in question.
- l. If there is a dispute about whether harassment occurred or whether it was welcome (in a case which it is appropriate to consider whether the conduct could be welcome) determinations should be based on the totality of the circumstances. The following types of information may be helpful in resolving the dispute:
- (1) Statements made by any witnesses to the alleged incident.
- (2) Evidence about the relative credibility of the alleged harassed student and the alleged harasser.
- (3) Evidence that the alleged harasser has been found to have harassed others may support the credibility of the student claiming harassment.
- (4) Evidence of the allegedly harassed student's reaction or behavior after the alleged harassment.
- (5) Evidence about whether the student claiming harassment filed a complaint or took other action to protest the conduct soon after the alleged incident occurred.
- (6) Other contemporaneous evidence such as did the student write about the conduct and his/her reaction to it soon after it happened in a diary or letter and/or tell friends or relatives.
- m. The scope of a reasonable response also may depend upon whether a student, or parent(s) or legal guardian(s) reporting harassment asks that the student's name not be disclosed to the harasser or that nothing be done about the harassment. The Affirmative Action Officer:
- (1) Will provide an overview of harassment policy [and Title IX if applicable] to the student, parent(s) or legal guardian(s) guardian which shall include the prohibition of retaliation. In the event the student, parent(s) or legal guardian(s) request the student's name remain confidential, the Affirmative Action Officer will inform the student, parent(s) or legal guardian(s) that the request may limit the school district's ability to respond.
- (2) Will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors to be considered shall be the seriousness of the alleged harassment, the age of the student harassed, whether there have been any other complaints or reports against the alleged harasser. And the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result.
- (3) May use other means available to address the harassment. Steps that may be taken to limit the effects of the alleged harassment and prevent its reoccurrence without initiating a formal complaint and revealing the identity of the complainant. These steps may require sexual harassment training at the site where the problem occurred, taking a student survey concerning any harassment problems that may exist, or other systematic measures where the alleged harassment occurred.
- (4) By conducting a limited investigation without revealing the name of the student sexually harassed, may be able to learn about or confirm a pattern of harassment based on claims of different students that were harassed by the same individual. The Affirmative Action Officer may place an individual on notice of allegation of harassing behavior and counsel appropriately without revealing, even indirectly, the identity of the student who notified the school district.

3. Investigation Results

- a. Upon the conclusion of the investigation, but not later than ten working days after reported, the Affirmative Action Officer will prepare a summary of findings to the parties. At the least this shall include the person(s) providing notice to the school district and the student(s) who were alleged to be sexually harassed.
- b. The Affirmative Action Officer shall make a determination whether sexual harassment conduct was present.
- c. If the Affirmative Action Officer concludes sexual harassment conduct was not, or is not present, the investigation is concluded.
- d. If the Affirmative Action Officer determines that sexual harassment has occurred, the school district administrators and staff shall take reasonable, age-appropriate, and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the harassment such as counseling, warning, and/or disciplinary action, as specified in student and/or staff discipline policies and regulations. The steps will be based on the severity of the harassment or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.
- e. In the event the Affirmative Action Officer determines a hostile environment exists, the school district administrators and staff shall take steps to eliminate the hostile environment. The school district administrators may need to deliver special training or other interventions to repair the educational environment. Other measures may include directing the harasser to apologize to the harassed student, dissemination of information, distribution of new policy statements or other steps to communicate the message that the Board does not tolerate harassment and will be responsive to any student that reports such conduct.
- f. In some situations, the school district administrators may need to provide other services to the student that was harassed if necessary to address the effects of the harassment on that student. Depending on the type of harassment found, these additional services may include an independent re-assessment of the harassed student's work, re-taking a course with a different instructor, tutoring and/or other measures that are appropriate to the situation.
- g. The school district administrators will take steps to avoid any further sexual harassment and to prevent any retaliation against the student who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The Affirmative Action Officer will inform the sexually harassed student and his/her parent how to report any subsequent problems and make follow-up inquiries to see if there has been any new incidents or retaliation.
- h. All sexual harassment grievances and accompanied investigation notes will be maintained in a confidential file by the Affirmative Action Officer.

4. Affirmative Action Officer's Investigation Appeal Process

- a. Any person found by the Affirmative Action Officer's investigation to be guilty of sexual harassment conduct, or any student who believes they were sexually harassed but not supported by the Affirmative Action Officer's investigation, may appeal to the Superintendent. The Superintendent will make his/her determination within ten working days of receiving the appeal.
- b. Any person who is not satisfied with the Superintendent's determination may appeal to the Board. The Board will make its determination within forty-five calendar days of receiving an appeal from the Superintendent's determination.

C. Office Of Civil Rights (OCR) Case Resolution

Parents or students not satisfied with the resolution of an allegation of sexual harassment by the school district officials or the Board may request the Office of Civil Rights (OCR) of the United States Department of Education to investigate the allegations.

1. Any alleged victim of sexual harassment may appeal a decision of the Affirmative Action Officer, Superintendent, or the Board to the Office of Civil Rights (OCR).
2. Any person may report an allegation of sexual harassment to the OCR at any time. If the OCR is asked to investigate or otherwise resolve incidents of sexual harassment of students, including incidents caused by employees, other students, or third parties, OCR will consider whether:
 - a. The school district has a policy prohibiting sex discrimination under Title IX and an effective Title IX grievance procedure;
 - b. The school district appropriately investigated or otherwise responded to allegations of sexual harassment; and
 - c. The school district has taken immediate and appropriate corrective action responsive to Quid Pro Quo or Hostile Environment Harassment.
3. If the school district officials have taken the steps described in 2 above, the OCR will consider the case against the school district resolved and take no further action other than monitoring compliance with any agreement between the school district and the OCR. This shall apply in cases in which the school district was in violation of Title IX, as well as those in which there has been no violation of Title IX.

Any questions, concerns or complaints please contact Dr. Amy Stella, Affirmative Action Officer/Title IX Coordinator at (609) 298-3900 ext. 2017.

BURLINGTON COUNTY COMMUNITY RESOURCES

Care Solace	Care Solace	
NJ 2-1-1 Need Help?	www.nj211.org	2-1-1
Family Services of Burlington County	Center for Family Services	800-963-3377
Transitions at BCSSSD	https://www.bcscssd.k12.nj.us	609-267-5656
Lawyer Referral Telephone Service	BurlcoBarAssociation	609-261-4542
Burlington County Child Advocacy Center	https://njcainc.org	609-265-5889
Perform Care		877-652-7624
Division of Children and Families	www.nj.gov	609-265-6900
STOPit Anonymous Tip Hotline	https://appweb.stopitsolutions.com	
Catholic Charities		800-360-7711
CONTACT of Burlington County	info@contactburlco.org	856-234-5484
Burl. County Gay and Lesbian Alliance	LBGTQ Resource List	
Orchards Family Success Center	Orchards Family Success Center	609-267-4001
2 nd Floor Youth Helpline	2ndfloor.org	888-222-2228
National Runaway Safeline	www.1800runaway.org	800-786-2929
988 Suicide & Crisis Lifeline	https://988lifeline.org/	800-273-Talk
New Jersey Domestic Violence Hotline		800-572-Safe