

Northern Burlington Middle School

Student/Parent Handbook 2011-2012

Dr. James Sarruda
Superintendent of Schools

Dr. Kathy McCormick
Assistant Superintendent

Dr. Andrew Kearns
Principal

Mrs. Rosetta Treece
Assistant Principal

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

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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MISSION STATEMENT

The Northern Burlington County Regional School District, established in 1960, proudly serves the communities of Chesterfield, Mansfield, North Hanover, and Springfield. The mission of the district, in partnership with home and community, is to provide a safe environment in which to prepare all students to become creative, independent, life-long learners, critical thinkers, problem solvers, and responsible citizens in a rapidly changing and diverse global community.

BELIEFS

- We believe that all children have the right to an education in a safe and caring environment where learning is valued.
- We believe that our children are our community's most valuable asset and our educators are our most valuable resource.
- We believe that all students should be accepted as individuals and guided to meet their potential.
- We believe that life-long learning through professional and personal development creates a culture of enduring greatness.
- We believe that a rigorous curriculum is the framework for nurturing an academically challenging, child-centered environment that encourages intellectual exploration.
- We believe that we have the obligation to nurture a culture of respect that honors the uniqueness of the individual and fosters responsibility toward the community and the environment.

Visit Northern Burlington's
Web Page at
www.nburlington.com

BELL SCHEDULE

PERIOD	REGULAR	EXTENDED HOMEROOM	EARLY DISMISSAL	90 MINUTE DELAY
HOMEROOM	7:40 - 7:45	7:40 - 8:03	7:40 - 7:45	9:10 - 9:24
1	7:49 - 8:30	8:07 - 8:46	7:47 - 8:13	9:28 - 9:58
2	8:34 - 9:15	8:50 - 9:29	8:15 - 8:41	10:02 - 10:32
3	9:19 - 10:00	9:33 - 10:12	8:43 - 9:09	10:36 - 11:06
4	10:04 - 10:45	10:16 - 10:55	9:11 - 9:37	11:10 - 11:40
5	10:49 - 11:30	10:59 - 11:38	9:39 - 10:05	11:44 - 12:14
6	11:34 - 12:15	11:42 - 12:21	10:07 - 10:33	12:18 - 12:48
7	12:19 - 1:00	12:25 - 1:04	10:35 - 11:01	12:52 - 1:22
8	1:04 - 1:45	1:08 - 1:47	11:03 - 11:29	1:26 - 1:56
9	1:49 - 2:30	1:51 - 2:30	11:30 - 11:57	2:00 - 2:30

MIDDLE SCHOOL CALENDAR 2011-2012

9/1/11	Staff Development Day
9/2/11	Staff Development Day
9/5/11	Labor Day – School Closed
9/6/11	First Day of School for Students
9/21/11	Middle School “Back to School Night”
10/10/11	Columbus Day – School Closed
10/31/11	Afternoon Parent Conference — Early Dismissal of Students
11/1/11	Afternoon & Evening Parent Conferences – Early Dismissal of Students
11/10/11 – 11/11/11	NJEA Convention – School Closed
11/21/11	Regional Staff Development Day – No School for Students
11/22/11 – 11/23/10	Staff Development Days - No School for Students
11/24/11 - 11/25/11	Thanksgiving – School Closed
12/23/11	Early Dismissal of Students
12/26/11 – 1/2/12	Winter Recess – School Closed
1/3/12	School Reopens from Winter Recess
1/16/12	Martin Luther King, Jr. Day – School Closed
*2/17/12 – 2/20/12	President’s Weekend – School Closed (*2/17 will be used as a make-up day if school is closed for Inclement weather prior to 2/17)
2/27/12	Evening Parent Conferences
*4/06/12 – 4/15/12	Spring Recess – School Closed (*May be used as make-up days for inclement weather)
4/16/12	School Reopens from Spring Recess
5/28/12	Memorial Day – School Closed
6/1/12	Staff Development Day – Early Dismissal of Students
6/15/12	Tentative Last Day for Students
6/18/12	Tentative Last Day for Teachers
6/19/12	Tentative Last Day for New Teachers

BOARD OF EDUCATION

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ADMINISTRATIVE STAFF

Dr. James Sarruda Superintendent
Dr. Kathy McCormick Assistant Superintendent
Mr. Richard Kaz Business Administrator
Dr. Andrew Kearns Principal
Mrs. Rosetta Treece Assistant Principal
Ms. Chris Haines Director of Athletics
Mrs. Holly Post Director, Special Services & Counseling
Mr. Matthew LaGrou Director of Instruction, Social Studies and Language Arts
Mrs. Sally López Director of Instruction, Agriscience, English Language Services,
Media Center, Technology, and World Language
Ms. Amy Stella Director of Instruction, Mathematics, and Science

COUNSELORS

Ms. Jamie Friedenber
Mrs. Beatrice Green

CHILD STUDY TEAM

Mrs. Meghan Brennan – Learning Consultant
Ms. Helen Lasorda – Social Worker
Mrs. Brenda Sutter – Social Worker
Mrs. Sharon Briles—Behaviorist
Mrs. Amelia Tahaney – School Psychologist

STUDENT ASSISTANCE COORDINATOR

Ms. Chris Haines

HISTORY OF SCHOOL DISTRICT

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

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

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

OTHER DISTRICT INFORMATION

SCHOOL COLORS/MASCOT

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

PARENT, TEACHER, STUDENT CONNECTION (PTSC)

The PTSC is the parent organization of Northern Burlington schools. The PTSC encourages and welcomes ALL parents, teachers, and students to become involved in the organization. The PTSC hopes to improve lines of communication between the home and school community via positive involvement in various aspects of the Northern Burlington County School District. PTSC sponsors enjoyable events that benefit the students and community, provide opportunities for parental involvement with school, and create a venue for parents to provide input in school program development. If a parent or student is interested in joining, he/she should contact the PTSC at NBurlingtonPTSC@gmail.com.

ATTENDANCE

School is in session 180 days per year. When students are absent from school, their progress is disrupted. While their extra effort making up work, receiving tutoring, and doing extra credit may help, these supplements cannot replace the students' participation in regular activities.

When unexcused absences go beyond 18 days, the student will not be promoted to the next grade. Excused absences will not be counted in the accumulated totals that will determine retention. Absences can only be excused by an administrator under the following circumstances:

1. Illness documented by a physician (i.e. Doctor's Note).
2. A verified death or critical illness in the student's family up to 5 consecutive days.
3. Educational opportunities approved by the Principal.
4. Excused religious holidays as outlined by the State Board of Education with written documentation from the parent or guardian.
5. Student's attendance in court with written notification.
6. Student's suspension from school.

7. Other reasons deemed appropriate by the Principal after written request from parent or guardian.
8. Appropriate notes as called for above must be presented to a student's homeroom teacher or main office **immediately** upon the student's return to school.

Students who exceed 18 or more unexcused days will be retained at grade level. Chronic absenteeism, whether excused or unexcused, may result in a referral to the district's Truancy Officer.

PARTIAL DAY ABSENCES (UNEXCUSED)

Unexcused Tardies (school lateness) or Early Dismissals will be incorporated in the overall absence totals by this equation:

3 Unexcused Partial Absences = 1 Day

Students who sign into the main office after 7:45 a.m. or miss homeroom will be marked for an "Unexcused Tardy."

New Jersey Law requires a student to be in attendance for **at least four (4) hours to be counted as present for the day.** A student who is **not** in attendance at school for at least **four (4) hours will be considered absent for the day and ineligible for all school related activities and events.**

Only a parent or guardian with the appropriate identification may sign a student out of school during the school day. Should there be a need to have someone other than the parent or legal guardian to sign out a student, the parent or guardian must make the request in writing to the Principal's Office in advance. All requests will be verified by a phone call.

If a student will be absent, parents should contact the attendance office at (609) 298-3900, extension 4060.

TRUANCY

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

UNEXCUSED ABSENCE FROM CLASS

An absence from class without the permission of that teacher is considered cutting. Students cutting class are subject to disciplinary action and the same academic consequences noted for truancy.

MAKE-UP WORK

If an absence is planned in advance, a student should contact his/her teachers to collect the work that will be missed. Immediately upon return to school, work is to be turned into teachers. Work that is not submitted at that point may receive partial or no credit from the teacher. In the event of an unplanned absence, any missed work must be made up upon the student's return to school in an amount of time equal to the length of the absence. Failure to make up the work within the time period permitted will result in a failing grade for the work. Teachers may ask a student to remain after school to complete assignments missed during an absence, especially in the case of tests or labs.

HOMEROOM

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

A two-minute bell is sounded prior to the start of homeroom. All students must be in homeroom and ready for the opening exercises by 7:40 a.m. Those students entering school after 7:40 am but before 7:45 am will be directed to homeroom without a pass and will follow the procedures for tardiness. Students arriving in the building after 7:45 am will be expected to report to the office to sign-in and will receive an unexcused tardy for the day.

Once a month, homeroom will be extended four days in a row. This time is designated for events like homeroom assemblies or meetings of student organizations.

PARENT LINK

The school district subscribes to an automated phone call system. The district will use this service primarily to notify parents of their children's absence each day. The service will also be used to disperse information and important reminders that need to be communicated to parents.

POWERSCHOOL

One of the most powerful methods of remaining abreast of student progress is by accessing PowerSchool. By logging into PowerSchool parents can access report cards, interim notices, and attendance on-line at any time. Parents can find the PowerSchool link on the Northern Burlington web site at www.nburlington.com. In an effort to become "GREEN", Northern no longer mails interim or quarter grades for marking periods one through three as they can be accessed on POWERSCHOOL. Final report cards will be mailed at the end of quarter four. Should parents need paper copies mailed home, contact the counseling office to make a formal request.

