

B. Bernice Young School Parent / Student Handbook & Agenda

2011 – 2012

**Dr. Denise King, Principal
Mr. Gary Russell, Vice-Principal**

Please note: *This publication shall not constitute a contract of any kind. Issues and concerns not directly addressed in this handbook are to be resolved by administration using BoE policy, past practice (when applicable), age-appropriate consideration, and appropriate discretion.*

Members of the community are encouraged to reference the Burlington Township Board of Education policies in their entirety electronically by visiting www.burltwpsch.org/district/policies. If a community member does not have Internet access and would like a copy of a policy, it will be provided without charge. Contact the district's public relations coordinator, Mrs. Liz Scott, at 609-387-3955 Extension 2074.

This Handbook belongs to the following:

Name: _____

Teacher: _____

Grade: PreK K 1 2

If found, please return to the following:

**B. Bernice Young School
1203 Neck Road
Burlington, NJ 08016
609-386-3520**

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B. Bernice Young School

1203 Neck Road Burlington, NJ 08016

Main office: 609-386-3520 Fax: 609-239-353 www.burltwpsch.org

District Mission Statement

The Burlington Township School District will develop the intellectual, creative, and social potential of each child through an active partnership with all members of the community.

B. Bernice Young School Vision:

Teaching, Learning, and Achieving Excellence!

September 2011

Dear Students, Parents, Guardians, and Families:

Welcome to the new 2011 –2012 school year at B. Bernice Young School. We are honored to serve you. To all of our new students entering our school for the first time, we are so happy to have you attend and begin a wonderful experience of learning and making connections with our YS family. We hope you will become involved in all of the activities and programs we have to offer. We are always so proud of our experienced first and second graders. They will be a tremendous support for our new students and are positive role models to help our younger learners navigate the hallways. We encourage all of the students to learn and have fun in their *second home*.

This handbook is designed to give you important information that will be useful throughout the school year. Please, remember to sign the receipt on the first page and return it back to school. Also, please put your handbook in a safe, convenient place for your handy reference when needed. We believe communication between home and school is a vital component for an effective and successful school year. We promote communication with your child's teacher on a regular basis throughout the school year, also check our website and Falcon Flyer for daily updates. We encourage all parents to volunteer for committees sponsored by the school (see enclosed Volunteer application and BoE policy) and the Young School Family Association (YSFA). Your participation is valuable and helps to improve our learning environment for students and staff.

Our team will continue to support children to strive for their highest potential. We have set high standards for academic and social performance of excellence. We have highly qualified teachers and support staff who have planned engaging activities and instructional lessons to enhance your child's learning. By working together, our vision is to: Teach, Learn, and Achieve Excellence! We are committed to providing the strongest foundation possible within our educational community as we fully support the Burlington Township School district's mission. We thank you in advance for your partnership, cooperation, and support to help us promote student achievement. Please let us know if we can help you throughout the year in any way. We really care about our newest family members. We are excited about your partnership to celebrate every student's success.

Sincerely,

Dr. Denise P. King, Principal

Mr. Gary Russell, Vice-Principal

**Parents,
Please sign and return the
permission forms and
Acknowledgement of District
Information and Policies
Form and return to your
child's homeroom teacher.**

Thank you.

Acknowledgement of District Information & Policies

B. BERNICE YOUNG SCHOOL

1203 Neck Road Burlington, NJ 08016 Phone (609) 387-1713

www.burltwpsch.org (Please view all policies on the BTSD website)

Review the instructions for each item included with this form, complete each section below, sign at bottom and return **THIS FORM** by September 9, 2011 along with the Emergency Card and other forms outlined in each numbered item below. Students must return all applicable forms to meet one requirement of the Student in Good Standing Program. Some of the numbered items only require acknowledgement of receipt and review.

Please Print Clearly:

Child's Name (LAST NAME) _____, FIRST NAME _____

1. E-Mail Communication Registration

To electronically receive newsletters and other pertinent information from the high school, please register your email by going to the district homepage (www.burltwpsch.org) and clicking on School E-News registration. This is a separate registration from the Falcon Flyer. **Items such as report cards and student schedules will not be sent electronically. Please also remember to notify us if your email address changes during the school year.**

- I **HAVE** computer access and **HAVE** registered with the district's School E-news information system. I can register more than one email address and will receive information pertaining to the YS school as well as important district updates.
- I **MAY** or **MAY NOT** have computer access, but **HAVE NOT** registered with the district's e-news information system. I would need all school and district information mailed to my home.

2. Acceptable User Policy/Media Release Form (enclosed) Policy # 6142.10

The Acceptable User Policy/Media Release Form is included. The Acceptable User Policy should be read, reviewed and your selection for your student can be checked in the section below.

3. Web Site Parental/Guardian Consent (check one)

I/We **DO GRANT** permission for Burlington Township Schools to submit my child's print and/or electronic image, and/or schoolwork along with name, school, and grade for any and all promotional purposes of the BTSD including publication in local print and/or electronic media.

Parent Signature _____ Date _____

I/We **DO NOT GRANT** permission for Burlington Township Schools to submit my child's print and/or electronic image, and/or schoolwork for any promotional purposes of the BTSD including publication in local print and/or electronic media. I understand that my child will not be included in publicity articles and that this restricts the district's ability to publicize my child's activities and accomplishments.

Parent Signature _____ Date _____

If you wish to change this agreement, you may do so at any time in writing to the principal of your child's school. **I acknowledge that this form pertains only to press releases that the school district submits; the district cannot be held responsible for photographs initiated by the media of my child in the public domain, such as at a sporting or community event.**

4. Consent to Survey/Anti-Bullying Survey (check one)

- I **GIVE** permission for the Burlington Township School District to include my child when conducting anonymous surveys related to social/health issues.
- I **DO NOT** give permission for the Burlington Township School District to include my child when conducting anonymous surveys related to social/health issues.

5. Drug & Alcohol Policy (#N5131.6) (enclosed)

I have received and reviewed the Burlington Township School District Drug and Alcohol Policy and have reviewed its contents with my student.

6. Harassment Policy (#S5512.01) and School Bus Discipline Policy (#3541.5) (enclosed)

I have reviewed the Burlington Township School District Harassment Policy on the District website and the enclosed School Bus Discipline Policy with my student.

7. Student Emergency Card (enclosed)

I have completed the Student Emergency Card and understand that I must return this item by September 9, 2011 to the school to be placed on file. The Student Emergency Card contains accurate information and I know that if information changes, the school should be notified to update the records.

8. Dismissal Authorization (check one)

My child will be a walker at the time of dismissal, a parent or designee on the emergency form will have permission to follow the safety and security procedures to escort my child from school.

My child will ride the bus or attend an afterschool program, unless a written note is given to change this authorization.

9. School Insurance Form (mailed home)

I have received the school insurance pamphlet and understand that if I wish to participate I must send the necessary information directly to the insurance company.

10. Free & Reduced Lunch Form (mailed home)

I have received the free and reduced lunch form in a separate mailing. **This form must be completed, signed, and returned to the school with my child only if I am interested in applying for the program.**

11. Family Educational Rights and Privacy Act (enclosed)

I have received and read the Family Educational Rights and Privacy Act (FERPA) and understand its contents.

12. School Calendar (enclosed)

I have received a copy of the school calendar for the 2011-2012 school year. I acknowledge that the version of the school calendar found on the school district's web site (www.burltwpsch.org) under the heading "2011-2012 Refrigerator Calendar" reflects any changes that may be made during the school year.

13. Handbook Acknowledgement

We have prepared a student-parent handbook with valuable information regarding district guidelines, district policies, individual school guidelines and general information. This handbook is available on the Young School website at (www.burltwpsch.org). I have reviewed this handbook and appropriate content information with my child.

SIGN BELOW AND RETURN THIS PAGE WITH YOUR CHILD'S NECESSARY DOCUMENTS!

I acknowledge that I have carefully read each statement & policy mentioned above and reviewed the necessary information with my student. I further acknowledge that I have completed the additional documentation required by the school to keep my student in good standing.

Signed (parent/guardian) _____ Date _____

Signed (student) _____ Date _____

B. Bernice Young School

2011-2012

Important Phone Numbers:

Superintendent's Office	387 – 3955 X 2056	YS Main Office	386- 3520
Affirmative Action Office	387 – 3955 X 2058	YS Nurse	386 - 6003
Business Office	387 – 3955 X 2050	YS Fax	239 - 3532
Curriculum Office	387 – 3955 X 2066		
Child Study Team	386 – 3955 X 2060	FWS	387 - 1799
Transportation Office	387 – 3955 X 2077	BTMS@Springside	699 - 4021
9th Gr. Hopkins Annex	387 - 3774		
BT High School	387 - 1713		

Young School Family Association (YSFA)

B. Bernice Young School appreciates the dedication of the Young School Family Association (YSFA) executive team members and all parents. Our home-school partnership enhances our commitment and connects to the YSFA. All parents and guardians are warmly encouraged to join the YSFA and share in the wonderful contributions provided to our learning community. The YSFA organization has a mailbox in the main office for correspondence. Also please visit our website for additional information and events: www.burltwpsch.org

YSFA Officers

President:	Mrs. Christine Carney
1st Vice-President:	Mrs. Lori Dorety
2nd Vice President:	Mrs. Cherryl Evoy
Treasurer:	Mrs. Kim Peoples
Secretary:	Mrs. Jeri Fell

Faculty and Staff

Principal	Dr. Denise King
Vice Principal	Mr. Gary Russell
Nurses	Mrs. Debbie Ford & Mrs. Jen Cohen
School Counselors	Mrs. Jeanene Stefanski & Mrs. Dana Middleton
Secretaries	Mrs. Sandra Moreno, Mrs. Laurie Bozarth
Instructional Assistants	Mrs. Anne Zack and Ms. Candy Morris
Child Study Team	Ms. Merisha Sturgis, Mrs. Sherrie Wexler, Mrs. Kelly Veneziano
Media Specialist:	Mrs. Christine Leh

Child Study Team Staff Members, Classroom Teachers, Special Education Teachers, Related Arts Teachers, Speech and Language Pathologists, an ESL Teacher, Academic Achievement Teachers, Teacher of the Encore program (gifted & talented), Reading Specialists, Literacy Coach, special education aides, cafeteria staff, and our clerk are also employed by the Burlington Township Board of Education and work at B. Bernice Young School to provide outstanding programs and quality instruction for our students.

