

Burlington Township Middle School at Springside

Student/Family Handbook

2025-2026



Matthew J. Andris
Principal

Dr. Yolanda F. Boyd
Vice Principal

Sharnaya McCormack
Vice Principal

Board Approved July 30, 2025



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Welcome!

We hope you and your family are well. As you review this handbook, we recognize the need to remain empathetic, creative, and flexible. To ensure a safe learning environment, all students, staff, and visitors must adhere to the ever changing district protocols and procedures. Please be diligent in the review of district, building, and teacher communications. Visit the district and school websites frequently. Monitor your child's Google classroom. Please contact the respective staff member or building level administrator as needed. We are here for you! And now for the more traditional information ...

The middle school years are the most formative years in a person's development, yet they are full of social, emotional, and physical changes. In addition to preparing every student for high school, our goal is to assist every student in acquiring the necessary social and academic skills needed to be considered mature and responsible young adults.

The Student/Family Handbook presents an overview of our school's activities, expectations, programs, and procedures. Please review this handbook with your child so that every student is aware of their responsibilities as a member of the BTMS community. By working together, we are confident your child will have a successful and enjoyable middle school experience.

All BT handbooks are accessible here. There are summaries of certain Board of Education Policies contained in this document. Complete policy documents are available under the Board and Administration tab at www.burltwpsch.org. Please note that administrators and/or teachers and counselors will periodically review school procedures and policies. This may occur during class meetings or on an individual basis as the need arises.

If at any time you have a question or we can be of assistance to you, please call us at 609-699-4021. Your continued support, cooperation, and suggestions are valued and appreciated. The staff and administration would like to extend to you a warm welcome. We wish you all the best as we begin the new school year.

Matthew J. Andris
Principal

Dr. Yolanda F. Boyd
Vice Principal

Sharnaya McCormack
Vice Principal



MIDDLE SCHOOL ADMINISTRATIVE TEAM

Matthew J Andris, Principal
Dr. Yolanda F. Boyd, Vice Principal
Sharnaya McCormack, Vice Principal

CENTRAL ADMINISTRATION

Dr. Mary Ann Bell, Superintendent
Nicholas Bice, Business Administrator/Board Secretary
Sherry Knight, Interim Assistant Superintendent for Curriculum and Instruction
Christopher Giannotti, Assistant Superintendent for Special Education & Early Childhood Development
Elizabeth Scott, Director of Human Resources and Community Relations
Katina George, District Director of Counseling

BOARD OF EDUCATION 2025

Mrs. Marilyn Dunham, President
Mr. Melvin Moore, Vice President
Mrs. Lisa Hodnett
Mrs. Carlye Lamarca
Mr. Minesh Patel
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Mrs. Marguerite Romilus
Mr. James Shedaker
Mrs. Kimberly Smith



BURLINGTON TOWNSHIP MIDDLE SCHOOL AT SPRINGSIDE
1600 BURLINGTON BYPASS
BURLINGTON, NJ 08016
609-699-4021

Directory

Middle School Main Office Staff 609-699-4021

Matthew Andris, Principal x4016

Sharnaya McCormack, Vice Principal x4050

Dr. Yolanda Boyd, Vice Principal x4018

Susan Palentchar, Main Office Secretary x4014

Kaye Johnson, Main Office Secretary x4011

Officer Ruben Ortiz-Cruz (Student Resource Officer) x4033

Donna Coakley, Nurse x4024

Nicola Vigh, Guidance Secretary x4013

Diane Kumpel, Guidance Secretary x4015

Candace Stanford, Cafeteria Manager x4021

District Affirmative Action Office x4050

District Anti-Bullying Coordinator 609-387-3955 x1023

Superintendent's Office 387-3955 x2056

Superintendent of Curriculum & Instruction 387-3955 x2065

Business Administrator's Office 609-387-3955 x205

Child Study Team 386-2307 x2060

Katina George, District Director of Counseling 387-1713 x1007

Transportation Office 387-3955 x2077

Homeless Liaison 387-3955 x1067

Burlington Township High School 387-1713

Hopkins Building 387-3774

Fountain Woods School 387-1799

B. Bernice Young School 386-3520



Middle School Family Advisory Board: Our school community recognizes the generous work of our MSFAB. Several MSFA planned fundraisers allow the board to grant materials and equipment to the middle school and to support our grade level trips. We offer special thanks to the organization's leaders named below:

MARISSA FISHER, **PRESIDENT**; SARAH BECKERT, **VICE PRESIDENT**;

MELISSA BUCK, **TREASURER**; MONIQUE DAY, **SECRETARY**;

<OPEN>, 8TH GRADE ADVANCEMENT LIAISON

Communications: Sign-up to stay informed

Annual Mandatory Information Forms:

Parent Portal will now be used as the secure online system for the following: Collect/manage emergency contact and medical information and sign-off on mandatory forms including student access to technology. Click [here](#) to sign up for Parent Portal (if you do not already have an account). For Parent Portal assistance contact Mrs. Diane Kumpel at (609) 699-4021 X4015 or dkumpel@burltwpsch.org.

Newsletters:

The weekly BTMS First Class Falcons newsletter is sent via email. Enter your email on this [link](#) and check the box to the newsletter(s) you wish to receive.

Parent Portal:

This portal gives each family (including the student) access to real-time information such as attendance, grades, lunch balance, transportation, etc. To set-up an account or to have your password reset click [here](#).

[MySchoolBucks](#) (secure electronic payment system)

Social Media

District Facebook: <https://www.facebook.com/BurlTwpSch> ([BTSD Facebook Page](#))

District Instagram: <https://www.instagram.com/btfalcons/> ([BT Falcons Instagram](#))

District Twitter: <https://twitter.com/BurlTwpSchools> ([BTSD Twitter](#))

Website: The [BTMS website](#) contains building related information.



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.

School Philosophy

Burlington Township Middle School at Springside is dedicated to each of its students and to the proposition that it will utilize all of its resources in order to serve the best interests of those students.

Positive Behavior Supports in Schools (PBSIS)

Burlington Township Middle School at Springside entered into a partnership with New Jersey Positive Behavior Support in Schools (NJ PBSIS), which is a collaborative venture between the [NJ DOE Offices of Special Education](#) intended to provide comprehensive professional development training and support. Our involvement in this program provides a continuum for preventing and, when necessary, intervening with social, behavior, and conduct issues. Year-long training monthly work sessions have enabled us to implement research based Tiered Interventions, which support staff efforts in monitoring student behaviors and to foster positive behavior among our student population. The goal of this program is to foster a safe and positive environment in our school.

First Class Falcons are school community members who will be recognized for acts of good citizenship, service, and character. Program features will include:

- Staff training to support consistent use of strategies associated with tiered supports
- Engaging classroom lessons to support positive behaviors in all areas of the school
- Student recognition, including awarding of First Class Falcon Tickets to acknowledge students' positive behaviors
- Incentives to encourage consistent positive behavior throughout the school, including prize drawings and special privileges for First Class Falcon Ticket holders
- Celebrating students' successes in a variety of ways, including shout outs
- Engaging assemblies that will include team building activities and motivational and informational presenters
- Support by established committees, e.g., First Class Falcon Program Committee, First Class Faculty Recognition Committee, First Class Parent Involvement Committee, Advanced Tier Team
- Communication with our school community partners to share program progress and information regarding events
- Communication with individual families to keep them informed of supports that may be in practice for their child
- Seeking feedback from stakeholders regarding our program features
- On-going relationship with our PBSIS partners, including training for Universal Team Members



First Class Falcons Program - Student Expectations

- Respect ..
 - yourself
 - others
 - school and personal property
- Be Responsible for ..
 - your actions
 - following all school procedures and practices
- Be Courteous and ..
 - use good manners
 - think about others' feelings and wants
 - practice kindness and empathy

Behavior Management: Code of Conduct - [See appendix A](#)

Electronic Orientation 2025: [Electronic Orientation](#)



School Hours

The regular school day begins at 8:00 A.M. and ends at 2:30 P.M. Walkers and students dropped off by a parent or caregiver should not arrive prior to 7:20 A.M. The school day begins promptly at 8 A.M., which is the time students are required to be in homeroom for attendance. Students dropped off on the side of the building must report to homeroom before 8 A.M., or they will be marked tardy.