WITHDRAWAL PROCEDURES

When a student withdraws from school, he/she should report to the office at least three days prior to the date of withdrawal. All obligations must be fulfilled and all books returned before the school will send records to another school. Students will not be permitted to "hand carry" records to the next school.

SCHOOL CLOSURE INFORMATION

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

KYW (1060 AM) AND WKXW (101.5 FM)

NBC SCHOOL NUMBER IS 661

OR

Check Our Webpage at www.nburlington.com

OR

**NORTHERN TV—COMCAST CHANNEL 19, FOX 29,
NBC 10, & VERIZON FIOS CHANNEL 42**

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

DELAYED SCHOOL OPENING

Occasionally school will open later in the day because of inclement weather. When this occurs, the buses will pick students up approximately 90 minutes later than usual. A delayed opening due to inclement weather will be broadcast in the same way a school closing is announced.

COUNSELING SERVICES

INTRODUCTION

The Counseling Department at Northern Burlington provides guidance and counseling services to all students from the time they enter 6th grade until the time they graduate from high school. Counseling services is an integral part of each student's educational program. NBC counselors are educational specialists who are available to assist students with their educational, vocational and social development. The counseling department is committed to each student's individual uniqueness and to the development of their maximum potential.

The counselor is the student's advocate. The importance of the student/counselor relationship cannot be overstressed. Students need not wait for their counselor to call them down to get acquainted. They should take the initiative and make an appointment to see the counselor regularly. In order to serve students more effectively, all students who request an appointment with their counselor must do so by submitting their request to the counseling office. Students may stop by the counseling office before school, after school or between classes. In cases where a student must see a counselor immediately, he/she should request a pass from his/her classroom teacher. If the teacher grants permission, the student may go directly to the counseling office. Only students with authorized passes will be accepted in the Counseling Office.

PROGRAM CHANGES

The selection of a rigorous and relevant program of instruction is essential to the success of every student. Consideration must be given to the interest, ability, career objective, educational background, and commitment of the individual student as students, parents, teachers and counselors work together to accomplish this important task.

Recognizing that much time and expense are involved in the process and that staff are assigned on the basis of students' selections, program changes should be rare and must be limited as indicated below:

1. **Until July 1** - Students may make changes in their programs by submitting a written request from the parent.
2. Once school begins, a student's program **WILL NOT** be changed except under the following circumstances:
 - a. The student has been identified as one who needs either language arts support or mathematics support.
 - b. It has been determined that he/she would profit educationally by a change to a different level of a given course or to a related course.

Transfer students and new students will be scheduled on an individual basis at the time of enrollment. Every attempt will be made to schedule classes related to courses taken in the previous school, but this may be limited by factors such as seat availability in any given class section. Any exceptions to the above procedures will be at the discretion of the principal.

Withdrawal or Transfer from School

Three days prior to the date of withdrawal, the parent/guardian must sign the student out with the counseling office. All obligations must be fulfilled. All books must be returned before the school will transfer records to another school. A student's educational record, including the discipline file will be forwarded to the new school.

Request for Homework and Home Instruction

When students are absent from school, it is advisable to check the teacher's website where assignments may already be posted. Contacting teachers by e-mail is another quick source for the desired information. Parents may also contact the counseling office. In most cases, it requires a day to gather the assignments from the teachers. Assignments may be picked up in the Counseling Office the day following the request or arrangements can be made to have a classmate bring the work home. It is important to remember that all work missed during an absence must be made up, after the student returns to school. The make-up period should not exceed the length of the absence.

Home instruction is available for long-term absences on the 5th day by an application process and with approval of the school physician and Board of Education. Parents should contact the student's counselor as soon as it becomes evident that the illness will require a long-term absence and request an application for home instruction. The application must have a diagnosis signed by a medical doctor that states the nature of the illness and the duration of home instruction. Request must be submitted to the counselor who will forward the request for review. It is important that the application be processed promptly since the school must advertise for instructors. Instructors will contact the family directly to schedule instruction time. The school requires that an adult be present for all home visits. Students who require beyond thirty (30) days of home instruction shall be referred to the Child Study Team.

Student Records

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

The staff and administration at NBC use the PowerSchool Student Management System to record attendance, grades and student progress (interim reports). Teachers utilize the electronic grade book in Powerschool and post assignments, quizzes and tests throughout the marking period. Parents can access their child's account through the NBC website www.n Burlington.com. Both the user name and password that were issued to students upon entry into the district will remain the same during the school year. If you need assistance, contact your child's counselor.

UPDATING CONTACT INFORMATION

Communication with parents and guardians is an essential part of students' academic success. It is important that POWERSCHOOL has the most up to date contact information for parents. Parents may update their contact information by e-mailing updatemyinfo@nburlington.com.

STUDENT ASSISTANCE COORDINATOR

The Student Assistance Coordinator (SAC) is here to help students, particularly those experiencing problems due to their own use or someone else's use of drugs or alcohol. In addition, our SAC oversees our student mediation process. If a student wishes to speak to our SAC, he or she should make an appointment through the Counseling Office.

HEALTH/PHYSICAL EDUCATION REQUIREMENTS

Health and Physical Education is a required course for middle school students. On days when students engage in Physical Education, students will be expected to change their clothes, or dress out, for class for reasons of safety and hygiene. In addition, students must remove any jewelry, including piercings, that are deemed unsafe. Students are not permitted to wear clothing that has been worn to school the same day (with the exception of sneakers). All gym clothing should adhere to the school guidelines for proper dress. While the Health and Physical Education teachers will provide more specific guidelines, generally, students will need to have the following items:

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

Failure to dress out for Physical Education classes result in the following penalties:

1st Time Not Dressed for PE	Warning
2nd Time Not Dressed for PE	-10 Points Off the Grade & Parent Contact
3rd – 6th Time Not Dressed for PE	-10 Points from Grade, Parent Contact & Teacher Detention (3:20)
7th and Subsequent Times Not Dressed for PE	Referral to Office

The above penalties will reset at the end of each new marking period. Requests to be excused from a gym class for temporary health conditions must be expressed in writing by your parent or guardian and presented to the nurse for approval prior to the start of class. Medical excuses for Physical Education class are subject to review by the nurse. Any student who has been medically excused from participating in physical education will not be eligible for any sport or activity which requires a physical examination for participation. The usage of aerosol and pump sprays is not permitted on campus. Students are advised to purchase roll-on or stick deodorants to maintain hygiene. The use of cell phones, especially those with cameras, is also not permitted in the locker rooms.

SPECIAL SERVICES

The Child Study Team is comprised of individuals who are specialists in the area of educational disabilities. Members of the team include a School Psychologist, a Learning Disabilities Teacher Consultant, School Social Worker, and Behaviorist. Their responsibility is to identify, evaluate, and determine whether a student is eligible for special education and related services. The Child Study Team also works closely with other school personnel and parent/guardian in the development and review of a student's Individualized Education Program (I.E.P.). Other specialists in the area of educational disabilities may include Speech-Language Therapists, Occupational Therapists, Physical Therapists and School Nurses.

The Child Study Team evaluation typically consists of a social development/history reported by the parent/guardian to the school Social Worker, an assessment of the student's learning characteristics and academic achievement by the Learning Disabilities Teacher Consultant and an evaluation of the child's potential for learning and social/emotional status by the School Psychologist. Based on the information gathered during this process, other evaluations may be recommended. Once a student is determined to be eligible for special education services, an Individualized Education Program (I.E.P.) is developed.

ELIGIBILITY AND PLACEMENT IN SPECIAL EDUCATION

The New Jersey Administrative Code Title 6A under Chapter 14 provides the administrative policies and procedures in regard to special education which have been adopted by the Northern Burlington County Regional Board of Education. A student may be referred to the Child Study Team by a parent/guardian or by a school district staff member. When such a referral is made, the parent/guardian has input and provides consent for the district to complete an evaluation in order to determine eligibility for special education and related services. If a student is determined eligible for services, a variety of placement options are considered with the least restrictive environment being the determining factor. Parent/guardian participation is vital to the success of any special education program. The Northern Burlington County Regional School District uses the same curriculum found in the general education program with modifications and adaptations made when necessary.

The Child Study Team also has the responsibility of case managing for each student who receives special education services. They are responsible for monitoring the student's progress and placement throughout the school year. Ongoing communication between the Case Managers and the parent/guardian will help to ensure the student's success.

SPECIAL EDUCATION PROGRAMS

Northern Burlington County Regional School District provides a variety of special education programs. Students are able to continue in the general education program with the support of an additional special education teacher through our in-class support (ICS) programs. Based on the student's needs, we also offer replacement classes as well as a Resource Center for additional assistance, and self-contained classrooms with students who share similar academic requirements. If the student's needs are so unique, an out-of-district placement may be considered.

LEAST RESTRICTIVE ENVIRONMENT

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

504 ACCOMMODATIONS

Federal law states that a 504 Accommodation Plan can be given to students who are shown to have a documented physical or mental handicap, which substantially limits a major life activity, such as learning. Northern Burlington Middle School's 504 committee is responsible for reviewing requests and determining eligibility for 504 Accommodation Plans. For information regarding section 504 of the Rehabilitation Act of 1973 or questions about the 504 process please contact Rosetta Treece, Assistant Principal and 504 Coordinator.

