

Fountain Woods School

Parent / Student Handbook

2017-2018

John W. Johnson
Principal

Jason Strouse
Vice Principal

Revised 7/27/17

Fountain Woods Elementary School

601 Fountain Avenue

Burlington, New Jersey 08016

<http://www.burltwpsch.org/fw.php>

September 2017

Dear Students, Parents, Guardians, and Families:

We hope you have all had a relaxing and refreshing summer break. As always, it is amazing how quickly the months of July and August pass! We hope you've had the opportunity to enjoy time together as a family and have been able to make memories that will last a lifetime!

We'd like to take a moment to welcome all of you to the Fountain Woods family! For those of you returning to us, we offer a sincere "Welcome back!" For those new to us, we offer a warm welcome to your child's new school family. We say it all of the time, and we truly mean it – we believe Fountain Woods School is a very large and supportive family. You will certainly hear this theme throughout the year and in years to come.

We are confident the 2017-18 school year will be one filled with many engaging, meaningful, and educational experiences. Fountain Woods offers wonderful programs, an outstanding teaching staff, an incredible office staff, many dedicated and talented instructional aides and paraprofessionals, and a host of other support staff that work hard each day to make sure every student at Fountain Woods can come to school and learn in a safe and healthy environment. Our family organization, the Fountain Woods Family Association (FWFA), is one of the very best anywhere! Under the outstanding leadership of its President and Board, along with its numerous chair people, countless programs and activities are planned, organized, and funded. We are very fortunate to have so many parents and family members who are willing to do so much work for us!

There are many wonderful programs in our school! Here are just a few you can look forward to enjoying:

Good Morning Fountain Woods

Our 5th graders produce and perform a news program that is viewed by our classes each day.

Musical Ensembles

We feature outstanding performing groups, including our choruses, the beginning and advanced bands, the beginning and advanced orchestras, Vocal Chords, and Recorder Sinfonia!

Safety Team

This program utilizes primarily fifth graders (plus a few fourth graders) to maintain order in hallways and on busses, to assist classmates with conflict resolution, and to further assist staff members in many other capacities. More on this can be found later in this Handbook.

Counseling Programs

We offer numerous group programs, individual counseling, class lessons, and other services.

Renaissance Program

This nationally-recognized program acknowledges and celebrates students and staff members. We are proud to announce that this year Renaissance will feature a Star Wars theme! Monthly and quarterly activities are held, and other fundraising activities highlight our Renaissance program, now in its 10th year!

Fun Activities

FWFA-sponsored Falcon Fest, class parties (Fall, Winter Break, Valentine's Day, & Spring Break), Point-Free Activity, etc.

As you can see, we have planned for a terrific school year for all of our students. We look forward to working with all of you over the next 10 months and watching the children as they learn and grow. Along with our awesome staff, we hope to be able to help every FWS child reach his/her full intellectual, creative, and social potential – the Mission of the Burlington Township School District!

Sincerely,

Mr. Johnson and Mr. Strouse

BURLINGTON TOWNSHIP SCHOOL DISTRICT

MISSION STATEMENT

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

BOARD OF EDUCATION MEMBERS			
Title	Name	Email	Phone
Board Member	Mrs. Donna Custard	dcustard@burltwpsch.org	see below
Board Member	Mr. Milton Dilligard	mdilligard@burltwpsch.org	see below
Board Member, VICE-PRESIDENT	Mrs. Susan Eichmann	seichmann@burltwpsch.org	see below
Board Member	Mr. Jack Newman	jnewman@burltwpsch.org	see below
Board Member, PRESIDENT	Mrs. Maryann McMahon-Nester	mmcmahon-nester@burltwpsch.org	see below
Board Member	Mr. Israel Rivera	irivera@burltwpsch.org	see below
Board Member	Mrs. Velina Marie Riggi	vriggi@burltwpsch.org	see below
Board Member	Mr. Balvir Singh	bsingh@burltwpsch.org	see below
Board Member	Ms. Michelle Spotts	mspotts@burltwpsch.org	see below
Assistant Board Secretary	Mrs. Adrienne Bilotta	abilotta@burltwpsch.org	609-387-3955 x 2050
ADMINISTRATION			
Superintendent	Mrs. Mary Ann Bell	mbell@burltwpsch.org	
Business Administrator/Board Secretary	Mr. Nicholas Bice	nbice@burltwpsch.org	
Assistant Superintendent for Curriculum and Instruction	Ms. Ann Marie Britt	abritt@burltwpsch.org	
Assistant Superintendent for Special Education	Mr. Christopher R. Giannotti	cgiannotti@burltwpsch.org	
Director of Human Resources and Community Relations	Mrs. Elizabeth Scott	escott@burltwpsch.org	
District Guidance Director	Mr. Jim Mills	jmill@burltwpsch.org	
District Supervisor	Mrs. Laura Burns	lburns@burltwpsch.org	
District Supervisor	Mrs. Erin Dewey	edewey@burltwpsch.org	
District Supervisor	Mrs. Joanne Johnson	joajohnson@burltwpsch.org	
District Supervisor	Mr. Walt Spiehs	wspiehs@burltwpsch.org	
District Supervisor / Athletics Director	Mr. Peter Teifer	pteifer@burltwpsch.org	
Assistant Business Administrator	Mrs. Robyn Hessberger	rhessberger@burltwpsch.org	
HIGH SCHOOL			
Principal	Mr. Phil Brownridge	pbrownridge@burltwpsch.org	
Vice Principal	Mr. Neal Canavan	ncanavan@burltwpsch.org	
Vice Principal	Mrs. Naomi Threadgill	nthreadgill@burltwpsch.org	
Vice Principal, Hopkins Building	Mr. Chris Ilconich	cilconich@burltwpsch.org	
MIDDLE SCHOOL			
Principal	Mr. Larry Penny	lpenny@burltwpsch.org	
Vice Principal	Mrs. Regina Haley	rhaley@burltwpsch.org	
Vice Principal	Mr. Ryan Winkelspecht	rwinkelspecht@burltwpsch.org	

FOUNTAIN WOODS			
Principal	Mr. John Johnson	jojohnson@burltwpsch.org	609-387-1799 x 3000
Vice Principal	Mr. Jason Strouse	jstrouse@burltwpsch.org	609-387-1799 x 3000
B. BERNICE YOUNG			
Principal	Dr. Denise King	dking@burltwpsch.org	
Vice Principal	Mr. Gary Russell	grussell@burltwpsch.org	

FOUNTAIN WOODS SCHOOL MISSION STATEMENT

The mission of Fountain Woods School is to provide a safe, nurturing, and academically challenging environment that meets the needs of our students while preparing them for a culturally diverse world.