Bell Schedules

Full Day: Related Arts Classes LUNCH

<i>Grade 6</i>			<i>Grade 7</i>			<i>Grade 8</i>		
<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Period</u>	<u>Start</u>	<u>End</u>	<u>Period</u>	<u>Start</u>	<u>End</u>
HR	8:00	8:08	HR	8:00	8:08	HR	8:00	8:08
1	8:11	8:56	1	8:08	9:08	1	8:08	9:08
2	8:59	9:44	2	9:10	10:10	2	9:10	10:10
3	9:47	10:47	3	10:14	10:59	3	10:12	10:46
4	10:49	11:49	4	11:02	11:36	4	10:50	11:50
5	11:51	12:25	5	11:40	12:25	5	11:53	12:53
6	12:28	1:28	6	12:28	1:28	6	12:57	1:42
7	1:30	2:30	7	1:30	2:30	7	1:45	2:30

[Full Day Bell Schedule](#) (8AM - 2:30 PM)

[Early Closing Bell Schedule](#) (8AM - 12 Noon)

[Delayed Opening Bell Schedule](#) (10AM - 2:30 PM)



Emergency Closing Information

It is important to know Burlington Township School District's procedures for delayed openings, early dismissals, and school closings. You have several options to learn about the status of the schools during inclement weather.

- Expect to receive a phone call from our emergency calling system.
- Register for the District's E-News called the FalconFlyer at www.burltwpsch.org to receive notification of closings and other alerts via email.
- Emergency information will scroll on the district home page at www.burltwpsch.org.
- Feel free to call the BT 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 any of the following local television channels: Channels 3, 6, 10, or 29.
- Check the Internet at www.kyw1060.com or www.wpvi.com
- A delayed opening schedule means students report two hours later than regular time. There is NO A.M. or P.M. Pre-kindergarten classes during delayed openings..
- An early dismissal is approximately four hours after the start of school.

For more information call: Mrs. Liz Scott, Director of Human Resources and Community Relations, 609-387-3955, X2074



Policies, Procedures, Practices and Clarifications

Some details from BOE policies are included in the information throughout this sections of the handbook. Please visit the district website to access full versions of policies. Click on the following link to access all policies: [Policies and Regulations](#).

Follow the LINKS throughout the document to access specific policies.

Supervision of Students The board of education recognizes the safety of its pupils as a consideration of utmost importance. The chief school administrator shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The chief school administrator shall oversee development of a district-wide safety program with emphasis on accident prevention.

- Facilities will be maintained in compliance with state law.
- Staff education and training will be provided to all individuals responsible for student supervision.
- Student supervision will be provided during the regular school day and during designated before and after school times. Records of custody will be maintained to ensure the safety of each child.
- Supervision of students will be provided during dismissal.
- Supervision of non-bused students at dismissal – Parental permission must be provided for students to be dismissed to walk, ride a bike, or ride home escorted by anyone other than a designated parent/guardian. A written letter of permission must be filed in the main office for any of these circumstances.
- Notification of dismissal protocols shall be the responsibility of the building administrator and shall appear in the student handbook and may also be explained through mailings home.
- Potentially missing children – Administration will work in cooperation with law enforcement to resolve such concerns.
- Release to an individual impaired by drugs/all prohibited – The board prohibits release of a pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil if released to such a person.
- Possessions – Parents/Guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books, and personal items. The board is not responsible for items destroyed or stolen from lockers.

Building level administration are responsible for implementing school safety policies.



Guidance and Counseling Services

Guidance services are offered to all students. Counselors assist students in recognizing their strengths and weaknesses. Parents must make an appointment by phone if they wish to speak to their child's counselor. The main number is 699-4021. Counselors will see the students throughout the year. Students are encouraged to see their counselors any time they have a problem. Counselor assignments:

Gr 8 - [Dr Lana Garris-Sha](#) (Ext. 4003)

Gr 7 - [Ms Colleen Fee](#) (Ext. 4001)

Gr 6 - [Mrs. Kelsey Rohm](#) (Ext. 4002)

Parents' Right-to-Know

Student records can be made available for review upon request by the student's parent(s) or guardian(s). Please contact a staff member in the main office at least 24 hours in advance of the desired meeting date. A designated school official will be present during the review of records in order to assist in interpretation.

