

Northern Burlington Middle School *Student/Parent Handbook 2022-2023*

Dr. Andrew Kearns
Principal

Ms. Susan Grater
Assistant Principal

Mr. Philip Merrill
Assistant Principal

180 Mansfield Road East
Columbus, NJ 08022
Phone: (609) 298-3900
Website: www.nburlington.com

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.

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 creates 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.

Property of: _____

First period Teacher: _____

SPECIAL NOTE FOR 2022 – 2023: Changes may occur with procedures and descriptions included within this document due to new health and safety protocols.

BOARD OF EDUCATION

Mr. Paul Narwid, President
Ms. Angela Reading, Vice President
Ms. Kimberly Hutchinson
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Ms. Radiah Gamble
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Mansfield Township
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North Hanover Township
North Hanover Township
Springfield Township
Ex-Officio-Joint Base MDL
Board Secretary/Business Administrator

ALL INFORMATION RELATED TO BOARD OF EDUCATION MEETINGS CAN BE ACCESSED ON THE DISTRICT WEBSITE:

www.nburlington.com - Explore - Board of Education

Meetings are scheduled to begin at 7:30 p.m. and will typically be held in the High School Media Center.

ADMINISTRATIVE STAFF

TBD.....Superintendent
Mr. Richard Kaz, Jr.....Board Secretary/Business Administrator
Dr. Andrew Kearns.....Principal
Ms. Susan Grater.....Assistant Principal
Mr. Philip Merrill.....Assistant Principal
Dr. Daniel Uszaki.....Director of Athletics
Ms. Lisa Peters.....Director of Special Education
TBD.....Director of Student Personnel Services
Dr. Amy Stella.....Director of Curriculum and Instruction and Professional Development
Ms. Deborah Droke.....Director of Instruction, Mathematics and Science
Mr. Matthew Konowicz.....Director of Instruction, Agriscience,
Applied Technology, Business & Technology, Child Development,
Visual & Performing Arts, Video Production/Northern TV
Dr. Leslie Puente-Ervin.....Director of Instruction, Social Studies,
Language Arts, Media Center and
Gifted & Talented Programs

COUNSELORS

Ms. Zara Irwin
Mr. Tim Tedesco

CHILD STUDY TEAM

Ms. Meghan Brennan – Learning Consultant
Mr. Kyle Lawrence - School Psychologist
Ms. Hina Shah – Social Worker

HISTORY OF SCHOOL DISTRICT

Northern Burlington County Regional Middle and High Schools, situated on one hundred and twenty acres in Columbus, are the only secondary schools functioning in the ninety-five square miles the regional district encompasses.

After many years of discussion, planning and extensive surveys, four sending districts (Mansfield Township, Chesterfield Township, North Hanover Township, and Springfield Township) voted to regionalize in March 1958. The first school facility opened in September 1960 and has been expanded four times. Both middle and high complexes operate as fully comprehensive schools with curricula designed to accommodate the educational needs of all learners. Current enrollment is approximately 1,800 students.

Growth of the Northern community caused the school district to expand in the late 1990s. In response, voters approved the construction of the Middle School in December of 2000, and it opened in September of 2004.

OTHER DISTRICT INFORMATION

SCHOOL COLORS/MASCOT

The colors of Northern Burlington County Regional Middle School are royal blue and grey. The Greyhound is the district mascot and the name for all athletic teams.

PARENT, TEACHER, STUDENT CONNECTION (PTSC)

The PTSC is the parent organization of Northern Burlington County Regional School District. The PTSC encourages and welcomes 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. PTSC sponsors 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, he/she should contact the **PTSC at NBurlingtonPTSC@gmail.com**.

ATTENDANCE REQUIREMENTS

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 or evening. A 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.

EXCUSED ABSENCES

The educational programs offered at Northern Burlington provide students with the most benefit if they are present in school every day. When a student is absent from school any day, academic progress is disrupted. While students apply extra effort to make up work, and receive tutoring, these supplements cannot replace the student's participation in regular class activities such as interacting with peers and teachers. Excused absences will not be counted in the accumulated totals when determining possible retention at grade level for the following school year. Absences can only be excused under the following circumstances when supported by the appropriate documentation (note: family vacations are not excused):

1. Religious observances as permitted by the State Board of Education and with a letter (or email) from the parent or guardian;
2. Death in the family with a letter, obituary or service card from the parent or guardian; for a maximum of five (5) consecutive days;
3. Court appearances with supporting written documentation;
4. Administration of school services such as testing, Child Study Team evaluation or counseling;
5. Administrative Action (Example: Out of School Suspension);
6. Illnesses of one day or more (Physician's documentation is necessary).
7. Other reasons deemed appropriate by the principal after a written request from the parent or guardian.

NOTE: Appropriate notes as called for above must be presented to the main office immediately (within two days) upon the student's return to school. Please be advised that the school reserves the right to investigate the cause of any absence.

An automated telecommunication system will contact the families of students, on a daily basis, who are not in school. Should you receive a call and your child is in school, please contact the Main Office as soon as possible.

Parents are asked to call the Attendance Hotline (609.298.3900, ext. 4060) to report all student absences.

UNEXCUSED ABSENCES

After 4 cumulative absences that count toward truancy, a reasonable attempt will be made to determine the cause and identify with the parents a plan for the student to return to school. Additional days out will increase the school's response and attempts to resolve the lack of attendance, this may include outside agencies.

MAKE-UP WORK AFTER AN ABSENCE

Students are responsible for obtaining all work from their teachers for a planned or unplanned absence. All work missed during absences must be made up within a period not to exceed the length of the absence. Students must be prepared for full class participation on the day they return to class following a planned absence (this includes school trips). The responsibility for obtaining assignments prior to the absence rests with the student.

In cases of lengthy absences due to prolonged illness, parents shall contact the counselor to request home instruction. Students exceeding the unexcused absences noted above will not receive credit for work on each day absent beyond sixteen. The student will still be responsible for all of the instructional material from the unexcused absence. Teachers may ask a student to remain after school to complete assignments missed during an absence, especially in the case of assessments/evaluations or labs.

TRUANCY

Parents or guardians must authorize the absence of any student. Those absent without parental knowledge will be considered truant per N.J.S.A. 18A:38-27. The student will be subject to disciplinary actions and academic consequences that include receiving '0' credit for class work/assignments/graded work on that day with no opportunity to make up the work.

UNEXCUSED ABSENCE FROM CLASS

An absence from class without the permission of that teacher is considered cutting. Students cutting class are subject to disciplinary action

and the same academic consequences noted for truancy.

PARTIAL ABSENCES/TARDINESS TO SCHOOL/EARLY DISMISSAL (POLICY 5230)

A record of school tardiness and early dismissal will be incorporated documented into absence totals.

HOMEROOM

Attendance is taken every morning during homeroom. Daily announcements are read each day and the Pledge of Allegiance is recited during the homeroom period. Every student must pay close attention to all announcements that are read to remain abreast of important school information. Announcements are also posted in the cafeteria daily and PowerSchool.

AUTOMATED PARENT CONTACT

The school district subscribes to an automated parent contact system. The district will use this service primarily to notify parents of their children's absence each day. The service will also be used to disperse information and important reminders that need to be communicated to parents. The principal's Weekly Parent Message will be sent via email based on parent email information. Please notify the school if your email needs to be updated.

POWERSCHOOL

One of the most powerful methods of remaining up to date on student progress is by accessing PowerSchool. By logging into PowerSchool parents can access report cards, interim notices, and attendance on-line at any time. Parents can find the PowerSchool link on the Northern Burlington website at www.nburlington.com.

EARLY STUDENT DISMISSALS

In the event a student must leave school before the conclusion of the school day they may only be picked up by **a person that is listed in POWERSCHOOL as a parent, guardian, or emergency contact**. All persons will need to present picture identification prior to the release of a student. Any changes to this information must be completed in writing prior to the day of implementation.

SCHOOL CLOSURE INFORMATION

In the event that school must be closed due to inclement weather or other emergencies, announcements will be broadcast using:

Follow the Principal on twitter: @NBC_MSPrincipal

1. Follow the Superintendent on twitter: @NBCSUPER

2. Check out our website WWW.NBURLINGTON.COM, and follow the Facebook link 

If the school is closed during the day due to inclement weather, scheduled extra-curricular or night activities will be rescheduled or cancelled as per the administration.

Delayed School Opening

Occasionally, due to inclement weather, school will begin 90 minutes later than usual. Notification is the same as above.

COUNSELING

SCHOOL COUNSELING SERVICES

The school counseling department at Northern Burlington provides guidance and school counseling services to all students from the time they enter the district until the time they graduate. School Counseling services are an integral part of each student's educational program. NBC school counselors are educational specialists who are available to assist students with their educational, vocational and social development. The counseling department is committed to each student's individual uniqueness and to the development of his/her maximum potential.