FOUNTAIN WOODS BELIEF STATEMENTS

We at Fountain Woods School believe the following:

- All students can learn.
- Students learn best through their active involvement in a challenging interdisciplinary curriculum.
- Students have different learning styles and benefit from various instructional strategies and available technology.
- Our school should be committed to continuous improvement.
- Students should develop an understanding of cultural differences and individuality.
- Respect should be mutual among all students, staff, parents and administrators.
- The school environment should be safe and secure.
- The home and school partnership enhances student success.
- Students should develop character, social skills and citizenship.

FOUNTAIN WOODS OFFICE STAFF

Principal:	John W. Johnson	Instructional Assistants:	Lisa McDermott
Vice Principal:	Jason Strouse		Kim Peoples
Secretaries:	Donna Tootell	Nurses:	Mary Kerstetter
	Patty Fenn		Jane TumSuden
	Jennifer Chapman	CST Case Managers:	Valentina Steele-Dadzie
School Counselors:	Karen Bolling		Deborah Schaeffler
	Jeanene Stefanski	CST Behavioral Specialist:	Kimberly Baker
	Tina Dietrich		

Classroom Teachers, Special Education Teachers, Related Arts Teachers, Speech and Language Pathologists, additional CST Staff Members, ESL Teachers, Academic Achievement Teachers and Aides, Teachers of Gifted & Talented programs, Literacy and Math Specialists, and teacher aides are also employed by the Burlington Township Board of Education and work at Fountain Woods School to provide outstanding programs and quality instruction for our students.

FOUNTAIN WOODS FAMILY ASSOCIATION (FWFA)

Serving the Students, Staff, and Families of the Fountain Woods School

A Family Association has been established for Fountain Woods School. This organization is very active in providing services, programs, instructional materials, equipment, and many other things to meet the needs of the students and enhance the home/school relationship. School programs include 4 parties – one in the fall, one previous to the Winter Break, one on Valentine's Day, and one previous to the Spring Break, assemblies, and Falcon Fest, among others. The FWFA also sponsors Scholastic Book Fairs during the year. These book fairs provide an opportunity for students to purchase inexpensive books and resource materials. The FWFA also generates the outstanding yearbook we sell each year. Several interesting and enjoyable evening meetings and family programs are planned during the year.

Email: fwfa@burltwpfoundation.org

Website: www.fwfaonline.org

Facebook: [Fountain Woods Family Association](https://www.facebook.com/FountainWoodsFamilyAssociation)

INFOSNAP - ONLINE EMERGENCY CARD

The district started a new online system that will allow the schools to streamline and more effectively gather student information electronically. This system is a secure and green process, powered by InfoSnap, which will allow the district to verify all student demographic, emergency, and medical information for your child prior to the start of the new school year. InfoSnap will also allow you to electronically sign the annual acknowledgement forms for the school year. Our new online system will cut down the amount of time parents have to spend at the beginning of every school year completing paperwork. This online process replaces most of the hard copy student forms that your child brings home during the first week of school.



The information in InfoSnap is extremely important! It gives us quick access to important information about your child in the event of an emergency. It is imperative that you register and complete the online InfoSnap for your child immediately. Failure to complete InfoSnap within the first week of school may result in your child losing computer access and other privileges that require your permission.

FOUNTAIN WOODS SCHOOL HOURS

Arrival 8:30am

Dismissal 3:00pm

Walkers and students dropped off by a parent or guardian should not arrive prior to 8:15, as supervision is not provided before this time. Students must not be dropped off in front of the school and left unattended. Likewise, children who do not ride the bus at dismissal must be picked up by 3:00pm. Once again, supervision cannot be provided beyond this time.

EARLY DISMISSAL (HALF DAY)

Arrival 8:30am

Dismissal 12:30pm

DELAYED OPENING

Arrival 10:30am

Dismissal 3:00pm

Please note that staff does not arrive early on delayed opening days, and supervision will not be provided for students arriving earlier than 10:20am.



For security reasons, once the school day has ended and students are dismissed, neither parents nor students are permitted back to the classrooms for homework, instruments, cell phones/ipads, or other items. Custodians are directed not to open classrooms for students or parents after school has closed.

THERE ARE MANY WAYS KEEP IN TOUCH WITH FOUNTAIN WOODS

- The phone number for Fountain Woods School is 609-387-1799. You will be prompted with instructions to reach the office or staff member of your choice. Press 2 for the Main Office and 3 for the Nurse's office. Teachers and staff members have their own voicemail extensions and email addresses for convenient communication.
- **eFWS and FWS e-alerts:** FWS sends out a weekly eFWS, our electronic newsletter. eAlerts are also sent out, when needed, to get information quickly to our parents and families. You can register for this from the school's website.
- **Text Messaging:** A few years ago we were very excited to start sending text messages using *Remind*. Simply text **@fws** to **81010** to register. (You will not be able to text back.) Please be aware that standard text messaging rates will apply.

SCHOOL ATTENDANCE

Children, by state law, are required to attend school regularly. **Success cannot be achieved unless students are consistently present and on time for regularly scheduled classroom learning activities.** Parents/guardians must ensure student attendance and punctuality. Please arrange family vacations for times when school is not in session. Click on the link to read more about school attendance on the NJ Department of Education website [NJ Dept. of Education Attendance & Truancy](#).



When your child will be absent from school, please call the Nurse, Mrs. Kerstetter, at 387-2145, by 8:30 am. You will receive an automated call even if you have already called the Nurse's Office or notified the teacher. You do not have to respond to the automated call.

When a student is absent for **three or more consecutive days**, he/she must bring in a note of explanation. When a student has been absent for **five or more consecutive days**, a doctor's note is required upon the return of the student to school. Should a student become ill at school, the nurse will attempt to notify the parent. If a child shows signs of illness prior to the start of the school day, such as a temperature, please keep the child at home.



An *excused absence* is one in which the school *has* been contacted by the parent/guardian as to the reason for the absence. However, it will still count as absence.

An *unexcused absence* is one of which the school *has not* been contacted by the parent/guardian as to the reason for the absence.

MAKE-UP WORK FOR ABSENT STUDENTS

A student who has been absent from class is responsible for making up class work that has been missed. On return to class, arrangements should be made with the teacher to make up all tests, quizzes, homework, and class work.



When requesting makeup work for a child, please email your child's teacher and allow 24 hours notice. Because of the demands of teaching classes, the teachers' first opportunity to gather the work together is usually at the end of the day. Stopping the instructional process to gather materials and write down missing assignments is not reasonable on short notice.

TARDINESS (LATE) TO SCHOOL

Because lateness to school can be disruptive to the educational process, we ask parents to support students coming to school on time. If a student is late because of a doctor's appointment, parents are asked to provide a note from the doctor confirming the appointment.



School starts promptly at 8:30am. After 8:40 am, a child will receive a late pass and it will be marked in their attendance as "Tardy". A late arriving student must be accompanied into school by a parent/guardian and sign in at the main office. For safety purposes, parents are asked to park in the lot, not in the fire lanes, before bringing the child inside.