Security

Periodic Drills : Unannounced emergency management drills will be conducted throughout the school year. Teaching staff will review protocol for all types of drills with students at the beginning of the school year. Staff and administrators will reinforce expectations throughout the year. Students are asked to be RESPECTFUL, RESPONSIBLE, AND COURTEOUS in following the directions for each drill.

Visitors - Civility – [Policy #1250](#): 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.

A. General Statement

1. The Board of Education welcomes and encourages visits to the schools of this district by parents/guardians, other adult residents of the community, and interested educators. It is a primary obligation of the Board to provide a school environment appropriate to the educational program of the schools. Because disturbance of or interference with that program cannot be countenanced, the Board reserves the right to control the access of visitors to the schools or any part of them and to request the withdrawal or removal of any visitor whose presence or activity is disruptive.
2. The Superintendent or designee is authorized to prohibit the entry of any person whose presence in the school is not required by reasons of enrollment or employment or to expel any such person when s/he has reason to believe that the presence of such a person is or will become inimical to the good order of the school. If a person so identified and instructed refuses to leave



the school premises or creates a further disturbance, the Superintendent or principal is authorized to request assistance from the local law enforcement agency.

3. A “visitor” is anyone other than a pupil enrolled in or a staff member employed in the particular school. Visitors may not consult with the teaching staff or pupils during class time without the principal’s permission. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations. The principal shall seek confirmation of legal custodianship where necessary. All visitors to the schools must obey regulations prohibiting smoking* and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered “disorderly persons” and subject to appropriate action. (*Includes vaping.)

Visitors - [Policy 1250](#)

Visitors are welcome, however, if you would like to meet with an administrator, we request that you make an appointment in advance. Parents that would like to observe classes are asked to schedule their visits with the Principal, and he or his designee will accompany the parent in order to answer any questions he / she 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.

Affirmative Action - [Policy 2224](#)

The Burlington Township Board of Education recognizes all of the existing federal and state legislation that pertains 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:

District Officers

Katina George (609) 387-1713, ext. 1007

Elizabeth Scott (609)-387-3955, ext. 2074



OFFICE ADDRESS: Burlington Township Schools
P.O. Box 428
Burlington, NJ 08016

MS BUILDING LEVEL: Sharnaya McCormack 609-699-4021, ext 4050

SECTION 504/ADA - Section 504 is an Act that prohibits discrimination against persons with a disability in any program receiving Federal financial assistance. The Act defines a person with a disability as the following::

- 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. Sherry Knight is the interim District 504/ADA Coordinator, and may be contacted at 609-387-3955, x2065 or shknight@burltwpsch.org.

If you feel that your child may have circumstances that are covered by Section 504 or if you need to discuss your child who is presently identified to have needs covered by a 504 plan, please contact a guidance counselor or the BTMS administrator who handles 504.

MS BUILDING LEVEL 504 Administrator: Dr. Yolanda F. Boyd, 609-699-4021, ext 4018 or via email yboyd@burltwpsch.org.

Academic Integrity – [Policy 5131](#)

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 their 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/quizzes verbally, in written form, or electronically
- Using unauthorized information during class time. Includes 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 the student 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 their own. See [Policy 6142.10](#).

- Submitting images and/or documents in whole or in part from the Internet without citation of the source(s).
- Copying another's work and/or 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, graphics, charts, diagrams, and illustrations without citations.

Falsifications:

- Forging signatures
- Altering answers after they have been graded
- Insertion of answers after the fact
- Erasing of grader's markings
- All other acts that allow for falsely taking credit

DISCIPLINARY ACTION FOR ACADEMIC INTEGRITY VIOLATIONS

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties, including but not limited to reprimand and loss of credit for all of the work that is plagiarized. In addition, the pupil will be provided with instruction about strategies to avoid plagiarizing.