To increase effectiveness, the Counselor assigned will be the same for both years. The school counselor is a student advocate. The student/counselor relationship is important. In order to serve students 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.

Sources of counseling information include:

1. School Counseling –www.nburlington.com – Schools – Middle School – Explore – Departments – COUNSELING SERVICES
2. Naviance – Internet based program for college/career planning, follow the path listed above.
3. Scholarship information can be found in Naviance under the Colleges tab.

Course Selection Process - Northern Burlington County Regional School District strongly encourages students and parents to actively participate in the course selection process. Students have the opportunity to develop 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, the Office of Instruction will publish the Program of Studies that contains information about the courses offered during the following 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 with a parent/guardian to sign the student out. All obligations must be fulfilled. All books 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.

Request for Homework and Home Instruction

When students are absent from school it is advisable to check the Google classroom and PowerSchool where assignments and notes may already be posted. Contacting teachers by e-mail (via PowerSchool) 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 time period not to exceed the length of the absence.

Home instruction is available for long-term medical absences after 10 consecutive days absent or after 20 non-consecutive days, by an application process and with approval of the school physician and Board of Education. Home instruction for suspension is provided after the 5th day. 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 the 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. The school requires that an adult be present for all visits. Students who require beyond sixty (60) days of home instruction shall be referred to the Child Study Team. Please contact your child's counselor for more information about home instruction procedures

Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA), 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 is scheduled within two weeks of receiving the request. Northern Burlington County Regional School District is required to share directory information (names, addresses, telephone listings) with military recruiters as part of the ESSA, unless parents withdraw the students name via the Directory Information Refusal Form. This form is mailed to each family during the summer months and copies are available on the web site.

CONFLICT RESOLUTION

NBC 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 to resolve conflict before they escalate to the need for administrative action:

Parental Involvement

When a problem arises, it is important that students involve their parent/guardian to help find a solution. Parents are encouraged to contact the school assistant principal for guidance when conflicts occur.

School Counselors

Counselors are another resource for resolving conflicts. Each student is assigned a counselor who is qualified to support the student with academic, social and emotional problems. Parents may contact the school counselor to arrange a conference with teachers for concerns related to grades, report cards, scheduling of classes, or social emotional challenges.

Mediation

Conflict is inevitable, but aggressive behavior is not acceptable. This program uses mediators and conflict resolution strategies to help students settle disputes. Mediation is open to all students upon referral and/or request provided both parties are willing to participate in the process. Students should contact the SAC or the guidance counselor to use the services of mediation or for information.

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. Students should contact their guidance counselor for more information.

STUDENT ASSISTANCE COORDINATOR (SAC)

It is the intention of the Student Assistance Program to provide services to our students for them to learn in a safe and drug-free school environment. The services include individual sessions, peer support groups, referrals to other in-school services and referrals to out of school services. Our Student Assistance Coordinator welcomes the opportunity to assist students in various situations that may occur.

SPECIAL SERVICES

Child Study Team (CST)

The CST is comprised 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. The evaluation typically consists 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. 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).

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 children enrolled in public and private schools, those living in hospitals or institutions, those too young to attend school, and even homeless children 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. For information call the middle school, 609.298.3900 ext. 4013.

LEAST RESTRICTIVE ENVIRONMENT

In accordance with Board Policy, the Child Study Team makes every effort to allow students to participate in the general education program when deemed appropriate based on their abilities and specific educational needs.

INTERVENTION AND REFERRAL SERVICES (I&RS)

The Intervention and Referral Services Committee, (I&RS) is composed of teachers, counselors, administrators, and other professionals. The purpose of this committee is to identify students who are experiencing difficulty in school and to develop strategies to assist the student to succeed. In addition, the I&RS Committee **may serve** as a referral service for students to be evaluated by the Child Study Team. When a student is referred to the I&RS Committee, this group will contact the parent/guardian to discuss the student's situation and to develop a plan of action.

UPDATING CONTACT INFORMATION

Communication with parents and guardians is an essential part of students' academic success. It is important that POWERSCHOOL has the most up to date contact information for parents. Parents can update their contact information via POWERSCHOOL. If changing an address, a change of address form must be completed and returned to the counseling office along with documentation supporting the new address.

ACADEMIC REQUIREMENTS

INTERDISCIPLINARY TEAMS

All students will be assigned to a team. Generally, students on each team will have the same teachers for the following classes:

7th Grade—English/Language Arts, Global Studies, Mathematics, and Science

8th Grade—English/Language Arts, American History, Mathematics, and Science

Students in seventh grade are required to meet the following promotional requirements. Students must achieve a passing grade for the year in the following courses to be considered for promotion:

- Math
- Science
- Social Studies
- English/Language Arts
- Geometry and Probability 7 (semester)
- English/Language Arts Composition (semester)

Students in eighth grade are required to meet the following promotional requirements. Students must achieve a passing grade for the year in the following courses to be considered for promotion:

- Math (students enrolled in Algebra who do not maintain a high grade will have the option to take it again in ninth grade)
- Science
- Social Studies
- English/Language Arts
- Geometry and Probability 8 (semester)
- English/Language Arts Composition (semester)

HEALTH/PHYSICAL EDUCATION REQUIREMENTS

Health and Physical Education is a required course for middle school students. Curriculum may be reviewed on the NB webpage; Parent & Student Resources – Course Maps Middle School. Any questions, please contact your child's H/PE teacher

On days when students engage in Physical Education, they will have the option to change **their clothes, or dress out, for class**. This is encouraged for reasons of safety and hygiene. In addition, students must remove any jewelry, including piercings, which are deemed unsafe. All gym clothing should adhere to the school guidelines for proper dress. While the Health and Physical Education teachers will provide more specific guidelines, generally, students will need to have the following items:

- T-shirt/sweatshirt
- Shorts/sweatpants
- Sneakers with laces

Failure to wear appropriate clothing in Physical Education classes will reflect in their participation grade.

Requests to be excused from a gym class for temporary health conditions must be expressed in writing by your parent or guardian and presented to the nurse for approval prior to the start of class. Medical excuses for Physical Education class are subject to review by the nurse and/or the school's physician. Any student who has been medically excused from participating in physical education will not be eligible for any sport or activity which requires a physical examination for participation. **The use of aerosol and pump sprays is not permitted in the locker rooms. Students are advised to purchase roll-on or stick deodorants to maintain hygiene.**

GRADING

All classes have a weighted grading 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 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.

Grades will be recorded on the report card numerically, and reflect the following grading scale:

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 65 to 69

F = 0 to 64

FINAL GRADES

The first semester grade will be calculated by averaging the first and second marking period grades. The second semester grade will be calculated by averaging the third and fourth marking periods. The final grade for the course will be calculated by averaging each semester grade to determine the final percentage. Averages will be rounded to the nearest whole number.

INCOMPLETE GRADES

Incompletes are only assigned because of an absence that extends beyond the last day of the marking period. Under most circumstances the "I" grade or Incomplete must be removed within ten (10) days of the end of the marking period. Failure to submit work within time guidelines will result in no credit being given for missed work. In some instances, a student might be absent from school at the end of the marking period and not return until after grades are assigned. He/she may receive an incomplete for the appropriate classes.

HOMEWORK (POLICY 2330)

Homework is an important part of the academic program. It serves a variety of purposes. Specifically, homework is an opportunity for:

- Independent learning, practice in mastery skills learned in class, and to remediate learning problems.
- Students to integrate and extend knowledge gained in the classroom.
- Students to develop responsibility by learning organizational skills in planning and time management.

Failure to complete assignments can adversely affect a student's grade. In the case of assignments turned in late, a teacher may elect to impose a **penalty for late work or may not accept the assignment at all**. Therefore, it is important that all assignments be completed and submitted in a timely fashion. **Students should use the calendar in the agenda book to keep track of homework assignments and due dates.**

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 (this may include: opening additional tabs on a computer or using unauthorized sources) 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, as outlined below. 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.

Should academic dishonesty be proven, on any assignment submitted for credit, students will receive a zero with one chance to make up the grade for a maximum grade of 65%. Any student who shares answers with another student to be copied will also receive the same consequences.

REPORT CARDS

Report cards are available through PowerSchool. Grades are accessible to parents daily through PowerSchool. Parents can find the PowerSchool link on the Northern Burlington website at www.nburlington.com. Approximately one week after the conclusion of each marking period grades will be posted on PowerSchool. In the event a student has an obligation at the end of the school year (unreturned library book, unpaid fines, etc.), his or her report card will be held until the obligation is satisfied. Parents will be provided with an end date in June prior to NB closing PowerSchool for the summer.

INTERIM REPORTS

Interim grades and teacher comments will be posted on PowerSchool midway through each marking period to indicate a student's progress in his/her courses. Especially important are interim reports issued to students who are in danger of failing or who are working well below their potential. In the event a student receives such a report, his/her parents should arrange a conference with the student's counselor and/or teachers to discuss improvement strategies to meet the responsibilities in the course.