INTERVENTION AND REFERRAL SERVICES (I&RS)

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

INTERDISCIPLINARY TEAMS

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

7th Grade—Elements of Writing, Elements of Reading, Geography, Mathematics, and Science

8th Grade—Elements of Writing, American History, Mathematics, and Science

SUPPLIES

The following supply list is a general guideline for each grade level. Students should make every effort to purchase all needed supplies within the first full week of school.

GENERAL SUPPLIES FOR ALL CLASSES

- (2) 1½ Inch binders with loose leaf paper
- (2) 1 Inch binders with loose leaf paper
- 16 Dividers
- Composition books
- Two-pocket folders
- Scientific Calculator (TI-34 Multiview for Math 7 / Math 8)
- Zipper pouch to hold calculator inside the math binder
- 3-subject notebook
- Pens- blue or black ink
- Pencils
- Highlighters
- Colored Pencils
- Pencil pouch/case to hold writing utensils
- 8-Pocket folder (preferably plastic)
- 1 Fine point Sharpie

ADDITIONAL SUPPLIES FOR EIGHTH GRADE

- 2 1½ Inch binders with loose leaf paper
- 1 Pad of graph paper
- 8 Dividers

ALGEBRA I:

- TI-84+ Graphing Calculator

GENERAL SUPPLIES FOR SELECT COURSES:

CAREER LAUNCH

- 1 Two-pocket folder

TECH CONNECT

- 1 Two pocket folder
- Flash key is recommended

WORLD LANGUAGE

- 1½ Inch binder with loose leaf paper
- 5 Dividers
- Language translation dictionary
- Hole punch that fits inside binder
- Dictionary as described below

WORLD LANGUAGE DICTIONARIES

Chinese: Pocket Mandarin Chinese Dictionary, Periplus Editions (HK) LTD, ISBN 9780794600433

French: Usborne French Dictionary for Beginners by Helen Davies, Françoise Holmes, Nicole Irving and John Shackell, ISBN 978-0-7945-2633-7

Spanish: The New World Spanish / English Dictionary, Penguin Group (USA), ISBN 9780451181688

*All dictionaries are available for purchase at the school store

BAND/CHORUS

- 1 Two-pocket folder
- 1 Composition book

VPA AND APPLIED TECH

- 1 inch binder with loose leaf paper
- 5 Dividers
- 1 Two-pocket folder
- 1 Spiral notebook
- 1 Composition book

AGRISCIENCE

- 1½ Inch binder w/paper w/ loose leaf paper
- Glue stick
- 5 Dividers
- Colored pencils (recommended)

Special Note: It is recommended that binders be 1.5". Do not purchase binders larger than 1.5"

**** All team supplies can be purchased at the Hound Pound located in the Middle School.****

ACADEMIC REQUIREMENTS

GRADING

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

- A = 90 to 100
- B = 80 to 89
- C = 70 to 79
- D = 65 to 69
- F = 0 to 64

FINAL GRADES

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

PROMOTION

Students **must** have a passing average in the following classes for promotion:

- Mathematics
- Science
- Social Studies
- Elements of Writing (7th Grade)
- Language Arts (8th Grade)

INCOMPLETE GRADES

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

HOMEWORK

Homework is an important part of the academic program. It serves a variety of purposes. Specifically, homework is an (Regulation 2330):

- Opportunity for independent learning, practice in mastery skills learned in class, and to remediate learning problems.
- Opportunity for students to gather information, integrate and extend knowledge gained in the classroom.
- Opportunity for a student to develop responsibility by learning skills in planning and time management.

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

PLAGIARISM

What does it mean?

- To use ideas or words of another person as one's own
- To present an idea taken from a source as new and original or without appropriate acknowledgement or citations

Examples include turning in someone else's work; copying words or ideas from someone else without giving proper citation; failing to put a quotation in quotation marks; changing words but copying the sentence structure of a source without proper citation; and copying large chunks of information from a source with or without citation.

When students use an outside source to research information for any assignment, they must be careful to follow the rules of documentation to avoid plagiarism. (<http://www.plagiarism.org/index.html>) The media center specialist is also a resource who student can contact when they have questions on proper source citation.

Plagiarism, whether intentional or unintentional, is wrong. It is not acceptable in any class for any assignment that is submitted for credit – homework, essay, report, speech, project, etc. This means that plagiarizing from any source, even another student's paper, will result in serious consequences, including, but not limited to, the loss of credit (Policy 5701).

Specifically, teachers follow this policy when determining the consequences of plagiarism:

- **Homework, Quizzes and Tests:** The student will receive an automatic zero with no chance to make up the grade. Any student who lends homework to or shares test answers with another student to be copied will also receive an automatic zero.
- **Project grades** (such as essays, book reports, journals, speeches and oral reports, artwork and other artistic presentations, and all other major written, oral, and visual assignments):
- For the first offense, the project will not be accepted for credit until the student re-submits the project in corrected form; or, the student may be required to submit an alternative, but related project assigned by the teacher. In either case, the highest grade possible for the project will be between 65 – 69%.
- For a repeated offense, the student will receive an automatic zero with no chance to make up the grade. Formatting looks off

REPORT CARDS

Report cards **will no longer** be mailed home after each marking period. Grades are assessable to parents year round through PowerSchool. Parents can find the PowerSchool link on the Northern Burlington web site at www.nburlington.com. Final report cards will be mailed at the end of the year. End of marking period grades will be posted on PowerSchool approximately one week after the conclusion of each marking period. In the event a student has an obligation (unreturned library book, unpaid fines, etc.), his or her report card will be held until the obligation is satisfied.

INTERIM REPORTS

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

MARKING PERIOD	BEGINS	MID-MARKING PERIOD	ENDS
1st	9/6	10/5	11/7
2nd	11/8	12/14	1/27
3rd	1/30	3/2	4/5
4th	4/16	5/14	6/15

Semester One (S1) ends 1/27/2012

Semester Two (S2) ends 6/15/2012

Trimester One (T1) 9/6/2011 12/9/2011

Trimester Two (T2) 12/12/2011 3/16/2012

Trimester Three (T3) 3/19/2012 6/15/2012

HONOR ROLL

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

High Honor Roll A grade of 90% or higher or "A" in every subject.

Honor Roll A grade of 80% or higher or "A" or "B" in every subject.

ACADEMIC RESOURCES

AGENDA BOOKS

Organizational skills are an important part of the development of a middle school student. To assist with organization, each student will be provided an Agenda Book at the beginning of the school year. Agenda Books are to be utilized as a tool to develop organizational and time management skills. Students must keep their Agenda Books with them at all times during the school day as they are also used as the school's pass system. The maintenance of the Agenda Book is required by every student, and will be utilized by each team. Lost Agenda Books can be replaced in the main office for \$5.00.

EXTRA HELP

Students having academic difficulty should contact their teacher and set up an appointment to receive extra help. Extra help may be provided any afternoon that the teacher is available. Students must plan ahead and obtain a special bus pass for the activity bus run or have parents transport them home from school. Extra help after school will be until 3:20 p.m.

GREYHOUND LEARNING CENTER

Students who wish to stay after school to work on an assignment with a friend or just want a quiet place to do homework can use the Greyhound Learning Center. It is available Monday, Wednesday and Thursday after school until 3:20 p.m. Students who use the Greyhound Learning Center must report to the assigned room by 2:40 pm ready to work.

TEAM WEBSITES

Our school website includes links to team pages where teams post important announcements as well as upcoming assignments. Additionally, some teachers may use networking platforms such as Edmodo to post homework and for a location where students may upload assignments. Students whose teachers utilize these platforms will be instructed by teachers at the start of the school year.

MEDIA CENTER

The media center plays a very important role in the academic life of the school. It provides materials to enrich the curricula and contributes to the daily learning process. Each student should make use of the media center on a regular basis. Such use may occur during lunch or scheduled class time. In addition, from October through early June, the media center is open after school until 3:20 PM on Monday, Wednesday and Thursday afternoons.

ADMISSION:

1. Any student attending Northern Burlington County Regional Middle School may use the media center for reference work or recreational reading.

2. During the school day, a pass from either a classroom or study hall teacher is required to come to the media center. Students coming from lunch will also need an appropriate pass from the cafeteria proctor. Use of the media center after school does not require a pass, but admission is limited to twenty students.
3. Proper student behavior and adherence to the district acceptable computer use policy, Board Policy #2361, is expected when using the media center or adjoining computer labs.
4. Due to limited seating, there may be occasions when students will be unable to use the media center.

BORROWING PRIVILEGES:

1. Students use their school issued ID card in order to borrow materials.
2. All circulated materials must be returned directly to the circulation desk of the media center by 2:30 PM on the date it is due. Students should never give materials to friends or teachers to return, nor should they return any item directly to the shelves of the media center.
3. Reference materials and current periodicals do not circulate. They must be used in the media center. They may be photocopied using the self-service photocopier which costs five cents per page.
4. Fines of ten cents per item per school day will be charged for materials that are returned after their due date.

AUTOMATION:

1. The media center catalog uses the FOLLETT DESTINY program. The system can be used to search by author, title, subject or series. DESTINY is also used for circulation of library materials using bar codes and student ID numbers.
2. The collection is protected by a security system. The system detects any library materials that have not been properly circulated. The purpose of this system is to preserve the collection for all to use.
3. There are computers available in the media center for student use. They have the Microsoft Office package and Internet access. To use the computers, you must log in with your user name and password.
4. Computers may be used for reference work, recreational use of the Internet and word processing. Computers **MAY NOT** be used for games, e-mail, chat rooms, instant messaging or any other non-school related activity. There will be consequences for any students who disobey this rule (Board Policy #2361).
5. All computers are linked to a single networked printer that processes print commands in the order received. The librarians reserve the right to impose printing limits.
6. Students must save all work to flash keys or space specifically provided each student on his/her H Drive.
7. All students are expected to adhere to all ethical considerations of use and students are not allowed to change or reconfigure computers or programs. Violation of this work rule will result in suspension of media center privileges and disciplinary action on the administrative level. Use of the Internet will also be denied to any student who has not completed the student/parent contract required for such use.