Grading and Reporting - [Policy 6147.12R](#)

Please view this policy in its entirety as there are important details that impact assignment and grading of homework.

HONOR ROLL RECOGNITION - [Policy 5126](#)



NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP

NJHS Membership is determined through an eligibility process. The following conditions are considered in the selection of students as candidates for membership into the National Junior Honor Society at Burlington Township Middle School at Springside:

- Membership is open to seventh and eighth grade students only
- A student's overall grade point average for all classes must be 94% or better (includes electives/related arts)
- The student must have attended Burlington Township Middle School at Springside for a least one semester
- Students seeking membership must complete an application process that verifies achievement in the areas of service, leadership, citizenship, and character.
- An Advisory Council, composed of teachers from grades 6, 7, and 8, will review each application to determine the candidate's eligibility
- Every student qualified to apply for membership has the potential to be accepted into NJHS based on the results of their application
- Time permitting, qualified applicants not given membership may be invited to apply at the next induction period
- Acceptance into NJHS at BTMS@S does not automatically qualify a student for membership into a high school chapter of the National Honor Society.
- Students are generally notified of their eligibility to apply for membership in February or March.
- The Chapter By-laws are presently under review. This document will be updated and families will be notified if any changes are made following the review. Please check the NJHS website for updates

Please contact [Jillian Stankiewicz](#) or [Colleen Fee](#) the BTMS NJHS Co-Advisors with any questions regarding the selection process or visit the middle school homepage and follow the NJHS link.

SCIENCE LAB "OPT OUT" OPTION

STATE MANDATE – P. L. 2005, CHAPTER 266 (18A:35 AND C18A:35-4.25)

Legislation exists that allows school students to choose not to participate in certain experiments involving animals. Public may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. The law requires schools to provide alternative education projects for those students who choose to "opt out" of these activities. Schools are required to notify pupils and their parents or guardians of a pupil's right to decline to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of a course of instruction. Within two weeks of receipt of the notice, the law requires parents or guardians to notify the school of their desire to have their child exempt from participation and provided with an alternative education project. ***Please contact your child's science teacher if you wish to have your child opt out of any portion of the science curriculum.***

FAMILY LIFE WAIVER

Parents/guardians may request that their child be exempt from participating in any portion(s) of the Family Life curriculum. Parents/guardians may request a waiver form by contacting the middle school main office.



PHYSICAL EDUCATION - [POLICY 5132](#) (Dress Code)

All students are required by law to take physical education and each student is to dress appropriately. Recreational type clothing is required to participate in class.

Spray cologne, spray deodorant, and spray perfume are NOT permitted anywhere in the building.

*PE apparel may be earned through the PBSIS rewards program. .

Students who are not dressed appropriately will be marked unprepared for class. Exceptions to the above must receive teacher and/or administrative approval. If a student cannot participate in physical education for an extended period of time a note from a doctor is required. In situations where a student has a parental note requesting permission to be excused from the daily activity or the student feels he or she is unable to participate, the student will be sent to the nurse for evaluation. If the nurse deems it necessary, a student will obtain an excusal pass for the day. A written make-up assignment may be required. If more than one excusal per marking period is requested, or if a recurring condition is likely, the school nurse will advise appropriate medical intervention. Any other referrals will be made to the school nurse on an as-needed basis.



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.



Attendance Commitment

The Burlington Township School District is aware of and deeply concerned about an issue affecting schools all across our country - chronic absenteeism. We value regular attendance by our students and know that children who are chronically absent are more likely to struggle academically, socially, and/or emotionally. While typically discussed at the middle school and high school levels, we are committed to encouraging regular attendance at ALL grades in every school. In an effort to promote good attendance habits, we encourage families experiencing challenges with getting children to come to school on a regular basis to reach out to us. Staff members, resources, programs, and support services are available that have been effective in improving school attendance. [BTSD Improving Attendance Letter](#). Students/families with excessive absences may face legal action for truancy. Excessive absences are defined as missing 10 or more days of school during the academic year, whether those absences are excused or unexcused.



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 teacher's first opportunity to gather the work is usually at the end of the day.