HONOR ROLL

There are two levels of honor roll in the middle school that are published at the end of each marking period and distributed to area newspapers.

High Honor Roll	90% or higher or "A" in every subject.
Honor Roll	80% or higher or "A" or "B" in every subject.

STUDENT ACTIVITIES & CLUBS

STUDENT ACTIVITIES

Northern has a variety of clubs and activities in which students may participate. These organizations meet after school. A pass will be given to the student for passage on the late buses by the advisor. Students are not permitted to use the activity bus pass for other purposes. Students must be eligible to participate in activities as dictated by attendance requirements and the Student Management Code. Students who are absent from school on the day of an activity or athletic event are ineligible to participate in the activity. State law requires a student to be in attendance for at least four (4) hours to be counted as present for the day.

REMAINING AFTER SCHOOL

Students who remain after school must be under the supervision of a teacher. Students who remain after school without supervision may be subject to disciplinary action. This includes students who chronically miss their bus.

Students interested in attending an athletic contest as a spectator must go home at the close of the school day and arrange for transportation to and from the event. Students may return as a spectator only if he or she is supervised by a parent or guardian. Student spectators are not permitted to ride the Activity Bus home at the conclusion of an athletic event.

ACTIVITY ELIGIBILITY

The Northern Burlington County Regional Middle School recognizes the value of student participation in interscholastic sports, clubs, and activities. Our school acknowledges its responsibility to ensure that extracurricular activities remain extracurricular, and academics stay the main focus of the students. It is important that student academic progress is monitored and that student participants maintain a standard of academic performance that is consistent with the primary mission of the school.

Eligibility requirements are as follows:

- All incoming 7th grade students will be eligible for activities in the first semester (first two marking periods).
- Fall eligibility for 8th grade students will be determined by the final grades of their 7th grade year.
- Transfer students are eligible as long as their transfer grades meet eligibility requirements. If their grades have not yet transferred, transfer students may still participate until grades are verified.
- After the first semester (first two marking periods), students who have a failing grade in two or more of their scheduled classes will

lose academic eligibility. Once a student begins a winter sport, he/she will be permitted to complete it. Should a student be engaged in a full year activity, he/she can continue until the close of the third marking period.

ART CLUB

Purpose: To offer students with a serious interest in art the opportunity to expand and build on their talents.

Membership: Interested 7th & 8th grade students.

Advisor: Mr. Fama

BATTLE OF THE BOOKS

Purpose: To engage students who enjoy reading; members read a minimum of 5 books from a selected list and then enter a competition to select the winning Northern team, as well as compete against other county middle schools

Membership: Interested 7th & 8th grade students

Advisor: Ms. Conti

CAMPUS STORE (THE HOUND POUND)

Purpose: To provide students with an opportunity to experience what it is like to operate a business. The Hound Pound is 100% student operated.

Membership: Students must complete the application process, which includes an essay and an interview with the advisor.

Advisor: Mr. Goldstein

CHESS CLUB

Purpose: To provide students interested in playing the game of chess an opportunity to learn, develop, and strengthen their chess game.

Membership: Interested 7th & 8th grade students

Advisor: Mr. Ramamurthy

CHORUS CLUB:

Purpose: To provide students who were unable to fit chorus into their regular schedule, an opportunity to perform with the outstanding NBC Middle School Chorus. Students in Chorus club not only perform at Northern, but also get to travel to festivals and outside performances. Everyone who loves to sing is eligible and there are no auditions. Attendance at rehearsal and cooperation are the only requirements of the Chorus club. *Membership:* 7th & 8th grade students who are interested in singing.

Advisor: Ms. Delfing

COMIC BOOK CLUB

Purpose: Students gather to discuss and create graphic art and storytelling. Anyone interested in comic books, anime, manga, and movies/ TV shows from the DC and Marvel universes. Members discuss, draw, collaborate, and even view their favorite titles.

Membership: Interested 7th & 8th grade students

Advisor: Mr. Lafferty

DRAMA

Purpose: To give students an opportunity to audition and if selected, participate in a theatrical production; Opportunities include acting in a full-length production, network, lighting and sound. Rehearsals take place after school until 3:40 or 5:20 3-5 days a week as dictated by weekly posted schedules.

Membership: 7th & 8th grade performers are selected after auditions.

Advisors: Mr. Fama & Dr. Gallara

FIRST AID

Purpose: Students learn basic first aid skills and medical conditions, how to recognize and respond to an emergency situation and babysitting safety skills. Students also learn and practice hands-only CPR and choking rescue with the American Heart Association CPR in schools training program.

Membership: 7th & 8th graders

Advisors: Ms. Pugliese, RN, MS, CSN & Ms. Nocon, RN, BSN

FBLA (FUTURE BUSINESS LEADERS OF AMERICA)

Purpose: To provide students with an opportunity to explore the many areas of business. Students will engage in business, marketing and computer activities related to industry practices.

Membership: 7th & 8th grade students with a strong interest in Business, Marketing and Technology

Advisor: Mr. Tyrell

FFA – LEADERSHIP AND AGRISCIENCE YOUTH ORGANIZATION

Purpose: Members can compete in state level contests (Floral Design, Public Speaking, Dairy Foods and more), conduct community service projects and develop leadership skills. All activities support the National FFA mission of making a “positive difference in the lives of students by developing their potential for premier leadership, growth and success.”

Membership: Interested 7th & 8th grade students scheduled for an agriculture class

Advisor: Dr. McLean

GSA

The goal of GSA is to make the school community safe and welcoming for all students regardless of sexual orientation or gender identity.

Events sponsored by GSA are designed to promote an open and civil environment for all students.

Membership: Interested 7th & 8th grade students

Advisor: Ms. Friedman

H.O.P.E. (HELP OUR PLANET EARTH)

Purpose: To gather like-minded individuals to discuss, work on projects and advocate for the earth. Students will have an opportunity to share emerging ideas about ways to help protect the environment.

Membership: 7th & 8th graders interested in protecting the environment.

Advisor: Ms. Sulon

MATH COUNTS

Purpose: To provide students with an opportunity to compete in regional and national mathematics competitions

Membership: Interested 7th & 8th grade students

Advisor: Mr. Hoy

MUSICAL

Purpose: To give students an opportunity to audition and participate in a theatrical production. The musical will involve acting, singing, and dancing. Students may also participate in set construction, prop construction, lighting and sound. Rehearsals take place after school until as dictated by weekly posted schedules.

Membership: Interested 7th & 8th grade students selected from auditions.

Advisor: Dr. Gallara & Ms. Delfing

NO PLACE FOR HATE:

Purpose: To work with students to continue anti-bias and bullying prevention activities school wide throughout the year.

Membership: Interested 7th & 8th grade students

Advisors: Ms. Henry, Ms. Friedman, and Ms. Gillespie

PAW PRINTS

Purpose: To provide students with an opportunity to communicate through various writing forms: narratives, poetry, editorials, and news features. Students will be able to share artwork, photography and technology skills by creating a web site and an advertising video for the club. Other projects may include publishing a newspaper or literary magazine, performing oral readings, and participating in writing and art contests.

Membership: Students with a strong interest in writing, art, photography, video or web site design.

Advisors: Ms. Avanzato & Mr. Lafferty

SPECIAL OLYMPICS

Purpose: To provide year-round sports training and athletic competition in a variety of Olympic-type sports. Special Olympics athletes are provided opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Membership: Eligible students will be notified.

Advisor: Mr. Chris Matthews

STUDENT LEADERSHIP / CLASS COUNCILS & STUDENT CONGRESS

Purpose: The Student Congress, 7th and 8th grade councils are the three student government organizations in the middle school. The groups organize and conduct the activities, fundraisers, and dances for the student body. Elections for various offices occur during the first quarter of the school year. Additional representatives are selected through an application process. The Student Congress, 7th and 8th grade councils all work together throughout the year.

Membership: Grades 7 & 8 by application at the beginning of school year

Advisors: Student Congress: Ms. Cuneo

7th Grade Class Council - elected from Grade 7

Advisor: Ms. Zirilli

8th Grade Class Council - elected from Grade 8

Advisor: Ms. Avanzato

S.T.A.T. (STUDENTS TAKING ACTION TOGETHER)

Purpose: S.T.A.T. Club- To promote a positive school climate by creating school wide activities that encourage students to work together.

Membership: Interested 7th & 8th grade students.

Advisor: Ms. Aschettino

STEM (SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS)

Purpose: To provide a hands-on opportunity to take a project from idea to completion using various aspects of science, technology, engineering, and mathematics.

Membership: 7th & 8th grade students

Advisors: Ms. Andreula, Mr. Godoy, and Ms. Henry

STUDENT PERFORMANCE

Purpose: To allow students to work cooperatively to present a performance showcasing a variety of talents not otherwise addressed by curriculum.