District Administration

Board of Education Offices: 609- 387- 3955
Website: www.burltwpsch.org

Superintendent
School Business Administrator/ Board Secretary
Assistant Superintendent for Curriculum and Instruction
Director of Special Education / Child Study Team / AAO
District Guidance Director
District Supervisor / Public Relations Coordinator
District Supervisor
District Supervisor
District Supervisor / Athletics Director

[Dr. Christopher Manno](#)
[Mrs. Mary Ann Bell](#)
[Ms. Ann Britt](#)
[Ms. Elizabeth Parnagian](#)
[Mr. Jim Mills](#)
[Mrs. Liz Scott](#)
[Mr. Ed McGuigan](#)
[Mr. Walt Spiehs](#)
[Mr. Peter Teifer](#)

Board of Education

President
Vice President
Board Member
Board Member
Board Member
Board Member
Board Member
Board Member
Board Member

[Mrs. Susan Eichmann](#)
[Mrs. Judy Hirt](#)
[Mr. Philip Bigelow](#)
[Mr. Scott Boito](#)
[Mrs. Donna Crenshaw](#)
[Mrs. Sherry Knight](#)
[Dr. Richard Lynch](#)
[Mrs. Maryann McMahon-Nester](#)
[Mr. Israel Rivera](#)

Programs

The curriculum is guided by the New Jersey Core Curriculum Content Standards and needs assessment / goals developed by staff and parents. Emphasis is placed on meeting the needs of the learner in literacy, mathematics, science, social studies, and communication skills. Most students will change classes for academic subjects. Pre-kindergarten through second grades are self-contained. If qualifying, students may participate in a gifted and talented program (Encore). A variety of programs for children with special needs is provided. Related arts teachers provide instruction in art, computer technology, music, physical education & health, library, and Spanish. An auditorium/gymnasium is used for physical education, school assemblies, and various performing arts productions that are presented during the school year. Several acres of ground behind the school are used for physical education classes, environmental studies, and other instructional purposes. We have two age appropriate playground areas including a music garden for outside recess and motor skills development.

Technology

Students will receive instruction in computer technology in their classrooms as well as in a modern computer lab facility. Every classroom is equipped with computers and 1 teacher station that are all fully networked and have Internet access. The computer labs each house 25-30 computers that are also networked. Digital cameras, scanners, laser and inkjet color printers, and an LCD projection system are also available to enhance instruction. A telephone voice-mail system allows staff to receive messages throughout the day and provides for ongoing communication between home and school. The district has installed the VBrick system for video resources. Teachers are able call up resources via the computers for use in the classrooms.

School Hours

School begins at 9:00 AM and ends at 3:30 PM for grades Kindergarten through 2nd.

Children should arrive by 8:50 AM, but **not before 8:50 AM** as staff will not be available to monitor for safety and supervision. **Pre-school classes are half-day sessions.** Morning classes are 9:00 AM to 11:30 AM and afternoon sessions are 1:00 PM to 3:30 PM.

Early Closing/Delayed Opening

On the school calendar early closings and late openings are scheduled throughout the year. Please adhere to the following schedules are used on these days:

Early Closing – Pre-Kindergarten

AM session – 9:00 AM – 11:30 AM

PM session – 10:30 AM – 1:00 PM*

*Because the PM session begins earlier than usual, busses will begin picking up students 2 ½ hours earlier than the usual time. Please be prepared

Delayed Opening –Pre- Kindergarten

If there is a late opening due to inclement weather, Pre-Kindergarten classes will be from 11 am to 1:30 pm for the morning session and 1:00 to 3:30 pm for the afternoon session.

Kindergarten through 2nd Grades

All other Young School students will begin at 11:00 AM (2 hours later than the usual time) when there is a **LATE** opening. When there is an **EARLY** closing students will be dismissed at 1:00 PM.

EMERGENCY CLOSING OF DISTRICT SCHOOLS

- KYW (1060AM) – district code number: 713 **or**
- Call the Burlington Township Schools Activities and Emergency Closing Line: **609-387-1731 or**
- Call the B101.1 SnowLine. Dial the toll free number: **1-888-566-SNOW (7669)**. Then enter the District ID number **2239** and listen to the information about school closings, early closings or delayed openings **or**
- Watch FOX TV Channel 29 “Good Day Philadelphia” show (6:30 AM – 9:00 AM). Look for Burlington County and then watch for information on Burlington **Township** Schools. This information will scroll across the bottom of the TV screen.

Remember:

- A delayed opening schedule means two hours later than the student’s normal time.
- Early dismissal is at 1:00 pm for Kindergarten – 2nd grade students.

Who Should I Contact? Chain of Communication

Many parents have academic questions about their children and the classes in which they are involved. Please direct your inquiries using the following chain of communication:

1. **Discuss your questions/concerns with the teacher.** If you still have questions...
2. Make an appointment to discuss the questions you have with the Vice Principal or Principal. If you still have additional questions...
3. Submit those questions/concerns in writing to Superintendent of Schools, with a copy to the Principal.

Student Arrival and Dismissal Procedures

Arrival **8:50 AM (PreKindergarten through 2nd grades)**
1:00 AM (PM PreK session only)

Dismissal **11:30 AM (AM PreK session only)**
3:30 PM (All students)

1. All persons must drop off/pick up children in grades Prekindergarten through 2nd at the main office entrance. Children will not be permitted to go alone to cars in the parking lot. **Students can not be dropped off for school prior to 8:50 AM as staff members will not be available for to monitor their safety. Parents are required to stay with students in the lobby area until the start of the school day.**
2. No parking in fire zones, bus lanes (Yellow Zones) or handicap parking areas (Blue Zones) without proper sticker (subject to fines).

CROSSING GUARDS

(for students who walk to school with parents)

There will be a crossing guard in front of the school on Neck Road and one at Columbus and Neck Road.

Please use the area designated for walkers to cross safely into the building under the assistance of the crossing guards.

The schedule below should be noted so that you can schedule the arrival of your children to coincide with the time a crossing guard is on duty. Please instruct your child to cross **only** at the place where the guard is on duty.

CROSSING GUARD SCHEDULE (subject to change)

8:30 am - 9:15 am
11:20 am - 1:20 pm
3:20 pm - 4:05 pm

Pick up at Dismissal Time for “Walker’ Students

The Young School Community continues to refine procedures to ensure the safety of students, which is our first priority. Please adhere to the procedures when picking up a child for parents/guardians or those named on the emergency card.:

- All parents/guardians are required per BoE policy to provide picture identification when picking up a child.
- A staff member will review the identification/emergency card for accuracy and provide a permission granted card to the parent for authorization to pick up the student.
- Please do not call students to approach you when you enter the foyer waiting area. A staff member will facilitate the release children in a safe and orderly manner.
- Written documentation must be received for any changes in dismissal or pick up for any child. Please use our form located on our website.

If you have any questions, please contact our administrative and safety team. Thank you.

Y- Primetime Student Pick-up

As always, the safety of students is our highest priority. We request parents follow the procedures for picking up students from the Y- afterschool program during our regular dismissal for busses in the cafeteria area. For the safety of students boarding the busses and to ensure all students are safe during this time, all parents picking up children from the Y- afterschool program prior to 3:45 pm must report to the main office. Please park in the main parking area and proceed to the main office. A visitor’s pass will be provided and Y personnel contacted with notification of your arrival. We thank you in advance for your cooperation to ensure the safety of all children. As always, we appreciate your partnership. Feel free to contact an administrator directly, if you have any questions. Thank you.

Bus Dismissal

Students are dismissed to various locations at the end of the instructional day. Busses depart from our school at 3:30 pm or upon arrival. Bus information and concerns can be directed to the school or transportation department.

PUPIL PROGRESS AND REPORTING



It is our philosophy that homework serves several purposes:

- it teaches self-discipline, independence and responsibility
- it increases academic achievement
- it expands the curriculum
- it allows students to explore topics beyond the limits of the classroom
- it provides a time for parents to become involved in their child's education and keeps parents knowledgeable about subjects and concepts being taught.

The following will serve as a guideline for assignments:

1. Homework is to be assigned on an average of 4 times per week to all students.

Assignments may vary by subject and time required to complete.

2. Each grade level teacher should insure that all assignments given will not exceed the following amount of time:

Kindergarten = 5 to 10 minutes

1st grade = 15 minutes

2nd grade = 20 minutes

3. Homework will not be assigned on weekends or holidays except for long-term projects, which may include a holiday. (However, the assignment should provide a minimum of two weeks to complete). Also, if a student has class work and/or homework to complete due to absence or has not completed all class work due to poor work habits, homework may be required on the weekend.

4. Homework is to be checked, collected, and/or graded for credit.

ADMISSION TO FIRST GRADE

Every child completing the kindergarten program will be administered an Exit Skill Test given in the third trimester for consideration of placement.

REPORTING PUPIL PROGRESS

Several means are used to report pupil progress: conferences, interims progress reports, report cards, as well as voicemail and e-mail.

Parent-Teacher Conferences are scheduled twice yearly. Please refer to the school calendar for the dates. The teacher or the parent, if necessary, can arrange additional conferences.

Teachers prepare interim reports during a trimester period to update the parent/guardian of a child's progress.

Report cards are issued 3 times for Pre K through 2nd grades. The dates are marked on the school calendar.

Additionally, our teachers have voicemail (see listing of mailbox extensions) and e-mail for receiving messages from parents/guardians. We encourage parent-teacher communication.