CIRCULATION POLICIES AND PROCEDURES:

1. Once issued by the school district, a student ID card must be presented to library staff for circulation of all library materials.
2. Unless otherwise restricted, all materials circulate for a period of twenty-eight days and may be renewed for an additional twenty-eight day period. Items can also be renewed using the Follett Destiny program online. Students log in using their school computer ID and password.
3. A maximum of four books may be checked out to any student.
4. Materials not returned by the end of school on the due date will be fined ten cents per item per school day for each additional day of circulation. Fines may accrue to a maximum of \$5.00 for each item overdue.
5. Books with unpaid fines may not be renewed. Books that have been reserved by another user also may not be renewed.
6. Due dates will clearly be stamped on each item circulated. The borrower assumes all responsibility for timely return of all materials. For late materials, fines will automatically be assessed and recorded by the library's computerized circulation system prior to the issuance of any overdue notice. Overdue notices are issued weekly.
7. Borrowers with overdue materials exceeding thirty days will be referred to the building principal for administrative action.
8. Failure to clear financial obligations posted against your name will result in suspension of further circulation privileges until the obligation is paid.

AFTER SCHOOL USE OF THE MEDIA CENTER

1. The media center will be open from 2:30 to 3:30 PM on Monday, Wednesday and Thursday afternoons. After school hours begin in early October and conclude at the beginning of June. The media center is **NEVER** open on Tuesday and Friday afternoons. At times, the media center may need to be closed after school on a Monday, Wednesday, or Thursday for various reasons. This will be relayed during morning, lunch, and afternoon announcements, as well as posted on the media center doors.
2. A maximum of twenty students will be admitted during after school hours. It is suggested that students sign up earlier during the school day to be guaranteed one of the available spaces.
3. Students must be in the media center by 2:40 and must remain until bus passes are issued at 3:20 PM. Any student who wishes to attend another activity must have a signed pass from the teacher/adviser indicating the activity.
4. Library use after school is open to all students who wish to do research, use the computers, complete homework or do recreational reading. Students who are not doing any of the above activities will be asked to leave.
5. No food or drink is permitted in the media center either during the school day or after school. In addition, students may not use cell phones in the media center at any time.
6. Use of the media center, both during and after school, is a privilege. Proper behavior is expected.

EXPECTATIONS FOR STUDENTS STUDENT MANAGEMENT PROGRAM

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

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

The Code of Conduct (Policy 3211) has been developed for the purpose of delineating school rules, practices and consequences as they relate to the administration of discipline in school. Teachers will generally adhere to a sequence that will involve warnings, parental contact, detentions, or referral to the office. Should an office referral become necessary, the consequences may include detentions, parental conference, suspension, or other appropriate actions as outlined below. Each office referral carries with it a certain number of points, as outlined in the next section, entitled, "Point System." In all cases, the administrator's judgment will be exercised in implementing consequences.

CONSEQUENCES FOR OFFICE REFERRALS

The following offenses may result in consequences beginning with an Administrative Warning, but possibly elevated to 3:20 detention or an Administrative Detention 5:20. Further infractions may result in In-School Suspension (ISS) 1 to 4 days.

1.	Cafeteria misconduct
2.	Dress code violation (1ST Violation- Warning and change of clothing; 5:20 Detention or ISS may result for further violations, including the appropriate display of identification cards).
3.	Electronic devices should not be visible during the school day, from the start of homeroom to the end of the school day. (MP3 players, iPods, cell phones, etc.) Confiscation of item until parent/guardian pickup.
4.	Before or after-school loitering; loitering after homeroom late bell.
5.	Misconduct including but not limited to: Class disruption, leaving class or lunch without permission, littering, eating or drinking outside cafeteria, running in hall, shouting, horseplay, public display of affection, abuse of passes, loitering, panhandling, behavior during passing time, and spraying perfume or aerosols on school grounds or bus.

The following offenses will result in an Administrative Detention 5:20. Further infractions may result in In-School Suspension (ISS) 1 to 5 days.

6.	Failure to serve a 3:20 Detention
7.	Cutting class, study hall, or lunch
8.	Disrespect directed to a staff member or insubordination with respect to a direction. (Could be upgraded depending on nature of issue.)
9.	Profanity
10.	Forgery

The following offenses will result in In-School Suspension (ISS) from 1 to 4 days. Further infractions may result in Out-of-School Suspension (OSS).

11.	Biased or discriminatory conduct. Initiates automatic Peer Mediation. (Further infractions may result in additional ISAP, OSS, and referral to police and Superintendent.)
12.	Gambling
13.	Bullying a student verbally, physically or mentally. Initiates automatic Peer Mediation. (May result in OSS for first offense.)
14.	Leaving school grounds without authorization.
15.	Failure to serve Administrative Detention (Student will be required to serve original detention on the same day as ISS).
16.	Tobacco product possession or usage in school or on school grounds (Usage may result in police involvement).
17.	Truancy

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

18.	Fireworks possession or use and/or use of chemical or nuisance devices
19.	Intimidating others – putting individual(s) in fear for their safety or well-being through words or actions including verbal threats. Initiates automatic Peer Mediation.
20.	Fighting--initiates automatic peer mediation.
21.	Assault of a physical nature against a fellow student. (May result in Police Involvement).
22.	Sexual Harassment directed to another student or staff. Initiates automatic Peer Mediation.
23.	Sexually explicit material - possession or distribution.

24.	Property theft or attempted theft from school or individual without permission or applying pressure to do so by force or fear. OSS with possible Police involvement.
25.	Vandalism – Having the intent to or defacing, abusing, or destroying school or staff property. OSS with possible Police involvement.

SUSPENSIONS PENDING BOARD HEARING/ POLICE/INVOLVEMENT/RESTITUTION

26.	Assault of a physical nature against staff.
27.	Assault of a verbal nature or threat directed to a staff member.
28.	Fire Alarm tampering, making a bomb threat, or setting a fire.
29.	Weapon possession (also items construed as weapons).

SPECIAL ISSUES

29.	Alcohol and/or controlled dangerous substance violations. Reference Board Policy for details.
30.	Bus Misconduct. Consequences range from Warning, to suspension of bus privileges, to OSS.
31.	Tardiness to school, class, study hall, lunch, homeroom – Teacher warning for offenses 1 and 2; Teacher detention for offenses 3 – 5. Subsequent offenses become office referrals.
32.	Harassing, intimidation, or bullying other students verbally or by other means. Initiates automatic Peer Mediation. Consequences range from Administrative Warning, Administrative Detention, ISS, OSS, or Board Hearing.
33.	Violations of the Computer Network Acceptable Use Policy. Consequences range from Administrative Warning, Administrative Detention, ISS or OSS.
34.	Violation of Gang Policy will result in appropriate disciplinary action and Police notification.

STUDENT MANAGEMENT POINT SYSTEM

The preceding consequences carry with them the following points:

Administrative Warning	1 pt.
3:20 Detention	1 pt.
Administrative Detention	2 pts.
In-School Suspension	3 pts.
OSS	4 pts.
OSS Pending Board Hearing/ Superintendent's review	6 pts.
Bus Suspension	3 pts.

Accumulation of points will result in the following:

POINTS RESPONSE

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

TEACHER DETENTIONS

Teachers have the authority and responsibility to assign a 3:20 pm detention for unacceptable behavior, such as disruptiveness, tardiness, and hallway and cafeteria misconduct.

When a detention is assigned, a *Detention Notice* form addressed to the guardian/parent(s) will be issued. It will include the reason for the detention as well as the date and time it is to be served. Students are expected to come to the detention prepared to work and make good use of the time in the detention setting by remaining silent and working on school assignments. Failure of a student to conduct him/herself appropriately in detention will result in more severe disciplinary consequences.

ADMINISTRATIVE DETENTIONS

An Administrative Detention may be assigned by the Principal or Assistant Principal for more serious violations of school rules. Also, if a student fails to serve a 3:20 pm detention, he/she may be assigned to an Administrative Detention. Students who fail to serve an Administrative Detention will be assigned In-school Suspension (ISS) and a make-up Administrative Detention on the same day as the ISS assignment.

As with Teacher detentions, students are expected to make good use of the time and be on their absolute best behavior. Poor conduct will result in more serious disciplinary consequences.

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

IN-SCHOOL SUSPENSION

Students who have serious or repeated violations of school rules for conduct will be placed on in-school suspension. The purpose of in-school suspension is to separate the student from the general school population, but still keep him/her on campus and academically involved.

A student who is assigned to in-school suspension will report directly to the Middle School Main Office to be escorted to the in-school suspension room, in the High School, at 7:40 am. The student will be escorted back to the Middle School for dismissal at 2:30 pm each day (unless a detention is to be served) while serving an in-school suspension. The student's day will be spent in one classroom with all subjects coordinated by the in-school suspension supervisor. Lunch will be eaten in the in-school suspension room. Any student who is unwilling or unable to abide by the procedures for in-school suspension will be placed on out-of-school suspension.

OUT-OF-SCHOOL SUSPENSION

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

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation and bullying means any gesture, any written, verbal or physical act, or electronic communication, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristics, that takes place on school property, at any school-sponsored function, on the school bus or bus stop, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students. Students and parents are encouraged to report cases of bullying to teachers or school administration. Harassment, intimidation, and bullying are prohibited and may result in disciplinary action.