Membership: 7th & 8th grade, auditions are required

Advisor: Ms. Zirilli, Dr. Gallara, Ms. McGarigle

YEARBOOK

Purpose: To create a yearbook that is a record of the students, staff and activities of the school year.

Membership: Interested 7th and 8th grade students, by application

Advisor: Ms. Gierman

YOGA

Purpose: The physical practice of yoga builds strength, balance, and flexibility in the body-very helpful for general fitness and injury prevention in other sports. Yoga is appropriate for all fitness levels and all people.

Membership: 7th & 8th

Advisor: Ms. Adcock

MIDDLE SCHOOL ATHLETICS

ATHLETIC TEAMS: Many interscholastic athletic opportunities are offered for our students. Students must be academically eligible to participate. Questions regarding middle school athletic activities should be directed to Mr. Phil Merrill, 609-298-3900, x4003.

SPORTS PHYSICALS: Students who wish to participate in any of the athletic teams, must have a 1) family doctor-approved physical on file and 2) an athletic registration. Both items can be found on the [Northern Burlington District website](#), under the Middle School Athletic Tab. Physicals are valid for one year. Athletic registrations need to be completed each season.

Fall	Soccer (Boys), Soccer (Girls), Field Hockey (Girls) Cross Country (Coed), Marching band
Winter	Basketball (Boys), Basketball (Girls), Wrestling (Coed), Cheerleading (Coed)
Spring	Baseball, Softball, Lacrosse (Boys), Lacrosse (Girls), Track (Coed), Golf (Coed)

Athletic Code of Conduct

The Board of Education recognizes the importance of interscholastic sports and the role they play in education. Good sportsmanship is expected by our athletes, as well as all spectators involved. Accordingly, the following 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 pupil, coach, official or parent; or
2. Initiates a fight or scuffle with any pupil, coach, official, parent, or other person if the conduct occurs at or in connection with a school-sponsored youth sports event, shall be banned from being present at subsequent events.

The Board reserves the right to set stipulations for a banned individual to be allowed to return to sporting events, either as a spectator or a participant.

HEALTH AND WELFARE

STUDENT IDENTIFICATION CARDS

To provide a safe and secure environment for everyone, **students must wear their identification cards at all times while on buses, school property, or attending school events. In order to purchase lunch, students must present an identification card.** Identification cards will be necessary for securing library materials and will be required for activity admission. Replacing lost cards will require a \$5.00 charge. New 7th graders will have cards processed during the first week of school. Returning 8th graders will receive cards on the first day of school.

HEALTH SERVICES

Northern Burlington has a registered nurse to assist the students with medical problems that develop during the school day, to assist with student needs, and to maintain health records for all students.

MEDICAL EXAMINATIONS

When a student enrolls at Northern Burlington Middle School, the sending school district should provide student documentation of entry examination pursuant to N.J.A.C. 6A:16-2.4(d). A copy of the A-45 (student health record) with physical examination documentation is sufficient for school enrollment NOT sports participant. However, it is recommended for general health to obtain subsequent medical examinations of the student at least once during each developmental stage, at early childhood (pre-school through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through twelve).

YEARLY SCREENINGS

Height, weight, and blood pressure examinations are annually performed on students in grades 7 and 8. A referral form will be sent to parents or guardians if the screening indicates that the student needs further evaluation. Auditory (hearing) and scoliosis screening examinations are performed on students in grade 7, vision screening is done with 8th grade students, in accordance with NJAC 6A:16-2.2. If a concern develops, a parent or student may request a screening at any time.

SCOLIOSIS SCREENING (CURVATURE OF THE SPINE)

All students in grades 7, 9 and 11 will be examined for scoliosis by the school nurse.

MEDICAL RECORDS

Individual medical records are maintained for each student in the Northern Burlington County School District. From time to time, parents and students are asked to provide the School Nurse with information needed to maintain the complete record necessary for sound medical-health services. Current information is especially important as it relates to immunizations.

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 found in possession of medications (whether over the counter or prescribed) will be in violation of board policy.

PHYSICAL EDUCATION EXCUSES

A physical education excuse automatically excludes a student from participation on athletic teams and intramural programs until the person is cleared by a medical doctor and a written note has been placed on file with the school nurse.

Regardless of diagnosis, all students must renew their exemption from physical education at the beginning of the school year and every three (3) months thereafter. Exemptions should include diagnosis, limitations, and date when physical education classes should resume.

ILLNESS DURING SCHOOL HOURS

If a student becomes ill during the school day, he/she should report to the nurse with a pass from his/her teacher. Only in emergencies should a student report to the nurse's office without a pass from a teacher. Students are not permitted to leave the school grounds because of illness unless authorized to do so by the nurse or the office staff. Likewise, students who are ill should not report to the lavatory but to the nurse's office. Parents are to sign their child out through the main office before leaving the building.

ACCIDENTS

It is very important that students report all accidents to the supervising teacher and nurse immediately regardless of how minor the injury may appear to be. Failure to report an accident may negate the insurance coverage. The insurance company requires that a report be on file to verify the accident. If there is a more serious injury, the nurse may come directly to the student.

STUDENT ACCIDENT INSURANCE

The school district provides accident insurance for all students attending Northern Burlington County Regional School District. This insurance plan covers the student during school hours and during activities sponsored and supervised by the school, including social events and all interscholastic sports.

However, the insurance provided is Full-Excess coverage which means that the coverage begins after all family insurance coverage has been used and/or if proof is presented that the family has no coverage.

If an injury occurs at school or during a school activity, students must report to the school nurse. The nurse will provide you with a claim form along with a letter of direction, which is to be completed and forwarded by your parents to the insurance company. Failure to provide the information requested will cause the claim to be returned. Upon request, a brochure can be provided for each student, which outlines the coverage and the details involved in filing a claim.

Parents who have followed the outlined procedures should contact the Business Administrator relative to any problem, which occurs regarding settlement of claims.

ACADEMIC RESOURCES

STUDENT HANDBOOK / AGENDA BOOKS

Organizational skills are an important part of the development of a middle school student. To assist with organization, each student will be provided an Agenda Book at the beginning of the school year. Agenda Books are to be utilized as a tool to develop organizational and time management skills. Students must always keep their Agenda Books with them during the school day. The maintenance of the

Agenda Book is encouraged for every student and will be utilized by each team. Lost Agenda Books may be replaced in the main office for \$5.00 if available.

EXTRA HELP

Students having academic difficulty should contact their teacher to schedule an appointment to receive extra help. Extra help may be provided any afternoon that the teacher is available. Students must plan ahead and have their student identification card available in addition to a special bus pass for the activity bus run or have parents transport them home from school approximately one hour after the end of classes. Extra help after school will be until the first late bus.

GREYHOUND LEARNING CENTER

Students who wish to stay after school to work on an assignment with a friend or just want a quiet place to do homework can use the Greyhound Learning Center. The schedule will be published at the start of the school year. Students who use the Greyhound Learning Center must report to the assigned room by 10 minutes after the school day ends and be ready to work until dismissed by the proctor when the Greyhound Learning Center closes.

STUDENT PASSES

Students must carry a current accurate **Hall Pass at all times** when in the halls while classes are in session. Students are required to have teacher permission and a hall pass denoting the student's destination. Students found to be abusing hall pass privileges may be placed on pass restriction or receive other discipline.

MEDIA CENTER

For more information on the media center and its resources, visit its website at: <http://NewmansLibrary.com>.

Admission

1. Students may use the media center for research, word processing, homework space, or recreational reading during and after school.
2. During the school day, a pass from a teacher is required to come to the media center.

After School – Greyhound Learning Center

1. Students must sign up in advance (before the close of school) to use the media center for after school.
2. Students are encouraged to sign up earlier in the day rather than later as space becomes filled quickly when many assignments are due simultaneously school-wide.
3. Students must arrive after school by the late bell. Students arriving after this time must have a pass from a teacher.
4. Students who misuse the media center may have this privilege suspended.

Borrowing Materials

1. Students with accounts in good standing may borrow up to four items at a time for up to four weeks each (unless otherwise indicated.)
2. Students should have their agenda books with them when checking out items – a stamp will be placed on the correct return date as a reminder to students.
3. Late materials will be charged a fee of \$0.10 per school day per late item.
4. Students will receive one late notice in homeroom, but fines will continue to accumulate each school day.
5. If a student is over a week late with materials, an email or phone call home will be made.
6. If a student still does not return late items after two weeks, he or she may be referred to the school administrator.
7. Lost or damaged materials should be reported to the media specialist immediately. If an item is lost (and not found) or damaged, the student who checked the item out will be responsible for paying for the item.
8. Students with outstanding balances on their accounts or who habitually fail to return items on time or in good condition may have their borrowing privileges revoked.