E-mail addresses are listed on our district website: www.burltwpsch.org

PHYSICAL EDUCATION PROGRAM

Improper attire can hinder any physical education program. Long dresses, shirts, sandals, clogs, boots etc. can be very dangerous. **Students are required to wear sneakers.** On gym days, please send your child to school in comfortable clothing (slacks, shorts, warm-up suits, etc.) and **sneakers.**

It is possible that your child could be excluded from physical education class if he/she is dressed improperly. As you know, children in grades preschool through fifth are very active and they play strenuously. We want to be sure they play safely.

Please restrict the wearing of jewelry on gym days for your child's safety. Each student will be graded each class period on the following criteria:

- class attendance
- class participation: participates fully in the class and exhibits the ability to work with others
- citizenship: attitude, behavior and the ability to listen and follow directions.

If your child cannot take gym, **he/she must have a note** from parent, doctor or school nurse. Hopefully, parents will aid the school in training pupils to meet this responsibility for being prepared. Failure to comply with these gym requirements will be reflected in the student's grade.

HEALTH CURRICULUM Grades One & Two

Our staff incorporates many of the skills into daily teaching especially when dealing about self-esteem and social concepts. According to NJAC 6:29-7-1, each parent will receive an outline for the curriculum for family life education.

Each parent/guardian has the right to request exclusion from any portion of the curriculum for his/her moral or religious beliefs. The parent/guardian must send the principal a signed statement with the objection listed. No penalties will result from the exclusion.

ENCORE PROGRAM formerly known as P.E. L.

The Encore Program consists of a whole class enrichment program that is taught by the Encore teacher. It is offered in Kindergarten through second grade. The teacher will provide learning experiences in a supportive structure with identified students to augment their skills as active learners. Students will be given opportunity to experience interactive lessons using critical-thinking skills.

BURLINGTON TOWNSHIP SCHOOLS
School Health Services

Dear Parents / Guardians,

Welcome to Young School. In accordance with New Jersey State Law and School Board Policy, **all new students entering Burlington Township Schools must have a physical examination.** This exam must be completed by your child's primary health care provider and recorded on a Burlington Township Schools Physical Form.

In an effort to expedite matters and to avoid inconvenience, a physical form is on the back of this letter. Please have your physician record the examination results on this form. Documentation of any immunizations should also be included. **Documentation of this exam must be presented to the School Nurse within 30 days from their start in school or your child may be excluded from school.**

Please contact the School Nurse with any questions or concerns.

Sincerely,

Debbie Ford, RN
School Nurse

B. Bernice Young School
1203 Neck Road
Burlington, NJ 08016

Phone: 609-386-6003

A MESSAGE REGARDING STUDENT HEALTH AND SAFETY

There are occasions when your child may become ill or injured in school and immediate attention is required. Please review carefully:

STUDENT EMERGENCY CARD - Required to be filled out completely and kept up-to-date during the school year. Telephone numbers for emergency contacts during school hours are **extremely important**. Remember to notify the school if work or emergency contacts change. Day Care, care-giver's or babysitter's name and telephone numbers are also needed. Important health history can be included on this card.

Two emergency contact numbers **MUST** be listed. ONLY CONTACTS LISTED ON THE EMERGENCY CARD WILL BE ABLE TO PICK UP YOUR CHILD FROM SCHOOL. The Emergency card includes the student's Annual Medical History, Allergies, health conditions or current medications should be noted here. There is also an area for parental permission allowing the nurse to administer non-prescription pain/fever relievers and permission for physical examinations.

HEALTH HISTORY - Previous illness and medical conditions: i.e. allergies, bee sting, reactions, epilepsy, asthma, heart disease, diabetes, nosebleeds, etc. and recent surgeries need to be reported to the nurse. Inform the nurse of any new conditions which may develop during the school year.

ILLNESS - Please call the school when your child is ill and will be absent. We strongly suggest that if your child shows signs of illness (fever, nausea, sore throat, severe headache, cough) that he/she should remain home. If your child has had a contagious disease or is absent for 5 days or more, a doctor's note is required when the child returns to school.

MEDICATION - If it is necessary for a student to take medication during school hours, the school nurse must receive written orders from a physician indicating the student's diagnosis, name of the medication, dosage and administration time. Also required is a written request from the parents that the child be permitted to receive the medication. These requirements are included on the Medication Permission Form available from the nurse (a copy can be found in this handbook). Medications must be brought to school in their original container and will be kept in the nurse's office. These regulations apply to both prescription and non-prescription medications. Medications are to be brought to school by the parent/guardian only.

PHYSICAL EXAMS - Upon entering school within 30 days all children are required to have a physical exam by their family physician. If at any time your child has an exam, please take the physical exam form to the physician and return it to the nurse to be recorded on your child's health records. This form can also be found in this handbook. If your child doesn't have a family physician, an exam by the school physician can be arranged. It is also recommended that students receive subsequent medical exams at least once during each developmental stage. A copy of the Burlington Township School Physical Form is included in this handbook. If your child does not have a primary physician, the school physician may provide this service. An exam by the school doctor does not replace routine care provided by your child's physician. If you are not covered by health insurance, please contact the School Nurse for information on NJ Family Care. The School Nurse can also provide names of primary care physicians located in the area.

IMMUNIZATION - It is important that you send documentation of any immunization updates that your child receives to the nurse's office. If these updates occur during the summer, please stop by the school office so a copy can be made, or send a copy through the mail to the school address.

WATER BOTTLES IN SCHOOL – Our students are not permitted to bring water bottles to school without medical need. Unless extremely severe conditions occur, the district does not recommend that students use water bottles due to possible spread of infection if shared between students. If conditions such as extreme temperatures dictate that frequent drinks are necessary, families will be alerted. The health and wellness of the children will be held first and foremost.

**If you have any questions, please call the nurse in the building.
Young School Nurse: 386-6003**



Basic Health Reminders:

The cold, flu, strep and stomach virus season has started. An ill child cannot function properly in the class and exposes others to their illness. Your child should be kept home if any of the following apply:

Temperature

100 degrees or more (before the use of Tylenol or a fever reducing medication). The child must have a normal temperature for 24 hours before returning to school. Students that are sent home from school due to fever, vomiting or diarrhea must remain home the next day of school. Students may return when they are fever free, without medication, for 24 hours. Students must also stay home until they are well for 24 hours without diarrhea, or vomiting before returning to school.

Abdominal or intestinal distress

If your child has vomited or has had diarrhea the night before or in the morning, please keep the child home

Severe Cough/Cold

Even without a fever, the child should stay home until cleared by the doctor. Remind child to always wash hands with soap and water to reduce spreading.

Asthmatic

Conditions that are not improving with prescribed medication, or if wheezing or coughing are still present after using the inhaler/treatment, contact the physician for further treatment and recommendations.

Head Lice

Occurs throughout the year- please reinforce with your child not to share hats, brush, comb. If you believe there is a concern please contact the nurse immediately to reduce spread of the infection to others in the building. The nurse will check your child's hair and attempt to notify close contacts.

Please Note: On the next pages, you will find copies of the following:

**PHYSICAL EXAMINATION
MEDICATION ORDER and PARENTAL PERMISSION
FOOD ALLERGY SURVEY**

Please return all appropriate forms to the school by September 9th.

Food Allergy Survey

Important: Only return this form to the nurse by September 9, 2011 if your child has a life threatening food allergy or is lactose intolerant.

_____ **Teacher** _____ **Grade** _____
Student Last Name, First Name

Excerpt Policy #5141.22:

“A pupil with anaphylaxis to food should not consume any food product which he/she does not know or is unsure of the ingredients, or the food preparer or server cannot identify the ingredients. The teacher will provide the parent/guardian and the pupil with advance notice of any classroom experience, field trip and/or classroom celebration in order for the pupil to bring a food or beverage from their home so they may participate in the activity.” ***Please visit our website to view the entire policy***

Which food(s) is your child allergic to:

Type of reaction and severity: _____

Comments:

Lunchroom Restrictions? (please circle one) YES or NOT AT THIS TIME

Does your child require seating at a table separate from that food product(s)?

Students that buy school lunch need a **doctor’s note** stating that they are **lactose intolerant** in order to receive a substitute drink with their school lunch.

Signature of Parent/Guardian

Date

Home # _____ Cell # _____ Email: _____

Thank you in advance for your cooperation, to ensure the health safety of all students.

Any questions contact Mrs. Ford RN at 386- 6003



LUNCH INFORMATION

Our cafeteria staff serves nutritious lunches daily. The Board of Education has established the following prices for the school year, \$2.10 for TYPE A LUNCH - Full lunch with milk and dessert includes alternate options such as peanut butter & jelly, deli sandwich, salad, or hot dog. Milk may be purchased separately for 40¢ per container. PIN Accounts – Each child will receive a “pin number” to use when purchasing lunch. This PIN ACCOUNT is a debit account and must be prepaid by sending in money to first establish a balance, and then on regular basis to keep the balance replenished.

We strongly encourage parents to use the MealPay Plus (on district webpage) or send a check in with your child in a clearly marked envelope with the student’s name, pin number, teacher and grade identified. Please make checks payable to: **B. Bernice Young School Cafeteria**

Any questions relating to the lunch program should be addressed to the school kitchen between the hours of 8 AM – 2 PM. Young School kitchen: 609-386-3520 ext 5021

SNACK INFORMATION

PreKindergarten, Kindergarten, First and Second Grades

We encourage parents to provide a daily healthy snack from home. The snack may include a drink that does not require refrigeration and a healthy, nutritious snack. Due to allergy concerns, children may not share any food items. Soda is not permitted with snack or lunch.



BIRTHDAY CELEBRATIONS

On a school-wide basis, we recognize this special day for students. Birthdays will be recognized daily during our morning announcements. A special birthday cap and sticker will be provided for each student as a special token of recognition on their special day.

PERSONAL PARTY INVITATIONS FROM HOME

Due to confidentiality laws, teachers and office staff are not permitted to give phone numbers or addresses of classmates to parents or visitors. Also, teachers are not permitted to give out invitations for personal parties during school time unless one is given to every member of the class.