GANG ACTIVITY

If it is determined unacceptable conduct was committed by pupils representing a gang, appropriate disciplinary action will be assigned and the parent(s) or legal guardian(s) of the victim and the offender will be notified. The principal will also inform the Superintendent of schools and local law enforcement. To further ensure the safety and well-being of all pupils in the district and to increase awareness within the school community regarding potential gang activity, pupils are prohibited from wearing on school grounds, at any school related or sponsored activity, on school buses, and any other place where pupils are supervised by school district staff, any type of clothing or accessory that would indicate a pupil has membership in, or affiliation with, any gang associated with criminal activities pursuant to N.J.S.A. 18A:11-9.

The parent(s) or legal guardian(s) of any pupil identified as being potentially involved in gang-related activities shall be notified. A pupil identified as being potentially involved in gang-related activities shall be offered appropriate counseling by school district staff.

VERBAL THREATS

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

GUIDE TO PROPER DRESS

The school takes pride in the appearance of our students. In order to help students prepare for a lifetime of learning, employability skills, and productive adult roles, every student is expected to maintain a neat and appropriate appearance according to the guidelines established. The school reserves the right to exclude from class anyone whose appearance detracts from classroom activities or interferes with the rights of others. During the first week of school, students will receive explicit guidelines

with regard to acceptable standards of dress. Any infraction, thereafter, will result in immediate referral to the main office for administrative action to correct the problem. Repeat dress code violations may result in disciplinary consequences. Violations will also include failure to appropriately display identification cards.

Please use the following as guidelines in the selection of appropriate school attire:

- Hats (including head coverings and headbands) and sunglasses are two items that are not permitted. These should be removed upon entering the building or they will be taken. **EXCEPTION:** Medical or religious reasons that necessitate wearing hats or sunglasses as approved by an administrator.
- Bandanas worn in any fashion on any part of the body are not permitted.
- Pants may not be worn below the hips.
- Chains attached to wallets and keys or hanging out of pants pockets are not allowed.
- Pajamas or slippers are not permitted to be worn.
- Heelies and Flip-Flops (rubberized shower shoes) are not permitted.
- Revealing apparel that is lewd, sexually suggestive or that draws attention to drugs, alcohol, violence or other inappropriate words or pictures should not be worn. These items include, but are not limited to:
 - tee-shirts/tops/dresses that reveal the shoulder, side or rib cage
 - halter-type or bare midriff tops
 - skirts/shorts/dresses that do not meet the tip of the finger when the arm is at the side, and
 - low cut apparel
- Spiked bracelets, collars, or belts are not permitted to be worn.

HALLWAY DECORUM

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

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

In general, students should be respectful and considerate of others as they move through the building to help create a safe and orderly environment.

BOOK BAGS

Students are **not** permitted to carry any type of book bags, backpack, or other large bag during the school day to transport their books and other belongings. A student may use a book bag to bring his/her possessions to and from school. However, such a

bag would need to be kept in his/her locker during the school day. Book bags will be permitted under special medical circumstances and must be explicitly approved by the school nurse.

TARDINESS

Promptness to homeroom or class is a reasonable expectation. Checking attendance accurately and starting class punctually is dependent on student's presence at an appointed time.

Those students entering school after 7:40 am but before 7:45 am will be directed to homeroom without a pass.

Under these circumstances, the consequences will be the same as if a student were tardy to class the following sanctions will be applied:

Tardy #1	Warning
Tardy #2	Warning
Tardy #3	3:20 Detention
Tardy #4	3:20 Detention
Tardy #5	3:20 Detention
Tardy #6 and future infractions.....	Referral to Office

These totals are cumulative through the semester for all classes, including the homeroom period.

Students arriving in the building after 7:45 am will be expected to report to the office to sign-in. Under these circumstances, one-third (1/3) of an absence will be charged against their attendance record.

GLASS BOTTLES AND CONTAINERS

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

VENDING MACHINES

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

BALLOONS

Balloons are not allowed in school under any circumstances. Balloons are a distraction, both in the hallways and classrooms.

PERSONAL PROPERTY

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

Student should not bring large sums of money, expensive jewelry, radios, cameras, tape recorders, and other items of value to school. There is no reason for the presence of such items in school and the school cannot be responsible for their recovery if they are lost or stolen.

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

ELECTRONIC DEVICES

(I-PODS; Disc players; MP3 players; Cell Phones; Cameras; etc)

If students choose to bring a personal electronic device (cell phone; digital camera; I-POD; MP3 player; Disc Player; etc.) to school in order to use before or after school, they assume responsibility for that device in the event it is lost or stolen. During the school day, students should turn off all devices and store them in their locker. Use of a cell phone at any time during the school day is not permitted, including calling or texting parents. Students must use the phone in the main office for any necessary calls. **If such devices are visible during the school day, they will be confiscated and submitted to the main office. If that happens, the device will only be returned to the parents/guardians of the student.** Special permission may be granted by an administrator to utilize an electronic device during school hours if it is related to a school project or activity.

Finally, **State Law** requires us to confiscate a beeper from you and turn it over to the local police. **Please do not bring a beeper to school.**

PERFUMES AND SPRAYS

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

TRANSPORTATION EXPECTATIONS

Any problems or questions regarding transportation (other than disciplinary matters) will be handled by the Transportation Coordinator, Sandra Hanson (telephone: 609.298.3900 ext. 2010).

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

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

1. Know the bus that you take to and from school and ride on this bus only.
2. Always be on time at the right stop.
3. Cooperate with the driver. He/she has a difficult job to perform. Students are expected to do the following:
 - Sit in a seat; do not stand.
 - Refrain from loud and boisterous talk, as well as horseplay.
 - Treat the seats and other parts of the bus with respect.
 - Do not eat or drink on the bus.
 - Exit through the rear door only in an emergency.
4. Students' attention is also called to the following:
 - The bus will always be parked at the same place at the side of the school and will always stop at the same place in the morning.
 - Buses should be boarded in an orderly manner.

- Buses will leave the school promptly five (5) minutes after dismissal bells. After the bus starts moving, no stops will be made for stragglers.
 - Any student who remains after school for an activity must have a 3:30 bus pass in order to ride the activity bus home.
 - Students will not be permitted to leave school with another student without written permission from both parents and office approval.
5. Students are not permitted to walk, bike, or skate to and from school.

ACTIVITY BUSES

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

Students will not be permitted to ride any activity buses unless they present a special pass for that day issued by an administrator or the sponsor of the activity. Activity buses run at 3:30 AND 5:20PM each day and will take you to the general vicinity of your home.

RIDING A DIFFERENT BUS

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

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

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

BUS SUSPENSION

SAFETY is the top priority. Any behaviors that distract the driver may be documented by the driver as a violation. Bus suspension will result from serious or repeated violations of bus regulations. Violations such as throwing items, failing to remain seated, and touching/hitting other student passengers, will result in disciplinary action. If suspension is issued, the parent/guardian will be expected to provide transportation to and from school. Bus transportation is a privilege and should be treated as such by every student.

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

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

The Northern Burlington County Regional Board of Education recognizes that in addition to maintaining a comprehensive substance abuse education program at all grade levels, a policy must be adopted committing the school district to establish a procedure to aid students to seek help to correct possible substance dependency and/or abuse problems. The district also has an obligation to maintain a safe environment for all students and staff members.

For purposes of this policy, "substance" shall mean alcoholic beverages, controlled dangerous substances as defined in N.J.S.A. 24:21-2, or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing vapors or fumes (N.J.S.A. 2A:170-25.9). "Substance abuse" shall mean the consumption or use of any substance as defined herein for purposes other than the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat the sick or injured.

Guidelines and Procedures

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

- A five (5) day In-School Suspension
- Mandatory Parent conference
- Follow-up meetings with the Student Assistance Coordinator
- Re-test via our random testing program

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

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

1. **Chemical Dependency:** If it is determined that the student has developed a chemical dependency, the principal will recommend that the student be enrolled in a program of treatment developed in cooperation with the parents. The district will also recommend the student to participate satisfactorily in an after-care program as a condition of return to school. Any cost associated with this shall not be the responsibility of the Board of Education.
2. **Chemical Abuser:** If the examination indicates that the student does not have a chemical dependency but finds that the student is a chemical abuser, the principal, in consultation with the appropriate administrator and/or "student assistance coordinator," may recommend the student to participate in a chemical abuse contract, chemical abuse support program or supplementary chemical health education as a condition of return to school following suspension. The cost associated with this shall not be the responsibility of the Board of Education.
3. **Isolated Occurrence:** If, after evaluation, the incident proves to be an isolated occurrence and no chemical dependency or abuse is detected, appropriate administrative or counseling action will follow.

The determination and action will be communicated in writing by the principal to the parents/guardians, copy to the Superintendent.

The appropriate administrator(s) and/or "student assistance coordinator" will supervise the student's involvement in the program as determined.

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

- A minimum of five (5) days Out-of-School Suspension
- Expulsion hearing before the Board of Education
- Exclusion of the student from extra-curricular participation for the remainder of the school year

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

- Notification of parents
- Exclusion of the student from school pending a formal hearing
- A medical examination by a physician which includes a urine screen and may include a breathalyzer examination
- Suspension for a minimum of five (5) days Out-of-School
- Exclusion of the student from participation in extra-curricular activities for the remainder of the school year
- Notification of the local police department
- A formal hearing to determine the extent school policy has been violated with possible expulsion hearing before the Board of Education

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

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

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

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

NOTIFICATION OF SEARCH AND SEIZURE (POLICY 5570)

Because it is the responsibility for school officials to maintain safety and order in our school, searches may be conducted when reasonable suspicion occurs. A search may be conducted to look for weapons, controlled dangerous substances, drugs, or alcohol. A search may also be conducted to look for evidence of a prior or anticipated crime, or evidence of a violation of rules or policies of the Board of Education. School officials reserve the right to inspect lockers, desks, storage areas or one's person, given such reasonable suspicion (Assembly Bill No. 422, 1984).