STUDENT ACCEPTABLE USE AND BRING YOUR OWN TECHNOLOGY (POLICY 2361, 2363, 2360, 7523)

The entire policy is available on [Middle School tab on the Northern Burlington County Regional School District webpage under Important School Information](#). An excerpt of the student agreement is included here:

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, NBCRSD is unable to always guarantee network access. Access is not provided to any NBCRSD wired network.
7. Student will not extend access to resources using emulation, sharing, proxies, servers or any other method or mechanism, nor will any software be installed onto a school device.
8. NBCRSD is not responsible for any damage and/or loss incurred as a direct result, or otherwise, of any connection to any NBCRSD 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 AUP.
2. The device, to the best of your knowledge, is free from any spyware, viruses, and malicious programs or contains content that is in violation of the Acceptable Use Policy.
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. NBCRSD is not responsible for the care, maintenance, and upkeep of personal equipment.
5. Printing and accessing the student's school provide 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.

Violation

Individuals violating this policy shall be subject to the consequences such as suspension and revocation of network and computer privileges and may result in legal action and prosecution by the authorities.

STUDENT BEHAVIOR—CODE OF CONDUCT (POLICY 5500)

The Student Management program establishes certain expectations for student behavior. Expectations are the guidelines that assure the well-being of everyone in the school community. Individuals who fail to respond to these expectations infringe upon the rights of others. Because acceptance of individual differences is a core belief of Northern Burlington Regional Middle School, remarks or actions that in any way degrade the humanity of an individual will not be tolerated. Also, crude, and abusive language directed toward any member of the school community is unacceptable.

The Northern Burlington County Regional Board of Education (Policy 5500) expects pupils to conduct themselves in keeping with proper regard for the rights and welfare of others. Consequences are a normal outgrowth of failing to behave appropriately.

The Code of Conduct (Policy 5500) has been developed for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in school. Teachers will generally adhere to a sequence that will involve warnings, parental contact, detentions, or referral to the office. Should an office referral become necessary, the consequences may include detentions, parental conference, suspension, or other appropriate actions as outlined below. Each office referral carries with it a certain number of points, as outlined in the next section, entitled, "Point System." In all cases, the administrator's discretion will be exercised in implementing consequences.

CONSEQUENCES FOR OFFICE REFERRALS

LEVEL I OFFENSE:

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

Dress code violation (1ST Violation- Warning and change of clothing; Administrative 5:20 Detention or ISS may result for further violations, including the appropriate display of identification cards).

Electronic devices should not be visible during the school day, from the start of homeroom to the end of the school

day. (MP3 players, iPods, cell phones, etc.) Confiscation of item until parent/guardian pickup.
Loitering - Before or after-school.
Various Misconducts including but not limited to: Failure to wear ID, class disruption, leaving class or lunch without permission, littering, eating or drinking outside cafeteria, running in hall, shouting, horseplay, public display of affection, inappropriate contact, abuse of passes, loitering, panhandling, behavior during passing time, and spraying perfume or aerosols on school grounds or bus.

LEVEL 2 OFFENSE:

The following offenses will result in an **Administrative Detention** and may be elevated to **In-School Suspension (ISS)**; **Out-of-school suspension (OSS)** and parent conference.

Failure to serve a Teacher Detention
Cutting class, study hall, or lunch – a student may be considered cutting class if they have missed more than a few minutes of class.
Disrespect/Insubordination to a staff member. (Could be upgraded depending on nature of issue.)
Unacceptable language or Profanity
Forgery

LEVEL 3 OFFENSE:

The following offenses will result in **In-School Suspension (ISS)** or **Out-of-School Suspension (OSS)** and may include a parent conference for reentry.

Biased or Discriminatory conduct May initiate mediation. (Further infractions may result in additional ISS, OSS, and referral to police and Superintendent.)
Gambling
Leaving school building/ grounds without authorization.
Failure to serve Administrative Detention (Student will be required to serve original detention on the same day as ISS).
Possession: Tobacco/Nicotine products, Electronic Cigarettes, vaporizers, lighters, matches, and paraphernalia (or usage in school or on school grounds may result in police involvement).
Truancy

LEVEL 4 OFFENSE:

The following offenses will result in **Out-of-School Suspension** from 1-4 days and require a re-entry conference with parent/guardian. Infractions may result in **Board Hearing** and possible police involvement and mediation.

Fireworks or other chemical nuisance devices (possession or use)
Intimidating others – putting individual(s) in fear for their safety or well-being through words or actions including verbal threats. May initiate mediation.
Fighting — may initiate mediation.
Assault of a physical nature against a fellow student. (May result in Police Involvement).
Sexual Harassment directed to another student or staff. May initiate mediation.
Sexually explicit material - possession or distribution.

Property theft/Attempted theft- from school or individual without permission or applying pressure to do so by force or fear.

Damage to School Property/Vandalism – Having the intent to or defacing, abusing, or destroying school or staff property. Restitution and referral to police
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LEVEL 5 OFFENSE:

The following result in Out-of-School Suspension pending a hearing with the Superintendent and /or Board of Education with Police notification and restitution.

Assault - of a physical nature against staff.
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Verbal Assault /Threat- directed to a staff member.
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Fire Alarm tampering / Arson / Bomb Threat

Possession of a Weapon or weapon facsimile (also items construed as weapons).
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SPECIAL ISSUES

Alcohol and/or controlled dangerous substance violations. Reference Board Policy for details.
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Bus Misconduct - Consequences range from warning, to Suspension of Bus Privileges, to OSS.

Tardiness to school – lates 1-3, warning, late 4 teacher detention, subsequent lates-referral to office. Tardiness to class, study hall, lunch, homeroom – Teacher warning for offenses 1 and 2; Teacher detention for offenses 3 – 5. Subsequent offenses become office referrals.
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Harassing, intimidation, or bullying other students verbally or by other means - May initiate mediation. Consequences range from Administrative Warning, Administrative Detention, ISS, OSS, or Board Hearing.

Violations of the Computer Network Acceptable Use Policy. Consequences range from Administrative Warning, Administrative Detention, ISS or OSS.
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Violation of Gang Policy - will result in appropriate disciplinary action and Police notification.

TEACHER DETENTIONS

Teachers have the authority and responsibility to assign a teacher detention for unacceptable behavior, such as disruptiveness, tardiness, and hallway and cafeteria misconduct. When a detention is assigned, a *Detention Notice* form will be issued to the student. It will include the reason for the detention as well as the date and time it is to be served (minimum of 24-hour notice). Students shall come to the detention **prepared to work and make good use of the time** in the detention setting by remaining silent and working on school assignments. Failure to comply may result in more severe disciplinary consequences.

ADMINISTRATIVE DETENTIONS

An Administrative Detention may be assigned by the Principal or Assistant Principal for more serious violations of school rules. As with Teacher detentions, students are expected to make good use of the time and be on their absolute best behavior. Poor conduct will result in more serious disciplinary consequences.

Please note that detentions may only be rescheduled if emergencies arise, if a student is absent on the day, it is to be served, or if detention cannot be held.

BUS SUSPENSION

Misbehavior or failure to follow the rules on the school bus will result in a student losing the privilege to ride the school bus for some period of time and possibly other disciplinary actions as detailed in the Code of Conduct. Students are still required to attend school while serving a bus suspension; parents will be required to furnish transportation. Bus transportation is a privilege and should be treated as such by every student.

IN-SCHOOL SUSPENSION

Students who have serious or repeated violations of school rules for conduct will be placed on in-school suspension. The purpose of in-school suspension is to separate the student from the general school population, but still keep him/her on campus and academically involved. A student who is assigned to in-school suspension will report directly to the Middle School Main Office to be escorted to the in-school suspension room. The student's day will be spent in one classroom with all subjects coordinated by the in-school suspension supervisor. Lunch will be eaten in the in-school suspension room. Students may not have personal electronic devices in the room. Any student who is unwilling or unable to abide by the procedures for in-school suspension will be suspended out of school.

OUT-OF-SCHOOL SUSPENSION

Students who have serious violations as outlined in the Student Management Program will receive out of school suspension. Students will not be readmitted to school until an in-school parental conference is held. Students out of school beyond three consecutive days will need back homework assignments secured from the Counseling Office.

STUDENT MANAGEMENT POINT SYSTEM

The preceding consequences carry with them the following points:

Code	Disposition	Point
AW	Administrative Warning	1 pt.
TD	Teacher Detention	1 pt.
AD	Administrative Detention	2 pts.
BUS	Bus Suspension	3 pts.
ISS	In-School Suspension	3 pts.
OSS	OSS	4 pts.
SBH	OSS Pending Board Hearing/ Superintendent's review	6 pts.

Accumulation of points will result in the following:

POINTS	ACTION
10 points	<ul style="list-style-type: none"> Parent Notification.
15 points	<ul style="list-style-type: none"> Students who accumulate 15 points or more will be ineligible to participate in extracurricular activities, such as dances, intramurals, interscholastic sports, clubs, and class trips. Parent conference is scheduled, guidance counselor and SAC are advised, and appropriate action taken. A behavior contract will be established that spells out specific goals that if followed will allow the student to reduce points and thereby earn back privileges. A referral may be made to the I&RS committee for further support.
25 points	<ul style="list-style-type: none"> Student referred to Principal for review and disposition.