FOOD SAFETY REMINDER

Please do not send in any food (cupcakes, brownies, candy and other sweet treats) due to the various allergies and other medical conditions of students in various classrooms. Please review and adhere to the DISTRICT NUTRITION Policy # 5141.22 and ANAPHYLAXIS TO FOOD Policy #N5141.22

If items are sent to school but not allowed to go to the classroom and not picked up in a timely manner they will be donated or disposed of. Please coordinate with the classroom teacher to provide an alternative token of celebration or provide a small learning craft activity. We strongly request your cooperation in this important matter for the safety and well-being of our students.

VISITORS TO OUR SCHOOL

Visitors are welcome to Young School. However, appointments must be made in advance for classroom observations. Parents that would like to observe classes are asked to schedule their visits with the teacher, an administrator may accompany them during their stay in order to answer any questions they may have. Please be mindful, in order to maintain continuity of instruction, visitations observations are to be limited to 40 minutes (1 class period) or as agreed by with the teacher. For security purposes, all visitors must report to the main office, present photo ID, sign in, and receive a Visitor's Pass.

SERVICES FOR STUDENTS

Counseling

Mrs. Jeanene Stefanski and Mrs. Dana Middleton are the YS School Counselors. Our counselors provide a variety of small and individual group sessions to support the growth of our students.

Academic Achievement Program

This program is created to provide additional instructional assistance to students who require additional support. The teacher will communicate with parents as needed.

English as a Second Language Program

Students whose primary language spoken at home is one other than English may be eligible for this program. A certified ESL teacher provides an intensified English language development program daily throughout the year.

Homebound Instruction

If your child must be out of school for more than 10 days due to illness or injury, it is possible to arrange for a tutor at home. Should a problem of this nature occur, the following steps should be taken: obtain a statement from your doctor concerning the length of the incapacity; attach to the above statement a written request for homebound instruction. Both documents should be forwarded to the Principal. Upon approval, the principal or designee will provide assign a teacher.

ACCIDENTS

All accidents occurring within the school premises or during school sponsored activities **MUST** be reported to the school nurse as soon as possible. Emergency first aid will be administered by the nurse and if further medical attention is or may be required, an **insurance claim** is be filled out and should be submitted to the doctor and to the hospital. These forms are available from the nurse.

SCHOOL INSURANCE

Students are provided with accident insurance coverage for school activities by the Board of Education. It is secondary coverage, supplementing whatever usual and reasonable expenses are not covered by the parent's insurance. If the family does not have any other insurance plan, the school plan will pay the usual and reasonable expenses, being subjected to the policy conditions.

PARENT'S RIGHT TO KNOW

Student records will be available for review by the child's parents or guardians. If you would like to review your child's records, contact the Young School office and the necessary arrangements will be made. A designated school official will be present during the review of records in order to assist in interpretation. An advanced notice of 24 hours is requested.

MEGAN'S LAW

This law requires convicted sex offenders to register with local police. Megan's Law established a three-tier notification process regarding offenders in the neighborhood. The County Prosecutor's office is responsible for establishing the appropriate tier for each offender. Community members are only notified of the Tier Three, or high-risk offenders. Notification to schools, day care centers, registered community groups, and summer camps occurs for Tier Two.

CLASS TRIPS

Class trips provide cultural and educational experiences for all students. Students are responsible for their behavior. Class trips are a privilege. The building administrator will determine if a student is not eligible to attend. The parent will be notified if a student lost his/her privilege to attend a trip. At the discretion of one of our school nurses, a child may be held back from attending a class trip out of the building if there are significant medical concerns. The health and wellbeing of our children is something that we cannot compromise, and sending a child out of the school presents additional concerns if there is a medical issue of which we are aware. If a child is kept back, the parent will be directly contacted.

The number of parent volunteers asked to accompany any trip is limited to bus space and trip requirements established by the team in charge of the trip along with the building administrator. Chaperones are required to pay for their admission fee. Refunds for fees cannot be guaranteed. For safety reasons, we strongly discourage parents who are not selected chaperones from following the bus or attending the field trip independently. Parents will not be permitted to shadow his/her child and children cannot be released to parents until they return to the school designation.



STUDENT BEHAVIOR EXPECTATIONS

The administration is making every effort to ensure that your child will be provided with an excellent educational environment during the upcoming year. One way to help provide that environment is to establish student behavior expectations.

Student misconduct interferes with learning, safety and developing respect. Misbehavior takes up valuable learning time and decreases learning opportunities. Furthermore, when children are not held accountable for their misbehavior, they often end up learning that “rules are made to be broken.” Our school policy is to establish meaningful rules that focus on respect for other people, respect for property and safety:

BE RESPONSIBLE

for their actions
for following school rules
for their school work

BE RESPECTFUL

of themselves and their appearance
of others
of school and personal property

BE AN ACHIEVER

always do their best

Your child’s teacher will establish specific classroom rules and consequences. The following rules are enforced for all students in our learning community:

1. Keep hands, feet, and objects to yourself.
2. Use only kind words to each other.
3. Follow directions when directed by an adult.
4. Walk, please do not run and talk quietly in the building.
5. Severe physical outburst and harm to self or others are subject to suspension.

DISCIPLINE

We are all responsible for maintaining a good school climate. Teachers and all staff members (including aides /paraprofessionals/ cafeteria & playground staff / hall monitors/custodians) are expected to maintain an effective learning environment in our classrooms, in our halls / stairwells / lavatories, in the cafeteria, throughout the entire building, and on our grounds. Students are expected to adhere to a set of fair and reasonable classroom and school rules as the foundation for this environment. These rules are designed with safety as the top priority. Parental support is an essential ingredient in maintaining the desired behaviors.



CONSEQUENCES FOR INAPPROPRIATE CONDUCT

Suspension

There are several forms of suspension including: in-school recess suspension and exclusion from school (out of school). A building administrator, on the basis of the offense and the number of previous offenses, may assign appropriate consequences. A student who is assigned an out-of-school suspension is not permitted on school grounds before, during, and after school.

The following offenses constitute some of – but not limited to – the reasons for suspension:

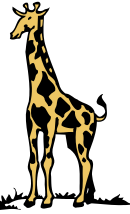
- · Insubordination / defiance
- · Fighting (please see note below)
- · Bringing / possession of a weapon or dangerous object – real or toy
- · Possession of obscene literature or pornographic materials
- · Stealing
- · Profanity, abusive/offensive language, gesture, or writing
- · Dangerous misconduct including horseplay
- · Harassment and/or bullying
- · Comments made based on race, religion, ethnic background, gender, or other factors that may harm others
- · Threats made – either verbally or in written form - to other students or staff members
- · Plagiarism or other forms of copying / taking credit for others' work (refer to Academic Integrity)
- · Physical violence and/or verbal provocation directed against a school employee (Board of Ed. Policy)
- · Destruction of school property (financial reimbursement may be sought for any damage)

Important note: Be aware that if two or more students are involved in a physical confrontation or fight, all involved are subject to consequences – regardless of which child initiated the altercation. All children are strongly encouraged to use peaceful means to resolve conflicts. Any child who feels threatened or is physically confronted is encouraged to report the aggression to a staff member. Children who choose to respond in a physical manner are subject to appropriate consequences.

The length of a suspension will depend upon the frequency and/or the nature of the offense. Burlington Township Board of Education policy requires a hearing before the Superintendent and/or the Board for a suspension invoked for greater than ten (10) days in length.

PLAYGROUND RULES

- ❖ Students are expected to be good listeners and exercise good manners towards all students and adults.
- ❖ Students must follow directions given by adults in supervision concerning the areas for play and general supervision. Disrespect for adults will not be tolerated and result in appropriate consequences.
- ❖ Contact sports like football will not be permitted.
- ❖ Students are not to push, shove, or call each other names.
- ❖ Students are not to use profanity at anytime during school.
- ❖ Fighting will NOT be tolerated and will result in appropriate consequences.
- ❖ If a student chooses not to follow the correct playground rules, a “time-in” from play may result, being sent to the office, or for serious offenses, suspension from school.
- ❖ Students who do not bring coats to the cafeteria on cold days will not be permitted to go outside.
- ❖ Students will not be permitted to come back into school after dismissal to the playground unless it is an emergency.
- ❖ Sick or injured children will be sent to the nurse along with student helpers.
- ❖ Rewards will be given periodically to students exhibiting excellent behavior



CHARACTER EDUCATION

Developing Pro-Social Skills

Program Mission:

As a result of consciously emphasizing pro-social skills throughout the schools in Burlington Township, the members of the educational community – staff and students – will work collaboratively to enhance:

- Interpersonal Relationships
- Building a Positive Climate
- Student Management
- School Safety

Included in the curriculum, this program will help our students develop pro-social skills throughout the school year. The cornerstones of our program are: Manners, Self-Control, Compassion, & Service to others. The expectations of the program are:

Be Responsible

for your actions

for regularly following all school procedures and practices

Be Respectful

of yourself and your appearance

of others

of school and personal property

Be An Achiever

set goals

maximize your potential

STUDENT DRESS

Students are expected to take pride in their appearance and dress appropriately for school. Abbreviated shorts, tank-tops, “spaghetti straps”, blouses that expose the bare midriff, or clothing that exposes undergarments are NOT ACCEPTABLE. Shorts and skirts should extend to the fingertips when the arms are held straight down to the sides. Boys’ shirts should have sleeves that extend over the shoulder. **All shoes worn to school must have backs.** Backless shoes or sandals can lead to injuries on the playground, stairs, or other areas. Clothing that may be appropriate for the backyard or the beach is not appropriate for school. If a student is found to be in violation of the dress code, the parent will be called and asked to bring appropriate clothing to school. Please refer to the Board of Education “Student Dress Code” Policy, found later in this handbook, for further clarification.

SCHOOL BUS REGULATIONS FOR PUPILS

FIGHTING ON THE BUS WILL NOT BE TOLERATED! Consequences include Bus Suspension.