If a weapon or something that could be used as a weapon is found, a student will be suspended from school. Re-instatement will be determined after a hearing with the Superintendent, which may also include a Board of Education hearing for expulsion. Any evidence which is confiscated from a student will be turned over to the Mansfield Township Police Department. Possible charges may be filed against a student by either the school or police.

CANINE INSPECTION

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

STUDENT SUGGESTIONS AND GRIEVANCE PROCEDURES

SUGGESTIONS

Students are encouraged to voice their suggestions concerning revisions or additions to the current school rules, practices, programs, or policies. As a student, your first course of action should be to express your suggestion to Student Congress either in person or through your elected delegate. Student Congress will discuss all suggestions from students and decide if they want to support those presented. Suggestions which are supported will be presented by Student Congress and their advisor to the Principal.

If your suggestion is not supported by Student Congress you may still relay it directly to either the principal or assistant principals for direct communication and comments.

If you have a small or minor request which you want to express to the Principal, Assistant Principal, or some other school personnel you need not go through Student Congress. You may make an appointment to speak directly with the person to whom you want to express your request. Any of these people will be happy to arrange a conference for you and listen to your request.

GRIEVANCE PROCEDURE

Whenever a student feels that his/her rights have been violated or there has been unjust treatment, he/she may file a grievance by following the steps listed below. All steps should be taken as promptly as possible. This procedure has been developed by an Administration-Faculty, Student Committee and approved by the NBC Board of Education:

1. Any person seeking consideration of a grievance should request a conference with the person against whom the grievance claim is made. The conference should be held at a time mutually agreeable to both parties. The purpose of the conference will be to provide a private meeting during which a frank and honest exchange of views may take place in an effort to resolve the problem. At least one day should elapse between the problem in question and the implementation of this step.
2. Should Step #1 fail to resolve the problem, the student may then make written request that the problem be referred to the administration for review. The review will take place before either the Assistant Principal or Principal and will consist of the following steps:
 - a. A scheduled conference at which time the student will be given an opportunity to state his problem directly to the administrator conducting the re-view.
 - b. The person against whom the complaint has been filed will be permitted to make a presentation to the administration.
 - c. A discussion of issues between both parties in the presence of the administrator.

- d. The administrator's suggestions or recommendations. Parental involvement in the conference is optional at either of the first two levels of this procedure.
3. Should Step #2 fail to resolve the problem, an appeal may be made to the Superintendent of Schools at which time the Superintendent will request a written statement from the parties concerned. A conference with the Superintendent will be held with all parties involved. Parents will be informed of the student's request for a hearing with the Superintendent. Parents may choose to be involved at this level or the Superintendent may require that parents be involved in the hearing. The Superintendent will hear the matter, review the written reports submitted, and will offer recommendations.
4. Should Step #3 fail to resolve the problem, the student may appeal to the Board of Education. All previous conference records will be forwarded to the Board of Education. At this level parental involvement becomes mandatory. Following a hearing, the Board of Education will render its judgment as the final authority within the school, under Statutes of New Jersey, Title 18 Education. (A copy of which is available in the library.)

AFFIRMATIVE ACTION

The Affirmative Action Officer is Ms. Holly Post whose office is located in the East Office of the High School where affirmative action documents and grievance procedures can be reviewed. Any member of the school community who feels that he/she has been subjected to discrimination on the basis of race, color, creed or religion, sex ancestry or social or economic status will be encouraged to resolve the issue informally, which may include the assistance of the Affirmative Action Officer, Mrs. Holly Post. Should such attempt be unsuccessful or if the complainant wishes to file a formal grievance, the following procedures will be utilized:

LEVEL I A person with a grievance shall first discuss it with the Affirmative Action Officer for the purpose of resolving the problem informally. A decision must be rendered within ten (10) school days after the meeting.

LEVEL II If the aggrieved party is dissatisfied with the disposition then the matter may be filed in writing with the Superintendent within five (5) school days after the Affirmative Action Officer's decision. The Superintendent shall hold a hearing with all interested parties and render a decision within ten (10) days after receiving the written complaint.

LEVEL III If the aggrieved party is dissatisfied with the Superintendent's disposition, then appeal may be made to the Board of Education. The Superintendent must be notified in writing within five (5) school days after his decision that such an appeal is being made. Relevant decisions and information will be forwarded to the Board of Education. The Board will conduct a hearing and make a final decision within thirty (30) days from the receipt of written complaint.

SEXUAL HARASSMENT

SECTION I

It is the policy of the Northern Burlington County Regional School District to maintain learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the Northern Burlington County Regional School District's staff to harass another member or student through

conduct or communications of a sexual nature as defined in Section II. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature as defined in Section II.

SECTION II

Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student.

Sexual harassment, as set forth in this section, may include, but is not limited to the following:

1. Verbal harassment or abuse
2. Pressure for sexual activity
3. Repeated remarks to a person, with sexual or demeaning implications
4. Unwelcome touching
5. Suggested or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

SECTION III

Any person who alleges sexual harassment by any staff member or student in the school district may use the procedure detailed in the Affirmative Action Grievance Procedures. Filing of a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments.

A substantiated charge against a student or staff member shall subject the individual to disciplinary action which may include suspension, expulsion or discharge.

In addition to any sanctions imposed, a corrective action plan will be implemented to help eliminate future concerns.

DISTRIBUTION OF PRINTED MATERIAL

The Board of Education has adopted the guidelines that follow to provide for the responsibility that goes hand-in-hand with freedom of the press. The guidelines and procedures are designed to protect the individual and the school community from irresponsible publications such as those aimed at creating hostility, pornography, or material of a libelous nature.

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

1. All material must bear the name and address of the sponsor and all articles must be signed by the writer.
2. The number of copies and time of distribution must be reported to the Principal at least 24 hours before distribution and a copy of the publication submitted for the school file.
3. The distributor will be responsible for picking up any litter which results from said distribution.

4. No material may be distributed in school buildings or on school property which contains any of the following:
- Partisan political literature supporting or opposing candidates or public questions in any general, municipal or school election. Materials for Mock Conventions, elections etc., will be labeled "Mock _____."
 - Material that advocates violence or activities that would interfere with the normal operation of the school or the rights of others.
 - Obscene, profane, pornographic, or libelous material.
 - Material that attacks ethnic, religious or racial groups.

SPECIAL GATHERINGS

ASSEMBLIES

Occasionally, assemblies will be held for various reasons such as granting of awards, providing knowledge about a particular subject, providing entertainment, or celebrating a special occasion. During all assemblies students are expected to conduct themselves properly. A special effort should be made to extend courtesy and attention to any visitor, guest, or organization participating in our assembly programs. Sometimes, students will be directed to attend with their homeroom, and at other times they will attend with one of their classes.

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

CAFETERIA

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

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

ENERGY DRINKS

Beverages such as Red Bull, Monster, Venom and others which contain large doses of caffeine (more than 50mg per serving), sugar and/or other legal stimulants like ephedrine, guarana, and ginseng are not permitted on school grounds.

Although individual responses to caffeine vary, caffeine is a stimulant, and these drinks should be treated carefully due to the seriousness of their adverse side effects, particularly for adolescents. The levels of caffeine found in these drinks

can boost the heart rate and blood pressure (sometimes to the point of palpitations), dehydrate the body, and, like other stimulants, lead to nervousness, irritability, and insomnia. They can interfere with learning and the educational climate of the school. Drinks such as these highly-caffeinated beverages will be taken from students if brought on campus and not returned.

POINT OF SALES

"Nutri-Serve" allows students to set up an account into which money can be deposited. Students can draw from this account to pay for lunch using their ID card. Parents who wish to make use of this service can deposit money in their child's account. Checks should be made out to "Nutri-Serve" and the student needs to give this to a cashier in the cafeteria.

FIRE DRILL REGULATIONS

All schools are required by law to conduct fire drills regularly. At the sound of the fire drill signal, students will evacuate the building according to the fire drill plan. Each room will have a chart indicating the exit directions for the class using the room.

PROCEDURES FOR FIRE DRILLS

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

A fire drill or any other emergency drill is a serious event. It may or may not turn out to be an actual emergency. Accordingly, the full cooperation with the teachers from every student during these events is expected. Failure to do so will result in severe disciplinary consequences.

CARE OF SCHOOL PROPERTY

LAVATORIES

Students may visit lavatories between classes provided they get to class on time. Otherwise, students may visit the lavatories during the school day only after receiving permission to go from a teacher.

If a student has a medical problem related to the use of the lavatory, he/she should see the school nurse, to discuss the problem.

HALL LOCKERS

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

1. All lockers must remain locked when not in use.
2. Students are responsible for the care and condition of their lockers at all times. Students are not to overstuff their lockers as this can result in malfunction of the closing and opening mechanisms. There will be a regular inspection of the lockers and students will be charged for damages.
3. Students may use their lockers during the passing periods. However, being at a locker is not an excuse for being tardy to class.
4. Any locker which is not functioning properly should be reported to the office immediately. Locker changes will be made only if a locker is broken and cannot be repaired.
5. Students should not share combinations with each other.
6. Each student is required to use his/her own assigned locker.
7. The school is not responsible for valuables stored in student lockers.
8. Some students enjoy decorating a friend's locker to celebrate a birthday or other special occasion. Students will need permission from their teacher before decorating a locker. Balloons are not permitted in school and should not be used as part of the decorations.