PICKING UP YOUR CHILD FROM SCHOOL

Other than the regular dismissal from school, students are permitted to leave school early. If you will be picking your child up early, we request that you write a note to your child's teacher, or send an email to your child's teacher, preferably before noon. The legal parent/guardian of the child, or a designee listed on the online emergency card (InfoSnap) must report to the window at the main office with a driver's license. **If someone other than a designee listed on the online emergency card is picking up a student, the office will require parent/guardian consent if they are not listed on InfoSnap.**



If you will be picking your child up early, we request that you write a note to your child's teacher or send an email to your child's teacher, preferably before noon. In emergencies or short notice situations, we request that parents or guardians come to the main office to sign your child out. Also, we do not allow parents/guardians to take their child out of the bus line once they have been dismissed. These regulations are established for the security and well-being of all township children. The complete cooperation of all parents in this matter is requested.

Please Note:

When your child leaves school early, before 2:50pm on a regular day, it will be reported as a "Tardy" on their report card. On early dismissal days, when a child comes in after 8:40am OR leaves before 12:20pm, they will be marked "Absent" on their report card.

EMERGENCY CLOSING OF SCHOOLS AND DELAYED OPENINGS

- All families will receive a phone call from our emergency calling system.
- For school closings and delayed openings, you will be contacted via our emergency phone calling system using information you submit for our student database. Each year, please make sure your information is correct and up-to-date using the Infosnap information provided at the beginning of the year. If you prefer to be notified by cell phone, make sure your cell phone is the main number. In case of an emergency during the school day, our system will contact the primary and secondary phone numbers.
- Make sure you register for the [Falcon Flyer](#). You will receive immediate notification directly to your email of school closings and other alerts. You may register on our [District webpage](#), www.burltwpsch.org.
- Visit Burlington Township Schools' Website at www.burltwpsch.org. The emergency information will scroll on the home page.
- Call the Burlington Township Schools Activities and Emergency Closing Line: (609) 387-1731
- Listen to the following radio station for information: KYW (1060 AM) - District code number: 713
- Watch FOX TV Channel 29 "Good Day Philadelphia" (6:30 a.m. - 9:00 a.m.). Look for Burlington County and then watch for information on Burlington Township Schools. This information will scroll across the bottom of the TV screen.
- Watch NBC TV Channel 10 for its Snow Alert 10. The status of Burlington Township Schools will be announced.
- Watch CBS TV Channel 3. The status of Burlington Township will scroll across the bottom of the screen.
- Watch ABC TV Channel 6. The status of Burlington Township will scroll across the bottom of the screen.
- Check the Internet at www.kyw1060.com or www.wpvi.com
- Several of our local news outlets now offer text messaging directly to your cell phone to alert you of school closings and delayed openings including Channel 6 Action News, KYW 1060, and Fox 29.

For more information call or email: Mrs. Liz Scott, Public Relations Coordinator, 387-3955 ext. 2074

CHILD FIND FOR SPECIAL EDUCATION

Students with disabilities that significantly impact upon their educational progress may be eligible for special education and related services. Upon referral, the Child Study Team (School Psychologist, Learning Consultant and Social Worker) will meet with the family to discuss concerns and to determine if evaluation is necessary. If a student is found to be eligible, an Individual Education Program (I.E.P.) will be developed to meet the educational needs of the student. Programs may include accommodations and modifications in the general education setting to small class instruction with a special education teacher. All decisions regarding the IEP are discussed at least annually and the parent/guardian is encouraged to be an active participant in the process.

VISITORS TO OUR SCHOOL

Visitors are welcome to Fountain Woods School. However, if you would like to meet with an administrator, we request that you make an appointment in advance, if possible. Parents that would like to observe classes are asked to schedule their visits with the Principal and will accompany the parent in order to answer any questions they may have. Please keep in mind, in order to maintain continuity of instruction, visitations of this type are to be limited to 40 minutes.



For security purposes, all visitors must report to the main office window, present a valid driver's license or photo ID and receive a badge before entering the building.

PROGRAMS

The curriculum is guided by the New Jersey Core Curriculum Content Standards and needs assessment/goals developed by staff and parents. Emphasis is placed on meeting the needs of the learner in mathematics, science, social studies, and communication skills. Fewer students will change classes for academic subjects this year. There are two academic teachers for grade five – one teacher will be responsible for instruction in language arts, and the other will provide instruction in mathematics, social studies and science. Teachers and parents have the opportunity to nominate a student to participate in the gifted and talented program in September and June. If qualifying, students may participate in a gifted and talented program. A variety of programs for children with special needs is provided.

Related arts teachers provide instruction in Art, Computer Technology, General and Instrumental Music, Physical Education, Health and Family Life, Library Science, and Spanish. Instrumental and string music classes are available during the school day for any students in 4th and 5th grades that are interested.

A gymnasium is used for physical education, school assemblies, and various productions that are presented during the school year. Several acres of ground behind the school are used for 2 large playgrounds, physical education classes, environmental studies, and other purposes.

TECHNOLOGY

Students will receive instruction in computer technology in their classrooms as well as in a computer lab. Every classroom is equipped with computers and 1 teacher station that are all fully networked and have Internet access. The computer labs each house 25-28 computers that are also networked. Digital cameras, scanners, laser and inkjet printers, and an LCD projection system are also available to enhance instruction. A telephone voice-mail system allows staff to receive messages and provides for ongoing communication between home and school. Fountain Woods is a Google Apps for Education school.

SERVICES FOR STUDENTS

Counseling

Karen Bolling, Jeanene Stefanski, and Tina Dietrich are the School Counselors at Fountain Woods. Students may request an appointment to see their assigned counselor by filling out a form and placing it in their mailboxes. Teachers will have these forms available. Teachers and parents may also request to schedule an appointment with their child's counselor.

Academic Achievement Program

This program is available to all students who score in the Partially Proficient range on the NJ ASK test. Parents are notified when their child is in need of remedial services.

English as a Second Language Program

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

Homebound Instruction

If your child must be out of school for more than 10 days due to illness or injury, it is possible to arrange for a tutor at

home. Should a problem of this nature occur, the following steps should be taken:

- * Obtain a statement from your doctor concerning the length of the incapacity.
- * Attach to the above statement a written request for homebound instruction. Both should be forwarded to the Principal. When the Principal obtains approval, a teacher will be assigned.

HOMEWORK

It is our philosophy that homework serves several purposes:

- It teaches study habits
- It expands the curriculum
- It allows students to explore topics beyond the limits of the classroom
- It provides a time for parents to become involved in their child's education
- It keeps parents knowledgeable about subjects and concepts being taught

The following will serve as general guidelines for assignments:

- Homework is to be assigned on an average of 4 times per week to all students. Assignments may vary by subject and time required to complete
- The following times are guidelines for teachers; Grade 3 - 30 minutes; Grade 4 - 40 minutes; Grade 5 - 50 minutes

Please note: the amount of time required to complete HW assignments may vary widely among individual students, depending on a variety of factors.