I. PREVIOUS TO LOADING (on the road and at school)

1. Be on time at the designated bus stop (10 minutes early is suggested). This helps to keep your bus on schedule.
2. Stay off the road at all times while waiting for the bus. Bus riders are expected to conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful in approaching bus stops.
5. Bus riders are not permitted to move towards the bus at the school loading zone until the buses have been brought to a complete stop.

II. WHILE ON THE BUS

1. Keep hands and head inside the bus at all times after entering and until leaving the bus.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as you would valuable furniture in your own home. Damage of seats, etc., must be paid for by the offender.
5. Bus riders should never tamper with the bus or any of its equipment.
6. Leave no books, lunches or other articles on the bus.
7. Keep books, packages, coats and other objects out of the aisles.
8. Do not throw anything out of the bus windows.
9. Bus riders are not permitted to leave their seat while the bus is in motion.
10. Horseplay is not permitted around or on the bus.
11. Bus riders are expected to be courteous to fellow pupils and bus drivers.
12. Absolute quiet when approaching a railroad crossing stop.
13. In case of a road emergency, children are to remain in the bus.

III. AFTER LEAVING THE BUS

1. Pupils who must cross the highway to reach their destination shall cross in front of the stopped bus after the driver has verified that the warning lamps are operating and has told them that it is safe to cross. Caution is especially necessary on stormy days.
2. The driver will not discharge riders at places other than the regular bus stop at the home or at school unless by proper authorization from school officials.
3. Pre K & K children are not allowed off the bus unless there is a responsible person to meet them at the bus stop.

IV. BUS ASSIGNMENT

1. Your child will be assigned to a bus according to your address. Bus times and stops will be mailed prior to the start of the school year.
2. A child cannot take a different bus than regularly assigned without permission from the Business Administrator.

The privilege of riding the bus will be revoked (suspended) for misbehavior on the bus or at bus stops. Repeated disregard of these regulations will result in suspension from school. It is the responsibility of the bus driver to give incident reports to the school. A school official will act upon these.



PHILOSOPHY CONCERNING BUS RULES AND SAFETY

We believe all students can behave appropriately and safely while riding on the school bus. We will not tolerate unacceptable student behavior that prevents the driver from doing his/her job or that creates an unsafe place for students on the bus.

RULES:

1. Follow directions of the driver.
2. Stay in your seat.
3. Keep all parts of your body in the bus.
4. No pushing, shoving or fighting at any time.
5. No eating, drinking or spitting
6. Respect other student's belongings.

CONSEQUENCES:

- 1st Incident: Driver verbally warns student, unless severe.
- 2nd Incident: Driver submits to the office a "bus warning report".
- A conference is held with the student.
 - Copy of the report is sent home with a warning, unless severe.
- 3rd Incident: Driver submits to the office a "bus warning report".
- A conference is held with the students.
 - Parent is contacted.
 - Suspension from the bus is given for 1 day, unless severe.
- 4th Incident: Driver submits to the office a "bus warning report".
- A conference is held with the students involved
 - Parents are contacted
 - Suspension from the bus is given for 2 or more days, unless more severe.

ANY FURTHER INCIDENTS REPORTED FROM THE DRIVER WILL WARRANT SUSPENSION FROM THE BUS FOR A LEAST 3 DAYS. SUSPENSIONS FROM THE BUS WILL BE ISSUED DEPENDING ON THE SEVERITY AND THE AMOUNT OF TIMES A BUS REPORT HAS BEEN WRITTEN ABOUT THE CHILD.

SEVERE DISRUPTIONS:

The following will result in AUTOMATIC SUSPENSION from the bus:

- Physical harm to a student.
- Physical harm or threat of physical harm to the driver
- Property damage to bus.
- Refusal to obey the driver.
- Carrying any type of weapon (knife, pen knife, play gun, etc.)

For safety and security purposes, school buses in the Burlington Township School District, may be equipped with audio and video recording devices. These devices will be mounted in plain view of the students. All tapes are subject to review by school officials.

Any questions or concerns about busing can be addressed to the following:

Mrs. Pat Arrent

Laidlaw Bus Coordinator: 387-1713 EXT 1118

Mrs. Madeline Moyer -

Burl. Twp. Bus Coordinator: 387-3955 EXT 4117

Child Find

To parents who suspect that their child may have a disability: If you feel your child is having some difficulty speaking, hearing, seeing, walking, or playing with toys, please contact the **Burlington Township Child Study Team** at 609-387-3955.

Intervention & Referral Service (I&RS)

The I & RS Team is comprised of a group of professionals who work effectively to review student progress and provide recommendations to meet the needs of the child. This team consists of teachers, education specialist, parents, and administration who meet regularly to discuss appropriate strategies to promote student achievement.

SECTION 504/ADA

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who: Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working; Has a record of such an impairment; or is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Burlington Township Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

The District 504 Coordinator has designated the following administrators as building designees:

Young School	– Gary Russell
Fountain Woods School	– Erin Dewey
Middle School @ Springside	– Laura Sivon
Burlington Township High School	– Chris Ilconich

BURLINGTON TOWNSHIP SCHOOLS

Schools and Community – Partners in Learning

Burl. Twp. Board of Education- Ms. Bell, Business Administrator: 387-3955
700 Jacksonville Road, P.O. Box 428
Burlington, New Jersey 08016

Phone: (609) 387-3955

Fax: (609) 239-2192

Volunteer Application

The following form must be completed and delivered to the Superintendent’s Office in order to begin the process of approval to volunteer in the Burlington Township School District.

Name _____

Address _____

Phone _____

Email _____

Children in District:

Name	School	Grade

Please complete the following for each activity for which you intend to volunteer.

Activity	School	# of times you intend to volunteer or how often	Staff member contact person (e.g. teacher, coach, etc.)

How many times/how often did you volunteer in the BTSD in the last year? _____

I have read and understand the Volunteer Policy on the reverse side and will abide by and uphold all Burlington Township School rules and policies.

Volunteer’s Signature

Date

Signature of Administrator (see box)

Date

B.B. Young School, Dr. King Fountain Woods Sch., Mr. Johnson Middle School, Mr. Penny High School, Mrs. Phillips Athletics/Activities, Mr. Teifer

**BURLINGTON TOWNSHIP SCHOOLS
BURLINGTON, NEW JERSEY**

VOLUNTEERS

- A. The board of education values the efforts and contributions of our volunteers. The district is also committed to the safety of our students, staff and schools. This commitment to safety and NJLaw PL 2007, c. 82, states that boards of education may obtain a Criminal History Record Checks for all individuals, who, on an unpaid voluntary basis, provide services that involve regular contact with pupils.
- B. All individuals who are interested in volunteering with the district on a regular basis must complete paperwork in the Superintendent's office and be fingerprinted at a state contracted site.
- C. This policy does not apply to family members of students who only attend programs, sporting events as audience members or bystanders. This policy also does not apply to those individuals who only attend in-class events less than 4 times a year.
- D. Once the Superintendent's Office receives clearance for the volunteer, their name will be shared with the building administration and the principal of the building in which the primary volunteer work will be conducted, may, if he/she desires issue a district identification card with the word volunteer clearly visible.
- E. The board of education will reimburse the volunteer for the cost of the background check and fingerprinting process. The board will also reimburse each volunteer \$1.00 total for the purchase of money orders as required by the state.
- F. In some cases, individuals may be processed as a volunteer and then apply for a permanent position or as a substitute. In these cases, if the individual is reimbursed for the cost of the processing and during the same school year is paid by the district for work performed, the individual will reimburse the district in a monthly prorated amount for the reimbursement received. If the individual is paid as a substitute for work done in September, the individual will have 100% of the reimbursement deducted from their paycheck. Paid for work completed in October deduction will be 90% of reimbursement. November will be 80%, December will be 70%, January will be 60%, February will be 50%, March will be 40%, April will be 30%, May will be 20% and June will be 10%.
- G. Individuals who are employed by another school district in New Jersey and have been processed can bring a copy of their clearance letter to the Superintendent's Office and be entered onto the district's approved list of volunteers.

First Reading July 25, 2007

Second Reading & Final Adoption August 29, 2007

BOARD OF EDUCATION POLICIES, SUMMARIES, & OTHER IMPORTANT INFORMATION

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FOR ELEMENTARY AND SECONDARY SCHOOLS

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SECTION 504/ADA

AFFIRMATIVE ACTION

EMERGENCY CLOSING INFORMATION

POLICY #N1250.1 CIVILITY

The Burlington Township Board of Education members, district administration, and staff will treat parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

POLICY #N5132.2 STUDENT DRESS CODE

The school takes the position that personal taste in dress is a matter of student/parent determination provided that reasonable dress prevents the interference with normal schoolwork, prevents classroom or school disorder and generally promotes and provides for the protection of health, safety and morality. All students are expected to come to school clean and neat and reflect an appearance of modesty and good taste. Outlandish or extreme fashions in clothing, hair, style, or make-up will not be tolerated. The principal shall develop procedures for in servicing staff members annually on the Student Dress Code, and for staff reporting of infractions. Due to the constantly changing variety of clothing styles, the principal or his/her designee will have sole discretion in determining if an item of clothing or accessory, not specifically covered in the policy is appropriate for the building.

YS POSITION ON CELL PHONE USE BY STUDENTS

The increased availability of cell phones has necessitated the need for an age-appropriate position regulating student use. Our position is designed to balance the need to maintain an educational learning environment while also providing access for students to remain in touch with their parents when certain situations warrant. Students are permitted to bring cell phones into the school building. However, they may not text or take photographs of any type. Cell phones should remain in the children's book bags in the off position during the entire school day. This includes the bus drive to and from school. Students who do not comply with the requirements of the policy will have their cell phones confiscated and returned to their parents, with possible appropriate consequences to follow. Any subsequent violations will result in further disciplinary action, including necessitating the direct retrieval of the phone by the parent or guardian.