DRESS CODE (POLICY #5511)

The school takes pride in the appearance of our students. To help students, prepare for a lifetime of learning, employability skills, and productive adult roles, every student is expected to maintain a neat and appropriate appearance according to the guidelines established. The school reserves the right to exclude from class anyone whose appearance detracts from classroom activities or interferes with the rights of others. During the first week of school, students will receive explicit guidelines with regard to acceptable standards of dress. Any infraction, thereafter, will result in immediate referral to the main office for administrative action to correct the problem. Repeat dress code violations may result in disciplinary consequences. Violations will also include failure to appropriately display identification cards. To promote an academic and businesslike atmosphere, the following standards of dress have been established:

Student attire NOT permitted

<p>NO hats, hoods, visors, do-rags, bandanas, and all head coverings other than religious (<u>must be stored in locker</u>)</p>	<p>Tops MUST touch bottoms</p> <ul style="list-style-type: none"> Length guideline: with arms at rest by your side your fingers should be touching fabric <p>Tops MUST cover chests</p> <p>Tops MUST cover backs</p> <p>Tops MUST have shoulder straps</p>
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NO sheer clothing	Bottoms MUST touch tops Bottoms MUST cover personal areas
Undergarments may NOT be exposed	NO bare feet NO slippers
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 which is 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.	

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.

VERBAL THREATS

Students are expected to always portray respectful and courteous behavior to one another. When conflicts arise, it is reasonable to work through the issue with help from a teacher, counselor, administrator, or mediator when possible. Students **MUST NOT** make threats to do bodily harm to another student. When any such threatening language is directed at a student (kill, stab, etc.), it will be taken seriously and may result in disciplinary consequences.

HARASSMENT, INTIMIDATION AND BULLYING (POLICY 5512.10)

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 pupils 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. The principal will also inform the Superintendent and local law enforcement. To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9. The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

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.

CANINE INSPECTION

From time to time, in cooperation with the Burlington County Prosecutor's Office, there will be trained dogs brought into the school to check for the presence of illegal drugs. Any contraband discovered will result in disciplinary consequences from the school and charges may be filed by the police.

PERFUMES AND SPRAYS

Students are forbidden to spray any perfume or mist on campus or on the busses. Many students and staff are allergic to these substances and they should not be used in deference to the health needs of our students and staff. Deodorants like Axe and other aerosol sprays are also not permitted. Students may use solid or roll on deodorants for Physical Education classes.

HALLWAY DECORUM

During the course of the school day, students will travel the halls. They are expected to comply with the following as they move from place to place:

- Walk to class; do not run.
- Move directly to their assigned classroom. Do not linger or loiter in the hallway.
- Do not carry food or beverages.
- Display behavior that is appropriate for school. This means students should not engage in hugging, kissing, holding hands, or other public displays of affection.
- Secure a pass from a staff member if they need to be in the hall for any reason.

Students must be respectful and considerate of others as they move through the building to help create a safe and orderly environment.

BOOK BAGS

Students are **not** permitted to carry any type of book bag, backpack, or other large bag during the school day to transport their books and other belongings. A student may use a book bag to bring his/her possessions to and from school. However, such a bag would need to be kept in his/her locker during the school day. Book bags will be permitted under special medical circumstances and must be explicitly approved by the school nurse.

GLASS BOTTLES AND CONTAINERS

Glass bottles and containers are not permitted in the cafeteria, or in any other part of the school, on school grounds, or on school buses. Glass presents a potential safety danger if broken and provides an unnecessary source of refuse in and around the school building. Perfume and other fluids contained in glass vessels are also prohibited.

WATER BOTTLES

Students may have clear or translucent plastic water bottles with lids during the school day at their teacher's discretion. Other beverages or non-see-through bottles must be kept in their locker and may only be consumed in the cafeteria.

VENDING MACHINES

The vending machines located in the cafeteria are for student use during lunch time only. Items purchased from the machines should not be taken from the cafeteria once they are opened.

BALLOONS, SKATEBOARDS, AND SCOOTERS, ETC.

Balloons are not allowed in school under any circumstances. Balloons are a distraction, both in the hallways and classrooms. For safety reasons, skateboards and scooters are also not permitted on school grounds.

PERSONAL PROPERTY

Please be advised that any of these items deemed unacceptable may result in confiscation and/or disciplinary action: Laser pointers/laser-like instruments, beepers, skateboards, and other items which could disrupt the education of students or threaten the safety and well-being of members of our school community are not permitted in the building.

Students should not bring large sums of money, expensive jewelry, electronic devices, and other items of value to school. There is no reason for the presence of such items in school and the school will not be responsible for their recovery if they are lost or stolen.

Students should take special precaution in securing all personal items in their gym or hall locker. Personal items should not be left on the benches in the locker rooms. The school will not be responsible for the recovery of lost or stolen items.

Notification: NJ statute (NJSA 18A:36-19.2) allows the Principal or designee to inspect storage facilities provided to students. This may include gathering the contents for return to the student.

PERSONAL ELECTRONIC DEVICES

If students choose to bring a personal electronic device to school in order to use before or after school, they assume responsibility for that device in the event it is lost or stolen. **During the school day, students should turn off all devices and store them and all ancillary items (earbuds, etc.) in their hall locker (this is the safest place for it).** The use of a cell phone at any time during the

school day is not permitted, including calling or texting parents. Students must use a phone in the main office for any necessary calls. **If such devices are observed in use during the school day, they will be confiscated and submitted to the main office. If that happens, the device will only be returned to the parents/guardians of the student.** Special permission may be granted by a teacher to utilize an electronic device during school hours if it is related to a school project or activity.

TRANSPORTATION EXPECTATIONS

Any problems or questions regarding transportation (other than disciplinary matters) will be addressed by the Transportation Coordinator telephone: 609-298-3900, ext. 2011.

Suspension from the school buses will result from misbehavior on the buses. Should this action occur, parents are responsible for transporting students to and from school.

The following are some rules that will provide for the smooth running of the buses. Students should:

1. Know the bus that they take to and from school and ride on this bus only.
2. Always be on time at the right stop.
3. Cooperate with the driver. He/she has a difficult job to perform. Students are expected to do the following:
 - Sit in a seat facing front; do not stand.
 - Refrain from loud and boisterous talk, as well as horseplay.
 - Treat the seats and other parts of the bus with respect.
 - **Do not eat or drink on the bus.**
 - Exit through the rear door only in an emergency.
4. Students' attention is also called to the following:
 - The bus will always be parked at the same place at the side of the school and will always stop at the same place in the morning.
 - Buses should be boarded in an orderly manner.
 - Buses will leave the school promptly five (5) minutes after dismissal bells. After the bus starts moving, no stops will be made for stragglers.
 - Any student who remains after school for an activity **must have a bus pass and a student ID** to ride the activity buses home.
 - Students will not be permitted to leave school with another student without written permission from both parents and office approval.
5. Students are not permitted to walk, bike, or skate to and from school.

ACTIVITY BUSES

Activity buses may be provided for those involved in club activities, extra help, make-up work, etc.

Students will not be permitted to ride any activity buses unless they present a **bus pass for that day along with their student ID**. Activity buses run approximately one hour and three hours after the close of school each day and will take the student to the general vicinity of his/her home.

RIDING A DIFFERENT BUS

Riding a different bus is generally unnecessary and will not be permitted. Sometimes, due to an emergency or a family problem, it may be necessary for a student to be transported to a friend or relative's house on a different school bus. For the office to permit a student to ride a different bus, the following items are to be submitted to the Main Office during homeroom:

1. A letter from the student's parents requesting that he/she is to go to a friend's house and the reason for the request. This letter should state when and with whom the student will be staying.
2. A letter from the parents of the friend or relative stating that the student is staying with a friend's parents and for how long.
3. A phone number where both sets of parents can be reached to verify the request.

When the office has all items requested and verified, the office will issue a temporary bus pass provided that space is available. **However, requests like those to study together or go to baseball practice or to sleep over at a friend's house do not fall into the category of an emergency and will not be granted.**

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, electronic cigarettes, vapor devices 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 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.

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.

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, electronic cigarettes, vapor devices or any controlled substances while at school or anytime 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.

Guidelines and Procedures

Use of controlled substances: Any student suspected of being under the influence of drugs or alcohol including possession of electronic cigarettes and vapor devices will have a medical examination by a physician which includes a urine screen and may include a breathalyzer examination. If the medical examination proves to be positive, the following will occur:

- Suspension from school
- Mandatory parent conference
- Follow-up meetings with the Student Assistance Coordinator
- Re-test via our random testing program

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 the Student Assistance Coordinator 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 after-care 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," may 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.

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.