Homework will not normally be assigned on weekends or holidays except for long-term projects, which may include a holiday (you should have a minimum of two weeks to complete more extensive projects). However, if a student has work to complete because of absence or has not completed all class work because of poor work habits, homework may be assigned on the weekend. When assignments are turned in one day late, the student will receive less credit. Credit will not be given for homework turned in two or more days late.

REPORTING PUPIL PROGRESS

Several means are used to report pupil progress - conferences, interim progress reports, report cards, and Parent Portal as well as voicemail and email. Parent-Teacher Conferences are scheduled twice yearly, for 3 days in the fall and 3 days in the spring. Please refer to the school calendar for the dates. The teacher or the parent, if necessary, can arrange additional conferences. Teachers prepare interim progress reports during each marking period to update the parent/guardian of a child's progress. Report cards are issued four times during the school year; the dates are marked on the school calendar. Additionally, our teachers have voicemail and email for receiving messages from parents/guardians. We encourage parent-teacher communication. Email addresses are listed on our website:

<http://www.burltwpsch.org/fw.php?id=107>

ELEMENTARY GRADING POLICY #N6147.4

For a complete guide to the elementary grading policy, please refer to the Board of Education "Elementary Grading System Policy"

POWERSCHOOL PARENT PORTAL

The PowerSchool Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays connected. Students can stay on top of assignments, parents are able to participate in their children's progress, and teachers can share information with parents and students.

PARENT PORTAL SIGN UP

Parent Portal is only available for parents of High School, Middle School, and Fountain Woods students. The Fountain Woods website lists the information resources regarding PowerSchool Parent Portal including set up instructions, user guide and video tutorial. If you do not already have a Parent Portal account please fill out the form found on the BTSD Parent Portal site, [Parent Portal](#), or by going to the BTSD District website under “Students and Parents”, to the link called “PowerSchool Parent Portal”. By completing this form, you are requesting an Access ID and Access Password that you will need in order to create an account and link your child to the account. If you have any other questions regarding Parent Portal please contact the Fountain Woods main office.

FOUNTAIN WOODS RENAISSANCE PROGRAM

The school's *Renaissance Program* will recognize the accomplishments of our children in a variety of ways. Renaissance Rallies every marking period, and other events are held that celebrate children who have achieved success or improvement in a number of areas such as good manners, citizenship, participation, school spirit, etc. There are many ways Fountain Woods students can be recognized as Renaissance Stars!



STUDENT DRESS CODE

Students are expected to take pride in their appearance and dress appropriately for school. Abbreviated shorts, tank-tops, “spaghetti straps”, blouses that expose the bare midriff, or clothing that exposes undergarments are NOT ACCEPTABLE. Shorts and skirts should extend to the fingertips when the arms are held straight down to the sides. Boys’ shirts should have sleeves that extend over the shoulder. All shoes worn to school must have backs. Backless shoes or sandals can lead to injuries on the playground, stairs, or other areas. Clothing that may be appropriate for the backyard or the beach is not appropriate for school. If a student is found to be in violation of the dress code, the parent will be called and asked to bring appropriate clothing to school. Please refer to the Board of Education [Student Dress Code Policy #5511](#)

PHYSICAL EDUCATION

Parents, please have your children dressed appropriately for physical education classes. Any of the following are considered appropriate, depending on the time of year:

- Sneakers and socks (required)
- Shorts and a T-shirt
- Sweat suit or warm-up suit
- Comfortable/sports/exercise shorts (of appropriate length)

Please restrict the wearing of jewelry for your child’s safety. Long dresses, long shirts, sandals, boots, clogs, high-heeled or thick-soled sneakers can be dangerous and are **not to be worn for physical education**. It is possible that your child will be excluded from participation if dressed improperly.

If your child cannot participate in a physical education class, he/she must have a note from a doctor or the school nurse. If a student is to miss more than one physical education class due to illness or injury, a **doctor’s note** is required. Be aware that all students will receive 1 marking period of Health Education. This program is part of and aligned with New Jersey’s Comprehensive Health Education and Physical Education Framework.

HEALTH AND SAFETY

Student Emergency Information (InfoSnap)

Must be completed online and kept up-to-date **throughout the school year**. Telephone numbers for emergency contacts during school hours are extremely important. Caregivers’ names and numbers are also needed. **Only contacts that you listed in InfoSnap will be able to pick your child up from school.** InfoSnap includes the student’s annual medical history, allergies, health conditions or current medications. There is also an area for parental permission allowing the nurse to administer **non-prescription pain/fever relievers** (acetaminophen or ibuprofen (for students over 12) and permission for **physical examinations**.



Remember to notify the school if work/emergency contacts and/or phone numbers are added or changed.

Illness

Call the school nurse when your child is ill and will miss school. We strongly suggest that if your child shows signs of illness, he/she should remain home. When a student has been absent for **3** consecutive days, a **note of explanation from the parent is required**. If your child has had a contagious illness or has been absent for **5** or more consecutive days, a **doctor's note is required** upon returning to school.



Students should be fever-free and free of vomiting for 24 hours before returning to school.

Immunizations

Documentation of any immunizations that your child receives must be forwarded to the nurse. If these updates occur during the summer, please send a copy to the nurse as soon as possible. Please refer to the [Minimal Immunization Requirements for School Attendance in New Jersey](#) form for immunization requirements.

Medications

If it is necessary for a student to take medication during school hours, the following policy must be followed:

1. The student must have a signed note from the parent / guardian requesting that the school authorities allow the student to receive medication at school, and an order from the student's Primary Health Care Provider indicating the name, dose, administration time and reason for this medication to be administered by the School nurse. **This applies to both prescription and nonprescription medication.**
2. The medication must be kept in the original container.
3. The medication must be kept in the Nurse's Office.
4. The [Routine Medical Form](#) must be completed by parent/guardian as well as Primary Health Care Provider. Additional forms are available in the Nurse's Office. **Medications are to be brought to school by the parent/guardian.**

Students that require asthma medications must have an [Asthma Action Plan](#) completed by their healthcare provider on file with the nurse. Also, students that may have a life-threatening allergic reaction must have a [Severe Allergy Action Plan](#) completed by their healthcare provider on file with the nurse. Students are not permitted to have asthma inhalers in their possession unless this policy is strictly followed.

Water Bottles in School Our students are not permitted to bring water bottles to school without the verification of a medical need. The district does not recommend that students use water bottles due to possible spread of infectious diseases if shared between students. If conditions such as extreme temperatures dictate that frequent drinks are necessary, families will be notified. The health and wellness of the children is our primary concern.