POLICY #N3541 TRANSPORTATION POLICY

This policy has its origins in a Transportation referendum approved by the electorate November 1957, which authorized the following: Elementary pupils (kindergarten - 8th grade) who live one (1) or more miles from school. Secondary pupils (9th - 12 grade) who live two (2) or more miles from school shall be eligible for free transportation paid by the Board of Education. The Board shall administer this policy through the Superintendent of Schools, the Transportation Coordinator, and the building

Principals (Public Schools). The Superintendent, Business Administrator/Board Secretary, and Transportation Coordinator shall administer non-public transportation.

POLICY #N3541.4 BUS STOP SAFETY

The selection of safe waiting, loading and unloading locations for all riders must be given the highest priority when bus stop locations are planned. Every aspect of safety should be given consideration, with nothing overlooked that might later constitute a hazard for the bus, the passengers or other traffic. Designated bus stops for loading and unloading should be examined each year for safety, efficiency and economy. Unsafe conditions may have developed because of highway and bridge construction or a change of land use. New visual obstructions or excessive traffic congestion may create hazards at locations previously considered safe.

POLICY #N3541.5 SCHOOL BUS PUPIL DISCIPLINE

The driver shall be in full charge of the school bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the appropriate building administrator of the school which he/she attends (NJSA 18A:25-2). Disruption on the bus is a serious disciplinary infraction that places pupils and the driver in danger. District-provided transportation to and from school is a privilege that may be terminated due to continued disciplinary infractions. A pupil may be excluded from the bus for disciplinary reasons by the principal or his/her designee and his/her parents shall provide for his/her transportation to and from school during the period of such exclusion (NJSA 18A:25-2).

POLICY #N3541.6 SCHOOL BUS PUPIL SAFETY

Local boards of education are urged to develop comprehensive transportation safety programs for pupils. Materials and assistance are available from the Bureau of Pupil Transportation, State Department of Education. Local boards of education are required to adopt policies related to safe school bus evacuation in accordance with NJAC 6:21-11.4. Additional administrative procedures shall be developed to implement board policies. Schools shall organize and conduct emergency exit drills at least twice within the school year for all pupils who ride school buses. As the school bus driver is an integral part of the procedure, it is mandatory that he/she participate. Drills shall be conducted on school property and be supervised by the principal or person assigned to act in a supervisory capacity.

POLICY #N3542.1 CAFETERIA LUNCH POLICY

The Burlington Township School District is a member of the National School Lunch Program. As a member, it must abide by all policies and procedures established by the National School Lunch Program. LUNCH PURCHASES Each cashier, at the point of sale notates the number of lunches sold and receives payment accordingly. There are three ways a student pays for lunch:

Cash - cost of lunch or a la carte. PIN Account Free and Reduced -Each year forms are sent out by the schools to every household to see if they qualify for these lunches. If the family does qualify the student is provided a pin number and account credit according to his/her qualifications and entered into the system (controlled by the school). Students pay \$.40 for reduced lunches.

A student can prepay a dollar amount with their respective account to be debited at the point of sale.

Charged Lunches - If a student has forgotten his/her money to purchase lunch, they are permitted to charge his/her lunch. This also includes students on reduced lunches. Students will only be permitted to charge up to a maximum of three lunches (3 x cost of a type "A" lunch) at any given time.

POLICY #N3542.2 NUTRITION POLICY

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The Board is committed to:

Providing students with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; Supporting healthy eating through nutrition education;

Encouraging students to select and consume all components of the school meal; and,

Providing students with the opportunity to engage in daily physical activity. All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

POLICY #N5141.22 ANAPHYLAXIS TO FOOD

The Board of Education recognizes pupils may have anaphylaxis to certain foods. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system. It is very important the parent(s)/legal guardian(s) of pupils with anaphylaxis to food inform the Building Principal and the school nurse in the event the pupil may have an anaphylactic reaction while in school. At the beginning of each school year, each building principal will send written notice home to parents/guardians requesting parents to inform the Principal of students with Food allergies. Food allergies will be noted with students' emergency information. The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable State laws.

The Building Principal and the school nurse will notify school staff that interacts with the pupil. The Board will permit the self administration of medication for a pupil with anaphylaxis to food pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. The parent(s)/legal guardian(s) of a pupil with anaphylaxis to food must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the pupil in accordance with Policy No. 5330.

POLICY #N5141.21 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy. No medication will be administered to pupils in school except by the School Nurse, another registered nurse, or the pupil's parent or legal guardian acting on a written order from the pupil's private physician or the school medical inspector. All pupil medications shall be appropriately maintained and secured by the School Nurse, except those medications to be self-administered by pupils. In those instances the pupil with the prior knowledge of the School Nurse may retain the medication. The School Nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The School Nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law. The School Nurse shall document each instance of the administration of medication to a pupil. Self-administration of medication by pupils is permitted in accordance with N.J.S.A. 18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330. Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers.

POLICY #N5141.9**SELF-ADMINISTRATION OF MEDICATION FOR ASTHMA OR OTHER LIFE THREATENING ILLNESSES**

(Chapter 308-A - 2600 (2R) The Burlington Township Board of Education may permit the self-administration of medication by a pupil for asthma or other potentially life-threatening illnesses provided that the parents or guardians of the pupil provide to the Board of Education written authorization for the self-administration of medications; the parents or guardians of the pupil provide to the Board of Education written certification from the pupil's physician that the pupil has asthma or another life-threatening illness and is capable of, and has been instructed in, the proper method of self-administration of medications; the board informs the parents or guardians of the pupil, in writing, that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil; the parents or guardians of the pupil sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil; the permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections a. through d. of this section.

POLICY #N6142.10**ACCEPTABLE USE POLICY**

The electronic communication systems and the communications transmitted through them are subject to acceptable use compliance. The operation of these systems relies upon the proper conduct of users, who must adhere to acceptable use guidelines. The use of the district's electronic communications systems is a privilege, not a right. The district reserves the right to deny access or to cancel systems access at any time. All users are expected to use these networks in an appropriate and ethical manner. Appropriate use includes use for instructional, educational and research purposes. For a student to use the district's electronic communication system, the district's Acceptable Use Policy, which is provided to all students annually, must be signed by both student and parent, and returned to the district.

ACADEMIC INTEGRITY POSITION

The functions of the Academic Integrity Position are to communicate the meaning and importance of intellectual honesty to all students of the school; to articulate and support the interest of the community in maintaining the highest standards of conduct in academic affairs; and to identify and educate those who fail to live up to the stated expectations of the school community with regard to these standards.

Cheating: In copying, a student is taking the work of another, either on homework or on a test, and claiming it as his/her own. Cheating includes but is not limited to: Copying and or offering homework verbally, in written form, or by electronic means. Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means. Bringing in and using unauthorized information during class time, including information stored in a calculator. Offering or receiving information under circumstances when information is not to be shared. Having anyone, including parents or tutors, complete assignments and submitting the work as one's own. Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.) Copying answers from answer guides in texts. Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts. Plagiarism: The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used. Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers. Submitting images and/or documents in whole or in part from the Internet without citation of the source(s). Copying another's work. Using another's ideas without proper citations. Incorporating portions of another's writing within the context of your own work. Failing to acknowledge a source of information. Using "unique" phrases without citations. Using graphics, charts, diagrams, and illustrations without citations.

POLICY #N6147.4 ELEMENTARY SCHOOLS GRADING AND REPORTING POLICY

Grading Guidelines: The following criteria are used in grading and reporting student progress: re-Kindergarten/Kindergarten Student evaluations are based on performance in accordance with the objectives of the primary program (K-2) and reported through parent conferences and the narrative report and/or checklist. Narrative/Checklist reports will be issued three (3) times during the year at intervals of sixty (60) days with the final progress report issued at the end of the year. An individual conference with Pre-K parents is required by mid-year, with a Spring conference recommended for parents of children judged to be achieving significantly below expectations. Additional parent conferences may be held as requested by either parent or teacher. Kindergarten parent conferences may be held by parent or teacher request and at least one (1) group conference will be required in the Spring. Individual parent conferences during the Spring are recommended for children who are judged to be achieving significantly below expectations. Attendance - The number of days absent, the number of days present and the number of times tardy will be recorded on each academic progress report. Grades 1 and 2 Narrative/checklist reports will be issued three (3) times annually in

accordance with the established calendar dates for marking periods. In addition, teachers are required to notify parents in the case of potential failure or retention. The notification will be part of the Interim Report, which is also used to advise parents and students of academic performance to date. This will be sent by mid-marking period or at any time the attendance/academic picture is hindering the educational process. When the Interim Report is sent, an "I" is to be recorded in the roll book. Progress is reported on the basis of attainment of instructional and performance objectives. In addition, progress in language arts and mathematics is reported according to grade level performance -- above, on or below levels. In courses that meet less than three (3) periods per week/cycle, the following indicators are used to report progress: O - Outstanding progress toward completion of course requirements. S - Satisfactory progress toward completion of course requirements. U - Unsatisfactory progress toward completion of course requirements. Homework at this grade level provides a way for parents to understand what is happening on a daily basis in the classroom. timely completion of homework builds positive work habits in young children. On average, the total amount of nightly homework in each grade level should be as follows: 1st grade - 10 minutes 2nd grade - 20 minutes The assignment of extra credit is at the discretion of the teacher; however, any extra credit earned must be directly linked to the content in which it is assigned. Work/Study Skills: The progress a student is making with work assigned, completing work on time and attention to classroom tasks will be addressed by a checklist. Parent/teacher conferences may be requested by parent or teacher and at least one (1) group conference will be held during the Spring season.

Attendance

The grading policy is predicated on the principle that the entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual child. The regular contact of the pupils with one another in the classroom and their participation in well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

It is recognized that students may be absent because of their involvement in programs and activities which are part of the total school curriculum or because of serious illness necessitating home instruction. Absence from class for the following reasons are excluded from the class attendance requirements. Home Instruction - H ; Religious Holy Days - R ;Guidance, Nurse, Admin. Pass - P ;Class Trips - T ; Rotating Music Lessons - B ;Scheduled Lab/Accelerated and Remedial Class - L ; Death in Immediate Family - D

Home instruction may be arranged for a student who is properly certified as unable to attend classes for medical or emotional reasons. The regular instructor will determine the grade after consultation with the home instructor.