GYM LOCKERS

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

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

TEXTBOOKS

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

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

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

The charge for a lost book or a book damaged beyond use shall be determined by reducing the amount of the cost by 10% for each year the book is used. Minimum payment for any lost book will be \$6.00. Lab manuals and paperback book costs will be established by the department.

OTHER ITEMS

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

1. At the end of each class period, students should check their desks and floor areas for waste paper.
2. Students should place all trash and any other discarded material in the waste baskets. Place all paper into the recycle trash can.
3. Students may not carve, mark, burn, or damage school property in any way. Any student who does damage to school property is in violation of state laws and is liable for suspension as well as being held accountable for the damages done.
4. Student desks should be kept away from the walls.
5. Students are not allowed to open or close windows or change the position of the vertical blinds. The classroom teacher will make all such adjustments.
6. Students are not permitted to remain in the buildings after school or to use any part of the building or grounds unless supervised by a teacher who is present during the time the activity is taking place.
7. The wall strips in the hallways may be used to display announcements of school activities or election posters for school offices. It is necessary to have all materials approved by the teacher sponsoring the event or by the Main Office. All posters and signs must be neatly printed or drawn, must be in good taste, and must use good grammar and correct spelling. All posters must be fastened to the wall strips with appropriate fasteners. Each team has a bulletin board and cork strips for displaying accomplishments and newsworthy items.

RECYCLED TRASH

The school and student body are committed to a program for recycling paper in classrooms and aluminum cans in the cafeteria. Students are encouraged to use the "recycle" trash cans rather than throwing trash into the garbage.

STUDENT ACTIVITIES

Northern has a variety of clubs and activities in which students may participate. These organizations meet afternoons from 2:30 pm to 3:20 pm or from 2:30 pm to 5:30 pm. Two activities bus runs are available for students who participate in after school activities. These bus runs occur at 3:30 and 5:20 p.m. A pass will be given to the student and it will indicate the date and time for them to ride home from their activity. Students are not permitted to use the activity bus pass for other purposes.

Students must be eligible to participate in activities as dictated by attendance requirements and our Student Management Code.

Students who are absent from school on the day of an activity or athletic event are ineligible to participate in the activity. State law requires a student to be in attendance for at least four (4) hours to be counted as present for the day.

REMAINING AFTER SCHOOL

Students who remain after 2:30 p.m. in school must be under the supervision of a teacher. Students who remain after without supervision may be subject to disciplinary action. This includes students who chronically miss their bus.

Students interested in attending a fall or spring athletic contest need to leave the building at 2:30 and arrange transportation to and from home. Students are not permitted to ride the 5:20 Activity Bus home at the conclusion of the athletic event.

During the **winter** sports season, there may be times when a student wishes to remain after-school as a spectator for a sporting event. Students are expected to follow the outlined procedure below:

1. Pick-up a permission slip to remain after school as a spectator in the Main Office.
2. Return the permission slip, signed by a parent, to his/her homeroom teacher the morning of the event.
3. Report to the room designated as the waiting area by 2:40 pm with constructive work to keep him/her occupied until the athletic event begins at 3:45.
4. Remain at the site of the athletic event until your parents provide transportation home or the 5:20 Bus departs.
5. Conduct him/herself in a cooperative manner with the after-school supervisor and demonstrate good sportsmanship at the athletic event.

Failure to abide by these regulations will result in disciplinary action.

In cases where the school is unable to secure a staff member as a supervisor, students may not remain after as spectators and should go home at 2:30 pm. Only if he/she returns with a parent or guardian who remains with him/her will a student be allowed to remain as a spectator.

ACTIVITY ELIGIBILITY

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

Eligibility requirements are as follows:

- All incoming 7th grade students will be eligible for activities in the first semester (first two marking periods).
- Fall eligibility for 8th grade students will be determined by the final grades of their 7th grade year.
- Transfer students are eligible as long as their transfer grades meet eligibility requirements. If their grades have not yet transferred, transfer students may still participate until grades are verified.
- After the first semester (first two marking periods), students who have a failing grade in two or more of their scheduled classes will lose academic eligibility. Once a student begins a winter sport, he/she will be permitted to complete it. Should a student be engaged in a full year activity, he/she can continue until the close of the third marking period. Examples of full year activities are Student Congress and the Journalism club.

STUDENT ACTIVITIES & CLUBS

ART CLUB

Purpose: To offer students interested in art additional opportunity to expand and build on their talents outside of the school day.

Membership: Interested 7th and 8th grade students.

ADVISOR: Mr. Fama

BATTLE OF THE BOOKS

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

Membership: Interested 7th and 8th grade students

ADVISOR: Ms. Lauren Newman

CHORUS CLUB

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

Membership: 7th and 8th grade students who are enrolled in the chorus classes, as well as any other students who are interested in singing

ADVISOR: Mr. Walter

CLASS COUNCILS

Purpose: The class council organizes and conducts the activities, fundraisers, and dances for the class. The officers are elected in an election conducted at the start of the year. Team representatives are selected by an application process.

Membership:

7th Grade Class Council - elected from Grade 7

8th Grade Class Council - elected from Grade 8

ADVISOR: Grade 7 – Ms. Brown

Grade 8 – Ms. Zirilli

CHESS CLUB

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

Membership: Interested 7th and 8th grade students

Advisor: TBA

DRAMA

Purpose: To give students an opportunity to participate in a dramatic production; Along with acting, students organize and prepare the sets, lighting, sound effects, and programs.

Membership: Grade 7 and 8 Performers are selected after tryouts.

ADVISORS: Mr. Fama and Mr. Walter

FIRST AID

Purpose: First Aid is an activity rather than a club. Students learn first aid skills under a certified Red Cross First Aid Instructor and scouts can meet merit badge requirements on the successful completion of this program. This activity is offered three times per year. Eighth grade students will also be able to obtain standard Red Cross First Aid certificates.

Membership: 7th and 8th graders who have not previously had the program

ADVISOR: Mr. Hartman

FBLA (FUTURE BUSINESS LEADERS OF AMERICA)

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

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

ADVISOR: Mr. Goldstein

FFA – LEADERSHIP AND AGRISCIENCE YOUTH ORGANIZATION

Members have the opportunity to compete in state level contests, conduct community service projects and develop leadership skills. All activities support the National FFA mission of making a “positive difference in the lives of students by developing their potential for premier leadership, growth and success.”

Membership: Interested 7th and 8th grade students

ADVISOR: Ms. McLean

GAY- STRAIGHT ALLIANCE(GSA)

The goal of GSA is to make the school community safe and welcoming for all students regardless of sexual orientation or gender identity. Events sponsored by GSA are designed to promote an open and civil environment for all students.

Membership: Students grade 7th and 8th

ADVISOR: Dr. Hayes

GIVING CLUB

Purpose: To provide opportunities for students to volunteer time to support the less fortunate or provide meaningful experiences to youngsters in our elementary schools.

Membership: Interested 7th and 8th grade students

ADVISOR: Ms. Mayo

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

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

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

ADVISOR: Ms. Sulon

INTERNATIONAL CLUB

Purpose: To promote the learning of the languages offered at the Northern Burlington Middle School and provide opportunities for students to play games, participate in activities relative to the languages, and learn about other cultures

ADVISOR: Ms. Panter

MATH COUNTS

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

Membership: Interested 7th and 8th grade students

ADVISOR: Mrs. Wishbow

MUSICAL

Purpose: To produce a musical involving acting, singing, set design, choreography, sound effects, and lighting.

Membership: Interested 7th and 8th grade students selected from tryouts.

ADVISOR: Mr. Walter and Mr. Fama

ODYSSEY OF THE MIND

Purpose: To provide students with the challenges of academic competition, and the opportunity to solve problems of production and design in science, technology, the arts and mathematics

Membership: Interested 7th and 8th grade students

ADVISOR: Mrs. Ott

PAW PRINTS

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

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

ADVISOR: Mr. Goldstein

SCHOOL STORE (THE HOUND POUND)

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

Membership: Students must complete the application process, which includes an essay and an interview by the student managers.

ADVISOR: Mr. Goldstein

SPECIAL OLYMPICS

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

Membership: Eligible students will be notified.

ADVISOR: Ms. Menser and Ms. McAneny

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

Purpose: To promote positive human relations among students of all races, religions, nationalities and cultures

Membership: Interested 7th and 8th grade students

ADVISOR: Ms. Nuskey

STUDENT CONGRESS

Purpose: The Student Congress is the student government organization of the middle school. It supervises the election of all class officers and assists with coordination of all student activities.

Membership: Grade 7 and 8 by election held at the beginning of school year.

ADVISOR: Ms. Cuneo

YEARBOOK

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

Membership: Interested 7th and 8th grade students.

ADVISOR: Ms. Gierman

MIDDLE SCHOOL ATHLETICS

ATHLETIC TEAMS ... Many interscholastic athletic teams are offered for our students. Students must be academically eligible in order to participate. Questions regarding athletic activities should be directed to our Athletic Director, Ms. Haines at extension 2094.

SPORTS PHYSICALS:

Students who wish to participate in any of the athletic teams need to have a completed pre-participation packet along with a physical done by the family doctor and then certified by the school doctor. A student may not participate in any tryout or practice until the pre-participation packet is completed. **Physicals are valid for one calendar year.**

FALL

Coed Cross Country

Field Hockey

Soccer (Boys)

Soccer (Girls)

WINTER

Basketball (Boys)

Basketball (Girls)

Cheerleading

Wrestling

SPRING

Baseball

Lacrosse (Boys)

Lacrosse (Girls)

Softball

Coed Track

Athletic Code of Conduct

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

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

1. Engages in verbal or physical threats or abuse aimed at any pupil, coach, official or parent; or
2. Initiates a fight or scuffle with any pupil, coach, official, parent, or other person if the conduct occurs at or in connection with a school-sponsored youth sports event, shall be banned from being present at subsequent events.