Attendance Policy and Regulation [Policy 5113](#) (revised 8/2025)

Absences from school are considered legitimate only for specific reasons: personal illness or recovery from an accident, both of which must be documented by a doctor's note; a death in the family; a court subpoena; or the observance of a religious holiday recognized by the New Jersey State Board of Education. It is essential that students and parents review the full attendance policy to understand the distinction between "school-permitted" and "unexcused" absences.

Vacations during the school year are not considered excused absences, even if requested in advance in writing by a parent or guardian. Students are responsible for making up all missed work, and the duration of the absence should be kept as short as possible. Missed instructional time must be made up with each teacher, as failure to do so may negatively impact the student's final grade.

To stay current with assignments during an absence, students should check their teachers' websites or Google Classrooms. If no information is posted, students may email their teachers directly or contact the main office to request assignments.

Excessive Absences for Medical Reasons

A student who is excessively absent for medical reasons may be excluded from school (18A: 40-7) until the medical cause is removed (18A: 40-9). Parents/guardians should contact the school nurse as soon as possible when an extended absence for medical reasons is anticipated. Documentation will be required.



Request for Student Early Dismissal

We ask for your cooperation so that early dismissal requests may be reduced to a minimum. When necessary, the request for early dismissal may be made in writing and signed by a parent or guardian and given to the office upon arrival. Students will be given a pass to leave the class at the time you direct on the note. This will alleviate parents/guardians having to wait for students and will make for fewer disruptions to the class. We do ask that parents arrive for pick up by the time they designate in the note. Please notify the main office if you are running late, and we will hold the student in class until you arrive. Students will not be permitted to leave school unless picked up by a parent, guardian or an adult with parent's permission.

Tardiness to School

Students must be in their assigned homeroom by **8:00 AM**. Anyone arriving after this time is considered **late** and must report directly to the **main office** to provide a reason and received a late pass. A student may receive consequences for being late to school. Actions will intensify upon repeated incidences of tardiness as per the [MS DISCIPLINE CODE 2025-26](#).

Tardiness to Class

Students who are repeatedly late to class will receive a teacher-issued detention. To have a tardy excused, the student must present a pass from the staff member responsible for the delay, as the main office will not issue passes in these situations. If a student is late to class four or more times within a marking period, the teacher will refer the student to the building administrator. Continued tardiness will result in escalating consequences.



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.



Dress Code [Policy 5132](#)

The Burlington Township Board of Education recognizes that individual style and preference is expressed through an individual's manner of dress and the board shall not unreasonably impose restrictions limiting an individual's style and preferences. Therefore, the board authorizes the superintendent to enforce school regulations prohibiting student dress practices that:

1. Present a hazard to the health or safety of the student to themselves or to others in the school
2. Materially interfere with school work, create disorder, or disrupt the educational program
3. Cause excessive wear or damage to school property
4. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement

The Burlington Township Board of Education establishes the following dress code for all students: The building principal shall be responsible for advising parents/guardians of the rules for student dress and shall be further responsible for enforcing board policy concerning safe and appropriate student dress. The following rules shall be in effect for all students:

1. Clothing shall completely cover undergarments;
2. Clothing shall be loose fitting and opaque (not see through), shirts should have some type of sleeve that extends over or covers a portion of the shoulder and midriff (stomach) shall be covered;
3. Footwear is required and should be safe. Plastic flip flops and excessively high heels or platform shoes are not permitted because they pose a safety hazard to the wearer. Slippers/slides are not permissible.
4. Hats may not be worn in the building. "Hats" shall not include headwear worn of religious significance. Headwear is permissible as long as it does not cover the face, impede learning, have inappropriate messages or cause a safety issue. Examples of headwear include but are not limited to scarfs, wraps, attached hoodies, or bands. Exceptions to head coverings for religious expression will be permissible. Exceptions to head coverings for medical or other identified reasons may be permissible by school administration.
5. Face coverings for medical reasons are not covered by this policy.
6. Dress/presentation must be in accordance with policy 5131.2 Suspected Gang Activity. Specifically, 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 will be subject to appropriate discipline, including suspension and/or expulsion;



7. Students are not permitted to wear clothing that displays, acknowledges or promotes: the use of alcoholic beverages, drugs or drug paraphernalia, promotes sexual innuendos, displays weapons, violent messages or images, profanity, or other images or messages that are deemed inappropriate and/or offensive;
8. Students attending any school functions (field trips, dances, activities during school hours) shall adhere to the school dress code. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required by the subject teacher or club instructor;
9. Sun glasses may not be worn in the school building.