Return from Absence

A student who has been absent from class is responsible for making up class work, which has been missed. On return to class, arrangements should be made with the teacher to make up all tests, quizzes, homework, discussions, and laboratories. Arrangements for make-up work should be completed within five days of the absence(s). The work itself must be completed within ten school days. In addition, teachers are required to notify parents when absences may be a cause for potential failure or retention. The notification will be part of the Interim Progress Report, which is also used to advise parents and students of academic performance to date. This will be sent by mid-marking period or at any time the attendance/academic picture is hindering the educational process.

POLICY #N5131.1 INCIDENTS OF PHYSICAL VIOLENCE AND VERBAL PROVOCATION DIRECTED AGAINST SCHOOL EMPLOYEES

The Burlington Township Board of Education is determined to deal strongly with any student or non-students who physically assault or inflict physical beating upon an employee of the school district or repeatedly directs insulting and/or demeaning remarks toward an employee of the district.

POLICY #N5131 DISCIPLINARY ACTION – STUDENTS

Since it is clearly the responsibility of school officials to provide a safe and violence-free atmosphere in which the maximum degree of learning can take place, the Burlington Township Board of Education is determined to deal swiftly and positively with unruly students. The courts have spoken frequently of the responsibility of school officials to protect the student body from internal violence and general outside interference. Each school will establish appropriate procedures and outline them in their student handbooks

- The administration will address all allegations of physical altercations and assaults
- Disciplinary Action will be assigned based on district policy and school procedures
- Saturday Detention may be used as disciplinary action
- Processing of Parental Appeals to Disciplinary Actions: The Board of Education establishes the following policy dealing with the orderly processing of parental appeals related to student discipline:
 - o All parental concerns related to student discipline must first be addressed with the person of origin (i.e. classroom teacher). Should the matter not be resolved at this level, appeals are to be directed, in writing to the building administrator in charge of student discipline.
 - o Should the matter not be resolved at this level, the parent must complete the district's Parental Appeal to Disciplinary Action form. Upon receipt of this form, the principal will conduct an investigation and will promptly report his/her findings to the parent(s)/guardians(s).
 - o Should the matter not be resolved at the building level, the parent must request, in writing, a further investigation of the matter to be conducted by the superintendent. Upon receipt of this letter, the

superintendent will conduct an investigation into the matter and will promptly report his/her findings to the parent(s)/guardian(s). The superintendent's decision is binding for all disciplinary decisions ranging from reprimands to suspensions of students from school for up to ten days.

- o Only those disciplinary issues resulting in out of school suspensions in excess of ten days are appealable to the Board of Education. Such appeals will follow the procedures outlined in #4.
- o During the course of an appeal investigation, the disciplinary consequence stands as dispensed and students are expected to fulfill the requirements of the consequence.

POLICY #S5512.01 HARASSMENT, INTIMIDATION AND BULLYING OF PUPILS

The board prohibits acts of harassment, intimidation or bullying against any pupil.

It is the policy of the Board of Education to maintain an environment that is free from harassment, intimidation, or bullying. The Board of Education has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

It shall be a violation of this policy for a pupil to be harassed by a fellow student, employee or third party through conduct or communications of an intimidating or bullying nature.

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

The chief school administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function. Building level administration will be responsible for implementing school safety policies for students.

POLICY #N5131.5 VANDALISM

The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials. The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the chief school administrator. The board will hold the pupil or his/her parents/guardians liable for the damage caused by him/her. When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall: Identify the pupils involved; Call together persons, including the parents/guardians, needed to study the causes; Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and

requesting appearance in juvenile court; Take any constructive actions needed to try to guard against further such pupil misbehavior;
Seek appropriate restitution.

POLICY #N5131.6 STUDENT ALCOHOL AND OTHER DRUG USE POLICY AND PROCEDURES

The Board of Education recognizes alcohol and other drug dependency as an illness and a major health behavior problem. Unless schools, and students are drug and alcohol free, optimum conditions for learning cannot exist. It is the goal of the Board to create an atmosphere for each student where learning will flourish. The Board of Education pledges to satisfy all governmental mandates for the establishment of an alcohol and drug free district by providing clearly defined program for prevention, intervention and enforcement of alcohol and other drug use. Students are prohibited from possessing, consuming, or distributing any substance while at school, on school grounds, attending a school-related function on or off campus, or traveling to or from school. The purpose of this Policy is to establish a comprehensive substance abuse intervention, prevention and treatment referral program throughout the school district which identifies pupils who are substance abusers, assesses the extent each pupil's involvement with the substances and, where appropriate, refers each affected pupil and his or her family to organizations and agencies approved by the Department of Health to offer competent professional treatment. Such treatment shall not be at the expense of the Board of Education. Students may be subject to medical examination, suspension and other disciplinary sanctions established by this policy. Students and their parent(s) or guardian(s) are advised that substance abuse may result in additional penalties beyond school sanctions for substance abuse.

POLICY #N5131.8 SCHOOL GANG POLICY

The school campus operates in accordance with appropriate rules and regulations, which are designed to further the goal of providing a safe and healthy educational environment conducive to learning for all students. To achieve this goal the Board hereby adopts a policy prohibiting membership in gangs, or in fraternities or clubs, which are not recognized by the District. Students who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety and well being of persons or property, which disrupt the school environment and/or are harmful to the educational process, will be subject to appropriate discipline, including suspension and/or expulsion. The use of hand signals, written or oral comments, threatening mannerisms, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or non-board recognized group, whether real or implied, shall be construed as presenting a clear and present danger to the school environment, staff and students, and the

educational objectives of the District and is strictly prohibited. Any person wearing, carrying, distributing, displaying gang or group paraphernalia; exhibiting behavior or gestures which symbolize gang or group membership; or causing and/or participating in activities which intimidate or affect the attendances or sense of personal safety or well-being of any student or staff member, will be subject to appropriate discipline, including suspension and/or expulsion. The Superintendent shall be responsible for the implementation of this policy and shall take the following actions, and such other actions as the Superintendent shall deem necessary to effectuate this policy: directing building administrators to include in printed rules and regulations to be distributed to staff, students and parents, that gang affiliation and related activities are prohibited; directing that students identified as having any level of involvement in gang-related activities or any activities of a group not recognized by the District, receive counseling to enhance self-esteem and to encourage his or her interest in activities which are beneficial to the educational community; providing in-service training to staff for the purpose of identifying and resolving activities which are prohibited by this policy; providing for notice of prohibited activities to appropriate law enforcement agencies and determining that appropriate discipline has been imposed for any violation of this policy.

POLICY #N5142 PUPIL SAFETY

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention. Building level administration will be responsible for implementing school safety policies for students. Facilities will be maintained in compliance with state law. Staff education and training will be provided to all individuals responsible for student supervision. Student supervision will be provided during the regular school day and during designated before and after school times. Records of custody will be maintained to ensure the safety of each child. Supervision of students will be provided during dismissal. Supervision of non-bused students at dismissal - Parental permission must be provided for students to be dismissed to walk, ride a bike, or ride home escorted by anyone other than a designated parent/guardian. Potentially missing children - Administration will work in cooperation with law enforcement to resolve such concerns. Release to an Individual impaired by drugs/alcohol prohibited - The board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person. Possessions - Parents/guardians are requested not to permit their children to bring

expensive or fragile objects to school and to label or otherwise identify clothing, books, and personal items. The board is not responsible for items destroyed or stolen from lockers/cubbies.

POLICY #N5142.4 SEX OFFENDER REGISTRATION AND NOTIFICATION

The District will comply with the “Attorney General Guidelines for Law Enforcement for the Implementation of Sex Offender Registration and Community Notification Laws” (“Guidelines”), and will work cooperatively with the Burlington County Prosecutor’s Office (“Prosecutor’s Office”) and the Burlington Township Police Department, regarding the requirements of the registration and community notification laws, N.J.S.A. 2C:7-1 et seq., commonly known as Megan’s Law. This law requires that a State registry of sex offenders and an Internet Website Registry be created, and provides for a community notification procedure. County prosecutors are required to place sex offenders into one of three tiers which are distinguished by the level of risk of re-offense by the offender. The tiers are defined as follows: Tier One offenders encompass those that are a “low risk of re-offense”, thus constituting a low risk of harm to the community. This offender is one who, because of the type of crime, the lack of violence in his/her behavior, the lack of a substantial criminal history and the existence of ties to the community, presents no more than a possible risk of re-offense. Tier Two offenders encompass those who are a “moderate risk of re-offense”, thus constituting a moderate risk of harm to the community in that the pertinent documents demonstrate that they are reasonably likely to re-offend, warranting limited notice for the protection of the public. Tier Three offenders encompass those who are a “high risk of re-offense” in that the available record demonstrates that there is a probable risk of re-offense, warranting notice to the community likely to encounter the offender. The Prosecutor’s Office may communicate with the local district via the Burlington Township Police Department. The Prosecutor’s Office will determine which schools and personnel within the District are entitled to receive Megan’s Law notification and will prepare the Notice and any accompanying forms. Disclosure of this information must be in conformance with Megan’s Law. If members of the press or media contact a school concerning a particular offender, they may be informed about the general procedures, which have been put in place in accordance with this policy and other general topics. The name of the offender or other identifying information may not be revealed. Furthermore, no one should confirm or deny whether notice as to any particular offender has been received and/or disseminated. Improper dissemination of any confidential information about an offender to anyone not permitted by the Guidelines to receive such information may lead to the imposition of discipline against the District employee making the disclosure. If a District employee has cause to believe that an offender who has been the subject of a community notification is a danger to someone outside the school, then he or she should immediately contact the Burlington Township Police Department or the Burlington County Prosecutor.