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 "student assistance coordinator" 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:

- A minimum of four (4) days of Out-of-School Suspension
- Expulsion hearing before the Board of Education
- Exclusion of the student from extracurricular participation for the remainder of the school year

Sale, Purchase, Transfer, or Possession of controlled dangerous substances as listed above: Incidents involving the sale, purchase, transfer or possession of drugs and alcohol 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 Out-of-School, and 1 In School Suspension
- Exclusion of the student from participation in extracurricular activities for the remainder of the school year
- 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.

A second offense involving the sale, purchase, transfer, or possession of alcohol or controlled dangerous substance will result in the following:

- Suspension of the student for a minimum of five (5) days of Out-of-School
- An expulsion hearing before the Board of Education
- Exclusion of the student from participation in extracurricular activities for the remainder of the year

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.

STUDENT/PARENT GRIEVANCE PROCEDURES

A. GENERAL

Whenever an individual student feels 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 below. 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.

1. 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.

2. Should Step No. 1 fail to resolve the problem, the student may then make 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:

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

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

3. 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.

4. 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.

5. 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.)

DISTRIBUTION OF PRINTED MATERIAL

The Board of Education has adopted the guidelines that follow 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 a libelous nature.

The distributor(s) of written or printed material which is not a part of the curriculum shall be responsible to meet the following criteria:

1. All material must bear the name and address of the sponsor and all articles must be signed by the writer.
2. The number of copies and time of distribution must be reported to the Principal at least 24 hours before distribution and a copy of the publication submitted for the school file.
3. The distributor will be responsible for picking up any litter which results from said distribution.
4. No material may be distributed in school buildings or on school property which contains any of the following:
 - Partisan political literature supporting or opposing candidates or public questions in any general, municipal or school election. Materials for Mock Conventions, elections etc., will be labeled "Mock _____."
 - Material that advocates violence or activities that would interfere with the normal operation of the school or the rights of others.
 - Obscene, profane, pornographic, or libelous material.
 - Material that attacks ethnic, religious or racial groups.

SPECIAL GATHERINGS

ASSEMBLIES

Occasionally, assemblies will be held for various reasons such as granting of awards, providing knowledge about a particular subject, providing entertainment, or celebrating a special occasion.

During all assemblies, students are expected to conduct themselves properly. A special effort should be made to extend courtesy and attention to any visitor, guest, or organization participating in our assembly programs. Sometimes, students will be directed to attend with their homeroom, and at other times they will attend with one of their classes.

Students attending assemblies should take the seat assigned to them and sit quietly until everyone has assembled. As soon as the person in charge of the program steps to the microphone, students should stop talking immediately. At the appropriate times in the program, applause will be appreciated.

CAFETERIA

Students are assigned to the cafeteria on a daily basis for lunch. There is an expectation that students are to be in the cafeteria at the sound of the late bell. As with any other activity in school, all the rules and regulations apply. In particular, students should be mindful of the following during their lunch periods:

1. Students should be respectful and responsive to the directions given by the teachers, lunchroom workers, custodians, and other school personnel.
2. Students are expected to help keep the cafeteria neat and clean. If a student is asked to dispose of trash or other refuse, he or she is expected to do so.
3. The cafeteria supervisors will set-up a process for everyone to move through the serving lines. Students are expected to adhere to the established procedure.
4. Students should not borrow money. In cases where a student forgets his/her lunch money, there will be a one-time opportunity for him/her to charge lunch. However, the lunch will consist of specific items as determined by the lunch service and the money must be re-paid the next day.

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.

POINT OF SALES

"Nutri-Serve" allows students to set up an account into which money can be deposited. Students can draw from this account to pay for lunch using their ID card. Parents who wish to make use of this service can deposit money in their child's account. A Cafeteria Data Management System called **Lunchtime Parent Portal** (access: Nburlington.com – Explore – Student & Parent Resources). Lunchtime Parent Portal will not only provide you with important information about your child's lunch purchases but will now allow you to make on-line deposits into your child's Lunch Time account. Additionally, checks can be made out to "Northern Burlington County Regional Cafeteria Account" and the student will give it to a cashier in the cafeteria.

FIRE DRILL REGULATIONS

All schools are required by law to conduct fire drills regularly. At the sound of the fire drill signal, students will evacuate the building according to the fire drill plan following all adult instructions. Each room has a map and written instructions indicating the exit route for the class to follow during drills.

PROCEDURES FOR FIRE DRILLS

1. All students must be orderly and quiet while passing from the building to the designated safety area outside the building. Silence is very important so that you, your fellow students, and the teachers will be able to hear any directions that may have to be given.
2. Everyone is required to leave the building during fire drills.
3. Students may take their personal items (purse, jacket, etc.) that they have with them at their desk. Books and supplies are to be left in the classroom.
4. Students may not go to their locker during a fire drill.
5. Students are expected to walk at a rapid pace without pushing or shoving.
6. Students are to assemble with their teacher in the area assigned for their classroom. Attendance will be taken at that location.
7. All driveways and macadam must be kept clear for emergency vehicles.
8. **If the fire alarm sounds during passing times; students are to exit the building and proceed to the NBC 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.**

A fire drill or any other emergency drill is a serious event. It may or may not turn out to be an actual emergency. Accordingly, students are expected to comply with all staff instructions during these events. Failure to do so will result in severe disciplinary consequences.

CARE OF SCHOOL PROPERTY

LAVATORIES

Students may visit lavatories between classes provided they get to class on time. Otherwise, students may visit the lavatories during the school day only after receiving permission to go from a teacher and signs out a pass. If a student has a medical problem related to the use of the lavatory, he/she should see the school nurse to discuss the problem.

HALL LOCKERS

Lockers are assigned to every student. Lockers are the property of the school and may be searched without student permission. The following items relate to the lockers:

1. All lockers must remain locked when not in use.
2. Students are responsible for the care and condition of their lockers at all times. Students are not to overstuff their lockers as this can result in malfunction of the closing and opening mechanisms. There will be a regular inspection of the lockers and students will be charged for damages.
3. Students may use their lockers during the passing periods. However, being at a locker is not an excuse for being tardy to class.
4. Any locker which is not functioning properly should be reported to the office immediately. Locker changes will be made only if a locker is broken and cannot be repaired at the request of an administrator.
5. Students should not share combinations with each other.
6. Each student is required to use his/her own assigned locker.
7. The school is not responsible for valuables stored in student lockers.

GYM LOCKERS

Each student will be assigned to a gym locker by the physical education teacher. The lock on the gym locker is a combination lock similar to the ones on the hall lockers. The appropriate items noted above in relation to hall lockers will also apply to the gym lockers.

Students should take special precaution in securing all personal items in their gym locker. Personal items should not be stored in any area outside of a locked locker. The school will not be responsible for the recovery of lost or stolen items.

TEXTBOOKS

Books are expensive items and should be treated in a respectful and responsible manner. Books should be covered at all times to protect them.

When the book is issued, the teacher will write the student's name, the date the book was issued, and the condition of the book on the blank in the front part of the book. Textbooks will be checked out and in through the electronic student book management system Follett Destiny.

If a student misplaces a book and is unable to find it at home, in his/her student's classrooms, or locker, he/she should check at the Main Office to determine whether it may be in one of those locations. Students are responsible for the books issued to them and if the book is not found, they will have to pay for its present value before a new book will be issued. If the book is found after they have paid for it, their money will be refunded. Also, when the books are returned to the teacher, either when a student transfers or at the end of the year, students may be required to pay for any damage beyond normal wear.

The charge for a lost book or a book damaged beyond use shall be determined by reducing the amount of the cost by 10% for each year the book is used. Minimum payment for any lost book will be \$7.00. Lab manuals and paperback book costs will be established by the department.

OTHER ITEMS

Each student must follow these important principles of cleanliness and courtesy:

1. At the end of each class period, students should check their desks and floor areas for wastepaper.
2. Students should place all trash and any other discarded material in the waste baskets. Place all paper into the recycle trash can.
3. Students may not carve, mark, burn, or damage school property in any way. Any student who does damage to school property is in violation of state laws and is liable for suspension as well as being held accountable for the damages done.
4. Student desks should be kept away from the walls.
5. Students are not allowed to open or close windows or change the position of the vertical blinds. The classroom teacher will make all such adjustments.
6. Students are not permitted to remain in the buildings after school or to use any part of the building or grounds unless supervised by a teacher who is present during the time the activity is taking place.
7. The wall strips in the hallways may be used to display announcements of school activities or election posters for school offices. It is necessary to have all materials approved by the teacher sponsoring the event or by the Main Office. All posters and signs must be neatly printed or drawn, must be in good taste, and must use good grammar and correct spelling. All posters must be fastened to the wall strips with appropriate fasteners. Each team has a bulletin board and cork strips for displaying accomplishments and newsworthy items. At no time shall items be taped to the walls.