Participation in Class Trips At the discretion of the school nurse, a child may be retained from attending a class trip due to a significant medical concern. However, if a child is retained for any medical issues, parents will be contacted immediately.

Physical Exams Students must obtain annual medical examinations upon entry into school. It is also recommended that students receive subsequent medical examinations at least once during each developmental stage. Burlington Township Schools requests physical examinations for students in grades 5, 7, and 9. The [Physical Examination Form](#) is available on the FWS website under Departments/Information/Nurse/Forms.

Your child's private physician must perform this examination. If your child does not have a primary care physician, the school physician may provide this service. An examination by the school physician does not replace routine care provided by your child's physician. If you are not covered by health insurance, please contact the School Nurse for information on [NJ Family Care](#). The School Nurse can also provide names of primary care physicians located in the area.

Accidents

All accidents occurring within the school premises or during school sponsored activities **MUST** be reported to the school

nurse as soon as possible. Emergency first aid will be administered by the nurse and, if further medical attention is or may be required, an **insurance claim** is to be filled out and should be submitted to the doctor and the hospital. These forms are available from the nurse.

School Insurance

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

PERSONAL PROPERTY

Students assume the responsibility for loss or damage to their clothing, equipment, books, musical instruments, and any other items. The school endeavors to protect all personal property but is not responsible for it. Large sums of money and **articles of real or sentimental value SHOULD NOT be brought to school**. When items of value must be brought to school, they should be brought to the office for safekeeping until needed.

Children are not permitted to sell, purchase, or trade any personal belongings on school grounds. In the past, we've had difficulty with these situations once children have changed their minds following the "transaction". Likewise, there is to be no betting, gambling, or wagering of any kind. In essence, no money should be exchanged between individual students here at school for any reason, with the exception of school-sponsored fundraising efforts.

LOST AND FOUND

Items that are left and found in school are placed in the lost and found located in the back of the cafeteria. The main office keeps smaller items, such as money, jewelry or phones. Unclaimed items are donated to a charitable organization.



Please label your child's belongings, including jackets, sweatshirts, sweaters, coats, lunch bags and boxes, and all school materials.

CELL PHONE & OTHER ELECTRONIC DEVICE USE

The increased availability of cell phones has necessitated the creation of a policy regulating student use. The policy is designed to balance the need to maintain an educational learning environment while also providing students with a means of emergency and other necessary communications.

1. Students are permitted to bring cell phones into the school building.
2. Students must shut off the phones prior to entering the school building.
3. Students may have cell phones in their possession during the school day, but they must be shut off.
4. Once the students are dismissed they are permitted to use their cell phones.
5. Students who do not comply with the requirements of the policy will have their cell phones confiscated and returned to a parent/guardian. Any subsequent violations will result in disciplinary action.



The school is not responsible for loss, care, and damage of any electronic device brought to school. Content of an inappropriate nature, including but not limited to language and/or images, shall not be permitted on any device entering a school. Photography or recording video on any electronic device is strictly prohibited in school, on school grounds, or on the bus.

PARENTS WITH QUESTIONS - CHAIN OF COMMUNICATION

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

- You must first discuss your questions or concerns with the teacher. If you still have questions...
- Make an appointment to discuss your questions or concerns with the Vice Principal and then the Principal, if

necessary. If you still have questions...

- Submit those questions or concerns in writing to the Superintendent of Schools, with a copy to the Principal.

PARENT'S RIGHT TO KNOW

Parents have the right to learn of the qualifications of their child's teacher(s). A request for this must be made in writing and can be submitted to our Main Office. Student records will also be available for review by the student's parent(s) / guardian(s). Please contact our main office if you would like to review your child's records. A designated school official will be present during the review of records in order to assist in an interpretation. Advance notice of 24 hours is requested.

SCHOOL NUTRITION PROGRAM POLICY

The Burlington Township School District is a member of the National School Lunch Program. As a member, the district must abide by all policies and procedures established by the National School Lunch Program. You can find all the information regarding the [School Nutrition Program Policy](#) on the district website.

BREAKFAST AND LUNCH PROGRAM

The lunch menu and any other information about the district school lunch program can now be found online on the [Burlington Township Schools Cafeteria and Food Service Website](#).

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
BREAKFAST	1.50	1.55	1.55
LUNCH	2.55	2.70	2.70
MILK	0.60	0.60	0.60
ADULT BREAKFAST	2.40	2.40	2.40
ADULT LUNCH	4.25	4.25	4.25

HOW YOUR CHILD PAYS FOR BREAKFAST AND LUNCH

Each child uses their "PIN" number to purchase breakfast and/or lunch. Princeton Food Service **strongly** encourages parents to pay in advance. Checks can be written for the student's lunch program made payable to: "Burlington Twp. School Lunch Program". The money will be credited to the child's PIN account. The money in a student's PIN account can only be used to purchase lunch items and milk.



Students will only be permitted to charge up to a maximum of ten lunches when there is a negative balance in their account. If students maximize this credit balance they will be given an alternate lunch which may consist of a cheese sandwich, tuna sandwich or hot dog. Students who owe money to the cafeteria will not be allowed to purchase snacks. Snacks such as chips, ice cream, cookies, etc. must be paid for in cash at the time of the purchase.

HOW TO ADD MONEY TO YOUR CHILD'S LUNCH ACCOUNT

Parents can now use their [PowerSchool Parent Portal](#) account to access the **LunchTime** portal with just their Parent Portal sign on. Use the applications button in the far right upper corner of Parent Portal to be brought to your child's account in **LunchTime**. [Step by Step Instructions for using LunchTime School Payments Portal](#) can be found on the cafeteria website. For more information on outstanding cafeteria food service charges, please read the District's policy, [Outstanding Food Service Charges Policy #8550](#).



After lunch, students go out for recess all year long. In the winter, if the weather permits, students will go outside if they are dressed properly. Depending on the temperature, if they do not have a proper coat, hat and/or gloves, they will not go outside for recess.

CAFETERIA AND PLAYGROUND SAFETY

Cafeteria and playground safety is an important part of our school program. We ask that equipment be used for the purpose it is intended. The Cafeteria and playground monitors are charged with the task of ensuring student safety and security in both the cafeteria and on the playground. Failure to follow proper use of playground equipment or follow the direction of a monitor will result in consequences as described under Discipline.

FIELD TRIPS

Class trips provide cultural, educational, and fun experiences for the students. Students are responsible for their behavior. The building administrators will determine if a student is ineligible to attend a trip based, in part, on the established point accumulation system, and the nature of the student's behavior. In some cases, a certain number of parents may be offered the opportunity to attend a trip as chaperones. The number of chaperones is limited to bus space and tickets available. Parents selected as chaperones are responsible for the supervision of their assigned students at all times and are asked to adhere to the same code of conduct as our staff.