Questions concerning Megan's Law and the handling of notices should be addressed to the Prosecutor's Office. A representative of the Prosecutor's Office will contact the Superintendent, who may share with the Burlington County Superintendent the community notification information which the Superintendent has received, but the Superintendent should not notify any principal. The Superintendent may contact the Prosecutor's Office in the event that the Superintendent believes that a school has inadvertently not been properly notified. The Prosecutor's Office will then provide community notification to the principal of each school which the Prosecutor's Office has determined is entitled to community notification. Each affected school principal will be provided with a copy of the Notice, the "School Personnel Rules of Conduct" (Exhibit H), accompanying forms and other brochures or other informational materials, and the "Information Reference Sheet for Principals" (Exhibit M), which summarizes the procedures for the implementation of Megan's Law. The staff person from the Prosecutor's Office who delivers the Notification Form will review with each affected principal the confidential manner in which the information should be treated, emphasizing the manner in which the information should be maintained and shared. Any other school personnel who has access to the community notification information is to receive a copy of Exhibits H and M. The staff person from the Prosecutor's Office shall require that each principal read and sign the "School Principal Receipt Form" (Exhibit O), signifying that the principal understands that the information contained in the notification form is confidential, that it may be shown only to those persons described in the Memorandum of Understanding between the Attorney General of New Jersey and the Commissioner of the Department of Education for the purpose of protecting those at risk from potential harm and that the principal agrees to be bound by the School Personnel Rules of Conduct. The Superintendent shall also sign a School Principal Receipt Form. Each principal shall determine which school employees or volunteers should be informed of the community notification and have access to the Notice. "The principal should show the notice to any person who in the course of the duties of his or her employment or assignment is regularly in a position to observe unauthorized persons on or near the property of the notified school." (emphasis in the original). Any such person who is granted access by the principal to the community notification information must read and obey the School Personnel Rules of Conduct. Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator and principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools. The following classes of employees or volunteers may be considered eligible for community notification: aides; bus drivers; coaches;

maintenance staff; professional support staff; school level administrative staff; security personnel; teachers' assistants and teachers. According to the Guidelines this list is not designed to prevent a principal from providing the Notice to someone who satisfies the definition above but whose job title is not on the list, nor does it require a principal to notify every person whose job title is included in the list. A private vendor performing a school function may be notified so that employees who in the course of performing their jobs regularly observe unauthorized persons on or near school property may be notified. Each person provided with access to the Notice must first read and execute the Megan's Law Receipt Form (Exhibit Q), which the principal shall forward to the County Prosecutor for retention. School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor. A principal may not disseminate confidential information to any of the following: members of parent-teacher organizations; community organizations utilizing school facilities, except when permitted by the Guidelines; other schools; parents or guardians of students, except for Tier Three community notification; press or other media and students.

The Prosecutor's Office shall provide school officials with Community Organization Registration Forms, who shall provide such forms to community organizations that wish to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community. Such community organizations, include parent-teacher organizations, and organizations having direct supervision over children and/or women. In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed. Each affected school may provide the Prosecutor's Office with a mailing list of the parents and guardians of its student body; however, in lieu of providing a mailing list, a school may elect to furnish the County Prosecutor with pre-addressed envelopes or mail the community notification materials itself. A copy of the Notice, Megan's Law Rules of Conduct, and any other accompanying information or brochures should be sent to the parents and guardians by regular mail. A cover letter should be included, explaining the nature and purpose of Megan's Law and containing warnings concerning the consequences of vigilante activity and the proscriptions

against the improper dissemination of community notification information to people outside the immediate household. The cover letter should also explain that the principal has been provided with all necessary information concerning the offender and has been authorized to share the information with appropriate school personnel for the security of the student populace. When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint. Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given. Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The chief school administrator shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law. The Tier Two community notification procedures shall apply to the Tier Three offenders. When community notification concerning a Tier Three offender occurs during summer vacation, or during any extended school closure, notification should be provided to personnel who are working during this period. The affected principal should show the Notice to other appropriate school personnel in accordance with the Guidelines upon their return to school. With respect to mailing the Notice to parents and guardians, the principal may supply to the Prosecutor a mailing list or pre-addressed envelopes of the parents and guardians of children attending school during the vacation or break period, and a full mailing list or pre-addressed envelopes of all students' parents and guardians as soon as practicable upon resumption of the school session. The Prosecutor shall be responsible for mailing Notices and accompanying materials to those parents and guardians at the time of receipt of such mailing list. If the school itself will perform the mailing, it must comply with this procedure.

POLICY #N5145.5 SEXUAL HARASSMENT – PUPILS

It is the policy of the Board of Education to maintain a learning and working environment that is free from sexual harassment. The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a pupil, by an employee of the district or by another pupil. The sexual harassment of a pupil includes all unwelcome sexual advances or suggestions, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the pupil's gender. Whenever such conduct has the purpose or effect of intimidation or tends to create or alter the educational environment in ways that are intimidating, hostile, or offensive such conduct shall be construed to be sexual harassment. All pupils are encouraged to report any incident of sexual harassment to the principal or any teaching staff member, who shall then immediately advise the Affirmative Action Officer and the Superintendent. Affirmative Action Officer

The Burlington Township Board of Education designates an AAO to coordinate compliance efforts and to investigate any complaints of discrimination or harassment. As required by federal regulations, all students are to be notified of the following information about the Affirmative Action Officer:

NAME: Elizabeth Parnagian OFFICE ADDRESS: Burlington Township Schools P.O. Box 428
Burlington, NJ 08016 PHONE NUMBER: (609) 387-3955, Ext. 2058

POLICY #N3543 INTEGRATED PEST MANAGEMENT

In our continuing effort to make Burlington Township School District a safe and healthy learning, working, and playing environment for students, staff, visitors an Integrated Pest Management (IPM) policy has been adopted. This Integrated Pest Management policy is an elaborate decision-making system using the best combination of cultural, biological, physical, and chemical methods that are used in an environmentally sound way to maintain pest populations below damaging levels. It is designed to maximize long-term pest management and minimize harmful, unexpected, or unintended consequences of managing nuisance organisms. Cultural, biological, and physical control methods shall receive priority consideration for managing pest problems. Chemical control strategies shall be used only where a mix of other strategies is inadequate and pest damage is above tolerable levels. The objectives of this policy include, but are not limited to the following: minimize hazards to human health and non-target organisms minimize hazards to the general environment be most likely to bring about a long-term reduction in pest populations minimization of pesticide use compliance with local, state, and federal regulations School district properties shall be constantly monitored for pest populations so that the appropriate treatment may be applied in a timely manner and the effectiveness of such treatment assessed. A copy of the adopted policy is available upon request. If you have any questions, comments, or wish to view any safety data information on any product used in the district, our Integrated Pest Control Management Coordinator, is available during normal business hours to assist you.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are: (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate.

They should write the School principal [or appropriate school official], clearly identify the part of the

record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.] (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

ASBESTOS HAZARDOUS EMERGENCY RESPONSE EMERGENCY ACT

The Burlington Township School District is in complete compliance with the Asbestos Hazardous Emergency Response Act. The asbestos management plan is updated annually and is available in the main office of each school and in the business office at the Burlington Township High School. The AHERA plan reviews inspections, response action and past response action activity regarding all asbestos-containing building materials in the school district. Questions regarding this plan can be directed to: Mrs. Mary Ann Bell, Business Administrator/Board Secretary, at 387-3955.

SECTION 504/ADA

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as any whom:

- Has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working;
- Has a record of such an impairment; or
- Is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Burlington Township Schools recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system. The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services. Ann Britt is the District 504/ADA Coordinator. She may be contacted at 609-387-3955, ext. 2066 or via e-mail abritt@burltwpsch.org

AFFIRMATIVE ACTION

The Burlington Township Board of Education recognizes all of the existing federal and state legislation that pertain to equality in educational programs. The purposes of Title IX of the Education Amendment Act of 1972, New Jersey Administrative Code 6:4, Equality in Educational Programs and the Burlington Township Schools' policy of non-discrimination are to prohibit discrimination against students and employees on the basis of gender, race, national origin, religion, creed, ancestry, or social or economic status. These and other federal and state regulations provide that all students must be afforded equal opportunity with regard to:

- access to and treatment in curricular and co-curricular programs and activities.
- treatment under regulations and policies governing student benefits, services, conduct, and dress.

• Affirmative Action Officer The Burlington Township Board of Education designates an AAO to coordinate compliance efforts and to investigate any complaints of discrimination or harassment. As required by federal regulations, all students are to be notified of the following information about the Affirmative Action Officer: NAME: Elizabeth Parnagian
OFFICE ADDRESS: Burlington Township Schools P.O. Box 428 Burlington, NJ 08016
PHONE NUMBER: (609) 387-3955, Ext. 2058

EMERGENCY CLOSING INFORMATION

It is important to note Burlington Township School District's procedures for delayed openings, early dismissals, and school closings. You have several options to learn about the status of the schools during inclement weather. • All families will receive a phone call from our emergency calling system.

• Register for the District's E-News, the Falcon Flyer. You will receive immediate notification directly to your email of school closings and other alerts. You may register on our District main webpage, www.burltwpsch.org • Visit Burlington Township Schools' Website at www.burltwpsch.org. The emergency information will scroll on the home page. • Call the Burlington Township Schools Activities and Emergency Closing Line: (609) 387-1731 • Listen to the following radio station for information: KYW (1060 AM) – District code number: 713 • Watch FOX TV Channel 29 "Good Day Philadelphia" (6:30 a.m. – 9:00 a.m.). Look for Burlington County and then watch for information on Burlington Township Schools. This information will scroll across the bottom of the TV screen.

• Watch NBC TV Channel 10 for its Snow Alert 10. The status of Burlington Township Schools will be announced. • Watch CBS TV Channel 3. The status of Burlington Township will scroll across the bottom of the screen. • Watch ABC TV Channel 6. The status of Burlington Township will scroll across the bottom of the screen. • Check the Internet at www.kyw1060.com or www.wpvi.com

Remember: • A delayed opening schedule means two hours later than the student's normal classes.

For more information call:

Mrs. Liz Scott
Public Relations Coordinator
387-3955 ext. 2074