RECYCLED MATERIALS

The school and student body are committed to a program for recycling items as outlined by the local municipalities. Please place items in the proper receptacle following posted directions and signs.

ACTIVITIES & EVENTS

SCHOOL TRIPS

Students are required to submit a parental permission slip to the faculty member sponsoring the trip following the deadlines provided for the scheduled outing. Permission slips may be secured from the faculty member sponsoring the trip. Parents are required to provide transportation on trips that return after school hours. Students will be informed of the time of return prior to the day of the trip.

All school rules apply on any trip sponsored by the school. When taking part in any school trip students should, dress appropriately and

adhere to the student code of conduct.

Students will also be responsible for any materials, tests, etc., which are covered in your classes when they are on a trip. The next day in class students will be required to make up tests and turn in homework assignments.

SCHOOL STORE

The students operate a school store (Hound Pound) where items such as school supplies may be purchased. The store is open before the start of school and during most lunch periods. Visiting the school store is not an excuse to be late for any class.

DANCES AND EVENING EVENTS

Dances and evening events are popular activities in the middle school. All dances sponsored by NBC organizations and classes are open only to middle school students. **Only NBC Middle School students are permitted to attend dances.** Additionally, the school offers several other evening events. The following rules will cover attendance at dances and events:

1. Students will not be permitted to return to the event once they have left the building.
2. Students who are absent from school on the day of the event (or the day before for Saturday events) or who are on suspension will not be permitted to attend.
3. Students must be picked up at the close of the event.
4. All students must carry their student identification cards as means of identification and present them to gain entrance to the event.
5. Eligibility for participation will be based on provisions in Student Management Code.
6. Students are expected to adhere to the dress code and/or dress appropriately for evening activities. **Clothing that is in extreme violation of the dress code will result in expulsion from the event.**
7. There is no secure place to store personal property at an event. Students should not bring valuables. The school will not be responsible if they are lost or stolen. Students will not have access to their lockers at these events.
8. Students are expected to socialize in an acceptable and respectful manner at all times. There must be no running, jumping or horseplay of any kind. Only appropriate dancing is expected while at a dance. Extremely close, distasteful and/or raunchy dancing is NOT ACCEPTABLE and will be addressed appropriately. Students who do not follow the directives of the dance chaperones may receive consequences for insubordination.
9. All school rules are in effect for dances.
10. The Middle School does not have any evening events where formal prom-like attire is appropriate.
11. Parents/guardians do not have access to the school during dances and it is very difficult to pick up children prior to the conclusion of an event. **Please plan accordingly before purchasing a dance ticket.**

DROP-OFF & PICK-UP PROCEDURES

In order to have students safely and efficiently dropped off and picked up from school dances, the administration has developed a system according to the grade level of the students. All students, 7th & 8th grade, should be dropped off at the middle school main entrance when entering the dance. **At the conclusion of the dance, each grade level has a designated area for pick-up zone:**

7th Grade – Students will be picked-up in the bus parking lot. (Island Road entrance)

8th Grade – Students will be picked-up at the Main Entrance of the Middle School.

During pick up, students will not be permitted off the sidewalk unless they are escorted by an adult. Parents may park or pull up to the sidewalk to pick up their son or daughter. Please do not park in this area for more than a few minutes (like curbside pickup at the airport.)

SCHOOL RESOURCE OFFICER

The Northern Burlington Regional School District employs a School Resource Officer or SRO. The SRO is a member of the Mansfield Township Police and serves as a liaison between the school and the police. The SRO provides regular, positive contact between the local police and the children of our community. In addition, if there is an issue which arises in school that requires police involvement, the SRO will be the contact person.

WORKING PAPERS

Employment certificates must be secured by all persons under the age of eighteen for all kinds of employment.

To secure working papers, the following steps must be taken in this order.

1. The student must get a job and have a Working Paper Form signed by the prospective employer. This form is available on our website: www.n Burlington.com, explore, student & parent resources, working papers.
2. The student must have a Physician's Certificate completed. This certificate can be completed in many instances by the school nurse when school is in session.
3. The form and the student's birth certificate must be returned to the High School Main Office by the student personally since he/she must sign the working papers in the presence of the issuing officer.
4. Parents must sign working papers for students under the age of sixteen.
5. Hours of issuance of working papers: Monday – Thursday during July and August from 9:00 a.m. to 1:00 p.m.

MISCELLANEOUS INFORMATION

MUSICAL INSTRUMENTS

Students who play musical instruments will be required to leave them in the band room until the end of the school day. Students will be assigned to a locker in the band room to store their instrument. Students should take care to lock their storage locker after their band

class.

CLASS SALES

Each class will sponsor a class fundraising activity. The profits are used to offset expenses the class will have until they graduate from high school at Northern Burlington. **The school does not permit outside groups or individual students to sell items to our students;** nor does the school permit door-to-door fundraising sales.

LOST AND FOUND

All articles which are found should be returned to the Main Office. Students may claim lost articles by identifying them. The school will not be responsible for articles in the lost and found department.

PARENTAL/GUARDIAN INVOLVEMENT

Middle School is a time when students begin to make the transition from children to adults. At this age, students can begin to solve school related problems on their own. However, parental involvement still remains vital. Parents who need to contact the school due to a problem with their son or daughter should use the following guidelines:

1. Problems related to grades, report cards, or scheduling of classes should be directed to the appropriate counselor. The counselor can also arrange for conferences with the teachers.
2. Problems related to discipline, attendance or school activities should be directed to the appropriate assistant principal.

PARENTAL/GUARDIAN VISITS TO THE SCHOOL

Parents/guardians who wish to visit the school while it is in session adhere to the following guidelines:

1. Visits should be scheduled in advance. In most cases, teachers, counselors, and administrators will not be available to meet with visitors who simply "drop in."
2. Visits to a classroom should be scheduled at least one day in advance with both the teacher and the Principal. In cases where the visit would be overly disruptive to regular instruction, the Principal reserves the right to postpone or prohibit such a visit. In addition, class visits are limited to no more than two per month.
3. Visitors must, in all cases, first report to the Main Office in order to sign in with the secretary. In addition, they will receive a visitor's pass if they will be moving unaccompanied through the hallways. Visitors should also report to the Main Office in order to sign out before leaving the building.
4. The principal retains complete authority to exclude or remove individuals who are a disruption or a threat to the health and safety of the students and staff.
5. No tape recording or video recording is permitted in the building or on school grounds, other than at school-wide functions.

HALL DISPLAYS/EXHIBITS

The wall strips in the hallways may be used to display announcements of school activities or election posters for school offices. It is necessary to have all materials approved by the teacher sponsoring the event or by the Main Office.

All posters and signs must be neatly printed or drawn, must be in good taste, and must use good grammar and correct spelling. All posters must be fastened to the wall strips with appropriate fasteners. Each team has a bulletin board and cork strips for displaying accomplishments and newsworthy items about its team.

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.

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, guidance, or 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 Affirmative 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. "Complainant" 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 POLICY 5751 & TITLE IX

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. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or students can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs 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 unwelcomed 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 is sexually 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.

This Policy 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. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the student being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any student, regardless of the student's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, 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 school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of students shall be published and distributed to students and employees to ensure all students and employees understand the nature of sexual harassment and that the Board will not tolerate it. The Board shall provide training for all staff and age-

appropriate classroom information for students to ensure the staff and the students understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, students and third parties.

In addition, if the Board accepts Federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of students. 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 in a school building or at another location.

SEXUAL HARASSMENT REGULATIONS 5751 & TITLE IX

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 unwelcomed 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 unwelcomed 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 student's 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 prohibit 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.

1. 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 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 recurrence 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 have 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. 2016.

BURLINGTON COMMUNITY RESOURCES

NJ 2-1-1 Need Help?	www.nj211.org	211
Family Services of Burlington Co	centerffs.org	800-963-3377
SCIP		609-835-6180
Lawyer Referral	www.burlcobar.org	609-261-4542
Child Advocacy Center		609-265-5881
Division of Children Protection & Permanency		877-NJ-Abuse (652-2873)
Anonymous Crime Tip Hotline	www.Wetip.com	800-782-7463
CONTACT of Burlington County	https://contactburlco.org/	856-234-5484
Burlington Cty Board of Social Services	www.bcbss.org	609-261-1000
SODAT of New Jersey		856-475-1310
2 nd Floor Youth Helpline	2ndfloor.org	888-222-2228 609-518-0149
Legacy Treatment Services	www.legaytreatment.org	609-267-5656
Catholic Charities - Providence House Domestic Violence Hotline		609-871-7551
National Runaway Safe line	1800runaway.org	800-786-2929
National Suicide Prevention Lifeline (talk)	suicidpreventionlife-line.org	800-273-8255
Mobile response stabilization services (PerformCare)		877-652-7624
Garden State Equality	Gardenstateequality.org	973-GSE-LGBT(473-5428)
Burlington County Gay & Lesbian Alliance		609-802-0394