If a student is late to school the day of the field trip, they cannot be dropped off at the field trip location, they must come to school and remain there all day.

~

If a student loses the privilege of attending the trip due to disciplinary reasons or is absent on the day of the trip, in most cases the tickets have already been purchased and are non-refundable. In these cases, we will not be able to refund the money to the parents/guardians.

CLASS PARTIES

The Fountain Woods Family Association sponsors 4 class parties a year (fall, winter break, Valentine's Day and spring break). If you wish to participate in or volunteer for a class party or event, please contact the Fountain Woods Family Association.



Please do not send in cupcakes, cookies, brownies, and other sweet treats for birthday celebrations. It conflicts with the district's Nutrition Policy and could be potential medical problem for children in the classroom and the building who have various allergies.

DISCIPLINE

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

STUDENT BEHAVIOR EXPECTATIONS

Student misconduct gets in the way of learning, safety, and the development of respect. Furthermore, when children are not held accountable for their misbehavior, they often end up learning that "rules are made to be broken." While your

child’s teachers will establish specific classroom rules and consequences, our school policy is to establish meaningful rules, which focus on respect for other people, respect for property, and safety.

FOUNTAIN WOODS CODE OF CONDUCT

The Code of Conduct has been created to ensure continuity throughout the district, with regard to infractions and their consequences. We have worked to establish consequences that focus on helping our students to learn from these incidents and deter future occurrences. Please take a moment to read through the [FWS Code of Conduct](#).

FOUNTAIN WOODS DISCIPLINE POINT SYSTEM

At Fountain Woods, our point system was designed to help students realize consequences for their actions. A point is assigned for every disciplinary action taken (see table below). A student who attains **12 or more discipline points**, will be placed on the **Ineligible List** and lose school privileges. Students who have 12 points or more will not be able to participate in field trips, class activities, Falcon Fest, activity nights, and other school sponsored events as determined by a building administrator for the remainder of the school year unless granted special approval. In order to be fair to all and consistent, no exceptions to this rule will be made.

<u>Per incident:</u>	
Demerit	1 point
Bus Suspension	1 point
Lunch Detention	2 points
In-School Suspension	4 points
Out-of-School Suspension	6 points

Discipline Point Redemption

We seek to have students who have received discipline points learn and improve their behavior. One discipline point can be deducted from the total number of points a student has earned when a student has gone **one calendar month** from when the last points were received without having any demerits, discipline referrals, warnings or infractions.



A parent/guardian will be notified of their child’s point accumulation. The first point notification letter is sent home when a student has accumulated 6 points. A second letter is sent home when a student accumulates 9 points. If a student accumulates 12 points, a third letter will be sent home notifying the parent/guardian that their child has been placed on the Ineligible List.

Demerit (one point)

Demerits may be assigned by any staff member observing inappropriate behavior. Demerits may be received for the following reasons:

- Hallway behavior - running, shouting, roaming halls, disturbing other classes and/or offices.
- Fire drill behavior - running, talking, pushing, out of line.
- Cafeteria behavior - disrespect to school personnel, disobeying cafeteria rules.
- Playground behavior - disrespect to school personnel, disobeying playground rules.
- Classroom behavior - disrespect to school personnel, disobeying classroom rules.
- Other behavior considered inappropriate.

Lunch Detention (two points per infraction)

Detention may be assigned by a building administrator and/or classroom teachers. Failure of the student to report as scheduled will result in further disciplinary action. When a student is assigned a detention, a letter will be sent home with the student at least one day in advance of the scheduled detention date and is to be signed by the parent and returned. The parent may also be informed by a phone call. A school absence will automatically move the assigned detention to the next detention date. Misconduct in detention or excessive (4 or more) detentions may result in a suspension.

Bus Suspension (one point per day)

When a student is reported by the bus driver, by another student or a parent, an incident report is completed and investigation of the report begins. For safety and security purposes, school buses in the Burlington Township School District may be equipped with audio and video recording devices. These devices will be mounted in plain view of the students. In order to maintain the privacy of our children, tapes are subject to review by school officials only.

In School Suspension (4 points) / Out of School Suspension (6 points)

There are two types of suspension: in-school suspension and exclusion from school (out of school). A building administrator, on the basis of the offense and the number of previous offenses, may assign in-school suspension. A student who is assigned an out-of-school suspension is not permitted on school grounds before, during, and after school. The following offenses constitute some of, but are not limited to, the reason(s) for suspension:

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

The length of a suspension will depend upon the frequency and/or the nature of the offense. Burlington Township Board of Education policy requires a hearing before the Superintendent and/or the Board for a suspension invoked for greater than ten (10) days in length. The BOE may continue the suspension, expel, or reinstate. In the event of continued suspensions during the school year, the student may be required to appear before the Superintendent and/or the Board of Education. The student should be accompanied by the parent/guardian and may be represented by counsel.

For re-admittance to school following the period of suspension, the student may be required to have his/her parent/guardian attend a conference with a building administrator and teacher.

Homework and Classwork Assignments are expected to be completed by the suspended student. The student should have his/her books and study materials at home.

Failure to complete the assignments will result in a failing grade on those assignments.

Important note: Be aware that if two or more students are involved in a physical confrontation or fight, all involved are subject to consequences – regardless of which child initiated the altercation. All children are strongly encouraged to use peaceful means to resolve conflicts. Any child who feels threatened or is physically confronted must report the aggression to a staff member without responding violently. Children who choose to respond in a physical manner are subject to appropriate consequences.



Students who have become Ineligible (received 12 points) within two weeks prior to a field trip or activity such as Falcon Fest may be allowed to participate. However, a serious infraction may cause a student to be excluded from a field trip or activity.
Student's who are already on the Ineligible List as of two weeks prior to a trip, will be excluded, regardless of any deduction of points.

5th grade Activity Nights

The Renaissance Program sponsors 3 Activity Nights throughout the year for only 5th grade students. If a student has accumulated discipline points they may be ineligible to participate. A 5th grader may not be able to attend the 1st Activity Night if they have accumulated 3 points, 2nd Activity Night, 6 points and 3rd Activity Night, 9 points.

Point Free Students

In June, a special activity is planned by Mr. Johnson, the Principal, for Fountain Woods students who have either never received a discipline point, or who have redeemed all accumulated points. Points redeemed must be a month before the date of the point free activity. **Any points received leading up to the date of the point free activity will result in not being able to attend the activity.**

BUS REGULATIONS

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

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

Michele Dudley-Brown	Transportation Coordinator	(609)387-3955 ext. 2078
Maurice Mariano	Assistant Transportation	(609)387-3955 ext. 2077
Pat Arent	First Student Dispatch	(609)387-1713 ext. 1018

At the bus stop:

- Be there at least 10 minutes before the pickup time.
- Stay back away from the street.
- No horseplay while waiting for the bus. **It is important to note that misbehavior at the bus stop either before or after riding the bus can result in disciplinary consequences from the school.**
- Wait for the bus to stop before loading.