The principal or designee will have sole discretion in determining if student dress is in violation of this policy. When a student is found to be in violation of the student dress code, the student's parent/guardian will be contacted to bring a change of clothing to school, or to remove the student from school. Students who repeatedly violate the student dress code will be subject to appropriate discipline, as per the established building discipline codes.

Person Property

Students assume the responsibility for loss or damage to their clothing, equipment, books, or instruments. The school endeavors to protect all personal property, such as bikes, but is not responsible for them. **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 taken to the office for safekeeping until they are needed.

Electronic equipment such as smart watches, earbuds/headphones, any device capable of sending or receiving wireless messages or data, any wearable technology that has the capability to play audio, record, send or receive data or messages, and/or connect via bluetooth are not permitted on school grounds unless they comply with the conditions of [Policy 3515.1](#). This includes smart watches, glasses, smart clothing, recordable devices, and any technology which may be introduced in the future capable of doing these things.

Skateboards are not permitted on school grounds or in the building during the school day. Skateboards will be confiscated and returned to the students or parents.

Lost and Found boxes can be found in the cafeteria and outside Dr. Boyd's office in Upper C Hall. Lost glasses may be found in the nurse's office. Cell phones are sent to the main office.

Book Bags

Students may utilize a regular sized book bag (without wheels) to carry books, supplies, electronic devices, etc throughout the school day. Book bags should be clearly labeled with the



owner's name. Note: Clean out the bag regularly to keep the contents in the book bag to a minimum.

Lockers

Hallway and/or PE lockers with a combination lock will be assigned to each student. Students needing specialized locks must receive administrative consent for an alternative lock. Unauthorized locks will be removed.. Sharing lockers and lock combinations is strictly prohibited. Students should report any locker problems to their homeroom teacher immediately. Homeroom teachers may periodically inspect lockers for neatness, cleanliness, and damage. Fines will be assessed for lost or damaged locks.

Class Trips and Other School-Sponsored Functions

When students attend school-sponsored functions they represent our school. We are proud of the numerous compliments our students have received for their behavior and good manners. When attending school functions, the code of conduct and dress code remain in effect. On days when class trips are scheduled, students who are not going are legally required to be in school. These students may be assigned to follow an alternate schedule. Students may be considered for exclusion from school functions if they have unsatisfactory behavior, grades or attendance. Money collected for trips and permission slips must be returned by the due date. Permission/consent for any student attending a trip must be in writing by the legal guardian. Such permission will not be accepted over the telephone.

Cell Phones & Other E-Devices: SEE [POLICY 3515.1](#) (revised 8/2025)

The Burlington Township School District acknowledges the important role of technology in society and in the education process. The District supports technology use for educational purposes, however, must regulate its use so as to minimize disruption within schools and classrooms.

A. Cell Phones/AirPods

1. Students are permitted to bring and carry a “silenced” (*all notifications turned off*) cell phone into the school building.
2. Students must put their “silenced” device(s) away prior to entering the school building.
3. Once the dismissal announcement is made, students are permitted to use their cell phone. Picture and video use remain prohibited.
4. Students who do not comply with the requirements of the policy will have their cell phones confiscated and returned to a parent or guardian. Any subsequent violations will result in disciplinary action.
5. Students are permitted to use cell phones for class activities if the teacher provides the option of cell phone use. Following participating in the activity, the student shall “silence” the cell phone.



B. District Issued and/or Personal Electronic Devices

Various technological tools can be valuable learning instruments. Students in grades six and above shall be permitted to bring to school and utilize personal electronic devices for educational purposes. Such devices shall include personal laptop computers, tablet computers, handheld personal digital assistants (without cell phone capabilities), or the technological equivalent of the prior stated devices.