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

ACTIVITIES & EVENTS

SCHOOL TRIPS

On all school trips, students are required to submit a parental permission slip to the faculty member sponsoring the trip. The forms may be secured from the faculty member sponsoring the trip. Parents are required to provide transportation on trips that return after school. Students will be informed of the time of return trips prior to the day of the trip.

All school rules apply on any trip sponsored by the school or any organization, team, club, etc., connected with the school. When taking part in any school trip students should, dress appropriately and conduct themselves in a manner that will reflect favorably on the school.

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

SCHOOL STORE

The students operate a school store (Hound Pound) where items such as school supplies may be purchased. The store is open between 7:15 and 7:45am and during most lunch periods. Visiting the school store is not an excuse to be late for homeroom.

DANCES AND EVENING EVENTS

Dances and evening events are popular activities in the middle school. They are usually sponsored by the Class Councils or Student Congress. All dances sponsored by our organizations and classes are open only to Middle School students, including the 8th grade closing dance. Only NBC Middle School students are permitted to attend dances. Additionally, the school offers several other night events such as basketball and volleyball tournaments, school plays, talent show etc. The following rules will cover attendance at dances and events:

1. Students will not be permitted to return to the event once they have left the building.
2. Students who are absent from school on the day of the event or who are on suspension will not be permitted to attend.
3. Students must be picked up within fifteen minutes after the close of the event. Students should inform their parents that all dances will end at 10:00 p.m. Rides home should be at the school no later than 10:15 p.m.
4. All students must carry their student identification cards as means of identification and present them to gain entrance to the event.
5. Eligibility for participation will be based on provisions in Student Management Code.
6. The type of clothing appropriate for the dance or event will be announced in advance. Some dances are planned along certain themes and students are asked to cooperate with the sponsoring organization. Students who appear in extreme dress not appropriate to the school function may be excluded. In such cases, your parents will be contacted and requested to take you home.
7. There is no secure place to store personal property at an event. Students should not bring valuables. The school will not be responsible if they are lost or stolen.

8. Students are expected to socialize in an acceptable and respectful manner at all times. There must be no running, jumping or horseplay of any kind. Only appropriate dancing is expected while at a dance. Extremely close, distasteful and/or raunchy dancing is NOT ACCEPTABLE and will be addressed appropriately. This means that grinding or any such dancing is not permitted. Students who do not follow the directives of the dance chaperones may receive consequences for insubordination.
9. All school rules are in effect for dances including our Drug/Alcohol policy.
10. Parents/guardians wishing to pick their own children up prior to the conclusion of an event must enter the school and provide proper identification to school personnel prior to doing such.

DROP-OFF & PICK-UP PROCEDURES

In order to have students safely and efficiently dropped off and picked up from school dances, the administration has developed a system according to the grade level of the students. All students, 7th & 8th grade, should be dropped off at the middle school main entrance when entering the dance. **At the conclusion of the dance, each grade level has a designated area for pick-up at 10:00pm:**

7th Grade – Students will be picked-up in the bus parking lot.

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

During pick up students will not be permitted off the sidewalk unless they are escorted by an adult. Parents may park and walk to the sidewalk to pick up their son or daughter.

Parents may also pull up to the curb to pick up their son or daughter, but please do not stand in this area for more than a few minutes (like curbside pickup at the airport.)

EIGHTH GRADE CLOSING DANCE

The closing dance for the Middle School is sponsored by the eighth grade class and is open to members of that class or their guests from the seventh grade class. Only children who currently attend our middle school will be permitted to attend the dance. Students are not permitted to wear jeans or sneakers to the event and it is completely appropriate for the boys to wear a shirt and tie and the girls to wear a dress. However, this is **not a formal event and tuxedos and limousines are not permitted. The closing dance will run from 7:30 PM to 10:30 PM.**

HEALTH AND WELFARE

STUDENT IDENTIFICATION CARDS

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

HEALTH SERVICES

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

MEDICAL EXAMINATIONS

When a student enrolls at Northern Burlington Middle School, the sending school district should provide student documentation of entry examination pursuant to N.J.A.C. 6A:16-2.4(d). A copy of the A-45 (student health record) with physical examination documentation is sufficient. However it is recommended to obtain subsequent medical examinations of the student at least once during each developmental stage, at early childhood (pre-school through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through twelve).

YEARLY SCREENINGS

Height, weight, vision, and blood pressure examinations are annually performed on students in grades 7 and 8. A referral form will be sent to your parent or guardian if the screening indicates that you need further evaluation. Auditory (hearing) and scoliosis screening examinations are performed on students in grade 8. If a concern develops, a parent or student may request a screening at any time.

SCOLIOSIS SCREENING (CURVATURE OF THE SPINE)

All students in grades 8, 10 and 12 will be examined yearly for scoliosis by the school physician and/or school nurse.

MEDICAL RECORDS

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

MEDICATIONS

The nurses at Northern Burlington will not offer or dispense any medication for relief of pain or treatment of illness. If it is necessary for a student to take any medication whatsoever during school hours a form (available in the nurses' offices or online), must be completed by the student's doctor and signed by his/her parent for prescription medication as well as for any non-prescription medication. All medication must be in its original, labeled container and must be dispensed by the nurse. Students found in possession of medications (whether over the counter or prescribed) will be in violation of board policy. Compliance with this procedure is extremely important; please refer to the section on in this handbook on drugs.

PHYSICAL EDUCATION EXCUSES

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

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

ILLNESS DURING SCHOOL HOURS

If a student becomes ill during the school day, he/she should report to the nurse with a pass from his/her teacher. Only in emergencies should a student report to the nurse's office without a pass from a teacher.

Students are not permitted to leave the school grounds because of illness unless authorized to do so by the nurse or the office staff. Likewise, students should not report to the lavatory but to the nurse's office.

Parents are to sign their child out in the main office before leaving the building.

ACCIDENTS

It is very important that students report all accidents to the nurse immediately regardless of how minor the injury may appear to be. Failure to report an accident may negate the insurance cover-age. The insurance company requires that a report be on file to verify the accident.

If a student is injured, he/she should report the injury to your teacher who will immediately send the student to the nurse (in the case of minor accidents). If there is a more seriously injured, the nurse may come directly to the student.

STUDENT ACCIDENT INSURANCE

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

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

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

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

ATHLETIC PHYSICALS

If you are interested in participating in any activity listed below, newly enacted state legislations require that you secure a physical examination from your family physician or health care facility:

- Interscholastic Sports & Intramural Sports
- Marching Band
- Cheerleading

Forms are available at school, which must be used. Any questions or anticipated conflicts should be addressed with our school nurse.

SCHOOL SERVICES

SCHOOL RESOURCE OFFICER

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

WORKING PAPERS

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

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

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

MUSICAL INSTRUMENTS

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

CLASS SALES

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

LOST AND FOUND

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

PARENTAL/GUARDIAN INVOLVEMENT

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

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

PARENTAL/GUARDIAN VISITS TO THE SCHOOL

We want to welcome parents/guardians to visit our school. However, the school must balance the welcoming of visits against our primary function to provide instruction to our students. Accordingly, the school asks that parents/guardians who wish to visit the school while it is in session adhere to the following guidelines:

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

HALL DISPLAYS/EXHIBITS

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

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

INTEGRATED PEST MANAGEMENT PLAN

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

COMPUTER-INTERNET

The Board of Education recognizes that as telecommunications and other technologies shift the manner in which information is accessed, communicated and transferred, the changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information sources but reserves the right to limit in-school use to materials appropriate to educational purposes. The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using

Board approved standards. The Board therefore has adopted standards of conduct for the use of computer networks as outlined in Board Policy #2361 "Acceptable Use of Computer Network/Computer and Resources." Please contact the building principal if you have any concerns regarding your child's use of these technologies.

NORTHERN BURLINGTON COUNTY REGIONAL SCHOOL DISTRICT

COMPUTER NETWORK ACCEPTABLE USE POLICY FOR STUDENTS

The use of the Northern Burlington County Regional School District computer network is a privilege, not a right, and violation of district's Acceptable Use Policy will result in revocation or suspension of this privilege. The following represents a guide to the acceptable use of the district's computer network.

The NBCRSD computer network shall only be used to access educational information.

- Students shall not share computer account information with others.
- Students shall not install any software on district's computers.
- Students shall not download copyrighted materials such as but not limited to mp3 and software through P2P programs or via web site.
- Students shall not vandalize hardware or software (changing computer settings will be considered as vandalism).
- Students shall not use any electronic messaging or instant messaging other than what the district provides. These include any web-based emails, instant messengers or chat applications.
- Students shall not use the Internet/Intranet to send any information that would threaten, offend or promote any illegal activities.
- Students shall not connect any personal computing devices on the district's computer network without authorization of technology office.
- Students shall not introduce any virus/malicious code to district computer network.
- Students shall not gain unauthorized access to another account, confidential school records or to the network.
- Students shall not use district's computer network for personal financial or business gain.
- Any activity including browsing web and files stored on school provided network storage is not private and is subject to monitoring by district technology personnel upon request by administrators.

Violation

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

Your signature on the **Consent Form** mailed during summer confirms that you have read and will abide by the information contained in this handbook.