While on the bus:

- Wear your seatbelt!
- Keep hands and head inside the bus at all times.
- Keep your voice at a reasonable level. Loud talking or laughing distracts the driver.
- Do not damage, deface, or vandalize bus property – including seats and windows.
- Do not throw anything out of the bus windows.
- No horseplay while on the bus.
- Do not leave your seat while the bus is in motion.
- Keep book bags, coats, and your legs out of the aisle.
- Do not eat or drink while on the bus.
- Be courteous to other pupils and the driver.
- Remain seated until the bus comes to a complete stop.
- In case of a road emergency, students are to remain on the bus.

After leaving the bus:

- Students who must cross the road are to cross in front of the bus after the driver determines that it is safe.
- The driver will not discharge riders at places other than the regular bus stop unless by proper authorization from school officials.
- Students may not ride a different bus without the permission of the Superintendent.

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

District Policies and Regulations

Parents/guardians should review and be aware of district policies and regulations which can be found in its entirety on the [BT BOE Policies and Regulations](#) section of the district website. Listed below are the links to some of the district policies.

SCHOOL VISITORS	Policy #9150
CIVILITY	Policy #9150.1
STUDENT DRESS CODE	Policy #5511
USE OF CELL PHONES/RECORDING DEVICES	Policy #5516
TRANSPORTATION POLICY	Policy #N3541
SCHOOL NUTRITION POLICY	Policy #8540
MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS	Policy #5331
ACCEPTABLE USE POLICY	Policy #2361
ACADEMIC INTEGRITY	Policy #5701
ELEMENTARY SCHOOLS GRADING AND REPORTING POLICY	Policy #2624.1
STUDENT CODE OF CONDUCT	Policy #5600
HARASSMENT, INTIMIDATION, AND BULLYING	Policy #5512
SUBSTANCE ABUSE	Policy #3218
SUSPECTED GANG ACTIVITY	Policy #5615
INTEGRATED PEST MANAGEMENT	Policy #7442
NOTIFICATION OF RIGHTS UNDER FERPA - ELEMENTARY & SECONDARY SCHOOLS	Policy # 8335
AFFIRMATIVE ACTION	Policy #2260

CIVILITY

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

Policy #5511 - STUDENT DRESS CODE

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

FOUNTAIN WOODS POLICY ON CELL PHONE USE BY STUDENTS

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

Policy #N3541.4 - BUS STOP SAFETY

The selection of safe waiting, loading and unloading locations for all riders must be given the highest priority when bus stop locations are planned. Every aspect of safety should be given consideration, with nothing overlooked that might later constitute a hazard for the bus, the passengers or other traffic.

Designated bus stops for loading and unloading should be examined each year for safety, efficiency and economy. Unsafe conditions may have developed because of highway and bridge construction or a change of land use. New visual obstructions or excessive traffic congestion may create hazards at locations previously considered safe.

Policy #N3541.5 - [SCHOOL BUS PUPIL DISCIPLINE](#)

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

Policy #N3541.6 - SCHOOL BUS PUPIL SAFETY

Local boards of education are urged to develop comprehensive transportation safety programs for pupils. Materials and assistance are available from the Bureau of Pupil Transportation, State Department of Education. Local boards of education are required to adopt policies related to safe school bus evacuation in accordance with NJAC 6:21-11.4. Additional administrative procedures shall be developed to implement board policies.

Schools shall organize and conduct emergency exit drills at least twice within the school year for all pupils who ride school buses. As the school bus driver is an integral part of the procedure, it is mandatory that he/she participate. Drills shall be conducted on school property and be supervised by the principal or person assigned to act in a supervisory capacity.

Policy #N3542.2 - NUTRITION POLICY

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

Providing students with healthy and nutritious foods;

Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;

Supporting healthy eating through nutrition education;

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

Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations.

Policy #N5331 - [MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL](#)

The Board of Education recognizes pupils may have anaphylaxis to certain foods. Anaphylaxis is a sudden, severe, potentially fatal, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). It is very important the parent(s)/legal guardian(s) of pupils with anaphylaxis to food inform the Building Principal and the school nurse in the event the pupil may have an anaphylactic reaction while in school. At the beginning of each school year, the nurse will send written notice home to parents/guardians requesting parents to inform the school of their child's food allergies. Food allergies will be noted with student's emergency information.

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of any illness, including any allergies, of any pupil. Any administration of medications to pupils in school will be in accordance with Policy No. 5330 and applicable State laws. The Building Principal and the school nurse will notify school staff that interacts with the pupil. The Board will permit the self-administration of medication for a pupil with anaphylaxis to food pursuant to N.J.S.A. 18A:40-12.3 through N.J.S.A. 18A:40-12.6 and Policy No. 5330. The parent(s)/legal guardian(s) of a pupil with anaphylaxis to food must provide the Superintendent written authorization for the emergency administration of epinephrine via a pre-filled single dose auto-injector mechanism for the pupil in accordance with Policy No. 5330.

Policy #5330 - ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any pupil. At the same time, the Board recognizes that a pupil's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the pupil's health and continuing attendance in school so require and when the medication is administered in accordance with this policy.

No medication will be administered to pupils in school except by the School Nurse, another registered nurse, or the pupil's parent or legal guardian acting on a written order from the pupil's private physician or the school medical inspector.

All pupil medications shall be appropriately maintained and secured by the School Nurse, except those medications to be self-administered by pupils. In those instances the pupil with the prior knowledge of the School Nurse may retain the medication. The School Nurse may provide the Principal and other teaching staff members concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best educational interests. The School Nurse may report to the school physician any pupil who appears to be affected adversely by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law. The School Nurse shall document each instance of the administration of medication to a pupil.

Policy #N2361 - ACCEPTABLE USE POLICY

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

ACADEMIC INTEGRITY POSITION

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

Cheating:

In copying, a student is taking the work of another, either on homework or on a test, and claiming it as his/her own. Cheating includes but is not limited to:

Copying and or offering homework verbally, in written form, or by electronic means.

Copying and/or offering answers on tests or quizzes verbally, in written form, or by electronic means.

Bringing in and using unauthorized information during class time, including information stored in a calculator.

Offering or receiving information under circumstances when information is not to be shared.

Having anyone, including parents or tutors, complete assignments and submitting the work as one's own.

Presenting collaborative work as independent work and independent work as collaborative. (In group work, one person should not and will not bear the burden for the entire group assignment.)

Copying answers from answer guides in texts.

Fabricating or "fudging" data, information, or sources. Attempting to pass off made up material as the result of genuine efforts.

Plagiarism:

The act of plagiarism may include direct copying, but it may also be more complex than verbatim repetition. A student, in preparing a project for a class, will have plagiarized if he/she has taken information from sources without citing what sources were used.

Plagiarized material may appear in a student's paper as word-for-word copying, a summation, or a paraphrase of another's ideas. A student has plagiarized whether the material from another source has been taken in whole or in part. In effect, by not naming the source, the student is claiming the work of another as his/hers.

Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).

Copying another's work.

Using another's ideas without proper citations.

Incorporating portions of another's writing within the context of your own work.

Failing to acknowledge a source of information.

Using "unique" phrases without citations.

Using graphics, charts, diagrams, and illustrations without citations.

Policy #N6147.4 - [ELEMENTARY SCHOOLS GRADING AND REPORTING POLICY](#)

Grades 3, 4 and 5

Grades are based on evidence of the attainment of the instructional and performance objectives as outlined in programs of study and are reported through parent conferences and report cards. Report cards will be issued four (4) times annually in accordance with the established calendar dates for marking periods. Students are given numerical grades on report cards including the final grade.

Policy #S5200 ATTENDANCE POLICY

It is recognized that students may be absent because of their involvement in programs and activities which are part of the total school curriculum or because of serious illness necessitating home instruction. Refer to the policy in its entirety on the link above.

Policy #N5612 - [VERBAL OR PHYSICAL ASSAULT BY PUPILS ON BOARD MEMBERS OR EMPLOYEES](#)

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

Policy #N5600 – [STUDENT CODE OF CONDUCT](#)

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

Each school will establish appropriate procedures and outline them in their student handbooks

- The administration will address all allegations of physical altercations and assaults
- Disciplinary Action will be assigned based on district policy and school procedures
- Saturday Detention may be used as disciplinary action
- Processing of Parental Appeals to Disciplinary Actions: The Board of Education establishes the following policy dealing with the orderly processing of parental appeals related to student discipline:
 - o All parental concerns related to student discipline must first be addressed with the person of origin (i.e. classroom teacher).
 - o Should the matter not be resolved at this level, appeals are to be directed, in writing to the building administrator in charge of student discipline.
 - o Should the matter not be resolved at this level, the parent must complete the district's [Parental Appeal to Disciplinary Action](#) form. Upon receipt of this form, the principal will conduct an investigation and will promptly report his/her findings to the parent(s)/guardian(s).
 - o Should the matter not be resolved at the building level, the parent must request, in writing, a further investigation of the matter to be conducted by the superintendent. Upon receipt of this letter, the superintendent will conduct an investigation into the matter and will promptly report his/her findings to the parent(s)/guardian(s). The superintendent's decision is binding for all disciplinary decisions ranging from reprimands to suspensions of students from school for up to ten days.
 - o Only those disciplinary issues resulting in out of school suspensions in excess of ten days are appealable to the Board of Education. Such appeals will follow the procedures outlined in #4.
 - o During the course of an appeal investigation, the disciplinary consequence stands as dispensed and students are expected to fulfill the requirements of the consequence.

Policy #S5512 - [HARASSMENT, INTIMIDATION AND BULLYING OF PUPILS](#)

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

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

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

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

The chief school administrator shall take all necessary steps to publicize this policy, and shall inform pupils and staff that harassment, intimidation or bullying is prohibited on school property or any school-sponsored function.

Building level administration will be responsible for implementing school safety policies for students.

Policy #5330 - [SUBSTANCE ABUSE](#)

The Board of Education recognizes alcohol and other drug dependency as an illness and a major health behavior problem. Unless

schools, and students are drug and alcohol free, optimum conditions for learning cannot exist. It is the goal of the Board to create an atmosphere for each student where learning will flourish. The Board of Education pledges to satisfy all governmental mandates for the establishment of an alcohol and drug free district by providing clearly defined program for prevention, intervention and enforcement of alcohol and other drug use. Students are prohibited from possessing, consuming, or distributing any substance while at school, on school grounds, attending a school-related function on or off campus, or traveling to or from school.

The purpose of this Policy is to establish a comprehensive substance abuse intervention, prevention and treatment referral program throughout the school district which identifies pupils who are substance abusers, assesses the extent each pupil's involvement with the substances and, where appropriate, refers each affected pupil and his or her family to organizations and agencies approved by the Department of Health to offer competent professional treatment. Such treatment shall not be at the expense of the Board of Education.

Students may be subject to medical examination, suspension and other disciplinary sanctions established by this policy. Students and their parent(s) or guardian(s) are advised that substance abuse may result in additional penalties beyond school sanctions for substance abuse.

Policy #N5615 – SUSPECTED GANG ACTIVITY

The school campus operates in accordance with appropriate rules and regulations which are designed to further the goal of providing a safe and healthy educational environment conducive to learning for all students. To achieve this goal the Board hereby adopts a policy prohibiting membership in gangs, or in fraternities or clubs, which are not recognized by the District.

Students who initiate, advocate, or promote activities, openly or otherwise, which threaten the safety and well being of persons or property, which disrupt the school environment and/or are harmful to the educational process, will be subject to appropriate discipline, including suspension and/or expulsion.

The use of hand signals, written or oral comments, threatening mannerisms, graffiti or the presence or use of any apparel, jewelry, accessory or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with a gang or non-board recognized group, whether real or implied, shall be construed as presenting a clear and present danger to the school environment, staff and students, and the educational objectives of the District and is strictly prohibited.

Any person wearing, carrying, distributing, displaying gang or group paraphernalia; exhibiting behavior or gestures which symbolize gang or group membership; or causing and/or participating in activities which intimidate or affect the attendances or sense of personal safety or well-being of any student or staff member, will be subject to appropriate discipline, including suspension and/or expulsion.

The Superintendent shall be responsible for the implementation of this policy and shall take the following actions, and such other actions as the Superintendent shall deem necessary to effectuate this policy: directing building administrators to include in printed rules and regulations to be distributed to staff, students and parents, that gang affiliation and related activities are prohibited; directing that students identified as having any level of involvement in gang-related activities or any activities of a group not recognized by the District, receive counseling to enhance self-esteem and to encourage his or her interest in activities which are beneficial to the educational community; providing in-service training to staff for the purpose of identifying and resolving activities which are prohibited by this policy; providing for notice of prohibited activities to appropriate law enforcement agencies and determining that appropriate discipline has been imposed for any violation of this policy.

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

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

Policy #S7422 - INTEGRATED PEST MANAGEMENT

In our continuing effort to make Burlington Township School District a safe and healthy learning, working, and playing environment for students, staff, visitors an Integrated Pest Management (IPM) policy has been adopted.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain

rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

ASBESTOS HAZARDOUS EMERGENCY RESPONSE EMERGENCY ACT

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

SECTION 504/ADA

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

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

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

AFFIRMATIVE ACTION

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

These and other federal and state regulations provide that all students must be afforded equal opportunity with regard to:

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

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

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