1. Technological tools shall only be used for educational purposes and shall not be disruptive to others in the school environment.
2. Content of an inappropriate nature, including but not limited to language and/or images of a sexual, vulgar, violent or otherwise inappropriate nature, shall not be permitted on any device..
3. Teachers and/or administrators shall have the authority to inspect the content displayed and/or stored on any device.
4. Personal electronic devices shall not be used to access the Internet, or any other type of network, while on school grounds unless given permission by a staff member. Students may access the Internet for educational purposes on District computers.
5. District internet has filtering software to assure student safety; such usage shall be consistent with [Policy 3515.1](#). Acceptable Use Policy.
6. The District shall not be responsible for providing, maintaining, or securing personal student electronic devices. Such devices shall not be required for participation in lessons.
7. The District's electrical infrastructure is limited, and therefore, the District cannot guarantee electrical support for such devices.
8. In instances in which instruction requires "paper and pencil" activity, e.g. handwriting instruction, writing samples, etc., the classroom teacher shall have the discretion to disallow the use of the personal electronic device, provided the device is not required by an I.E.P., 504 Plan, or a translation accommodation.
9. The District shall not be responsible for the loss, damage, or theft of such electronic devices.
10. The school Principal shall secure active parental permission for students to bring to school and use such an electronic device. The permission form shall state that the school does not assume any responsibility for the maintenance or security of the device.
11. Taking pictures or videos of other students, staff members, or administrators and/or posting such images publicly without the subject's permission are prohibited and may result in disciplinary action. The taking of any pictures or videos that can reasonably be interpreted as inappropriate is strictly prohibited and shall result in disciplinary consequences.
 - i. Pictures or video may be taken for educational purposes with the permission of a staff member or administrator.
 - ii. Taking pictures or videos in a restroom/locker room is **STRICTLY** prohibited. Doing so will result in disciplinary action.

It is clearly the intention of the BOE policy regarding electronic devices that students be permitted to carry their cell phones during the school day. However, it is also clear that electronic devices (ex. phones) must be "silenced" with all notifications turned off and remain out of sight



to avoid disrupting the learning process. Refer to the Code of Conduct to view consequences for violating the cell phone policy.

ACCEPTABLE USE POLICY – [Policy 3515.1](#)

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.



Bus Information

[POLICY 3541.33](#), [REGULATION 3541.33R](#) - Student and Parent/Guardian, please review in entirety.

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. (N.J.S.A. 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 designee, and the student's parents shall provide for transportation to and from school during the period of such exclusion. (N.J.S.A. 18A:25-2)

Students may receive consequences for behavior that occurs from the time the student leaves their home to the time the student returns.

Parents/guardians or any other unauthorized individual are prohibited from boarding the bus at any time. Parents/guardians are not to address behavioral or other concerns directly with the bus driver; the driver's attention must be focused on safe transport of the students and should not be distracted. Concerns or complaints regarding the bus driver, bus route, or other aspects of the transportation operation may be directed toward the District transportation office. Concerns or complaints regarding student behavior should be directed toward the appropriate building administrator.

Behavior previous to loading the bus. Students must adhere to the following rules prior to boarding the bus:

- Be on time at the designated bus stop - ten minutes early is suggested.
- Horseplay, aggressive, or disruptive behaviors on the bus stop are prohibited.
- Stay off the road at all times while waiting for the bus. Bus riders shall conduct themselves in a safe manner while waiting.
- Wait until the bus comes to a complete stop before attempting to board the bus.
- Never run after a moving bus.

Bus information continued ...

Behavior on the bus. Students must adhere to the following bus rules at all times. Note: Failure to adhere to expectations will result in consequences that may include suspension of bus privileges.

- Follow directives from the bus driver at all times.
- Treat all others on the bus with respect; never harass, intimidate, or bully another student.
- Never engage in horseplay or disruptive behavior.
- Keep all body parts inside the bus at all times.
- Never leave your seat while the bus is in motion.
- Keep items or body parts out of the aisles.
- Assist in keeping the bus safe and sanitary at all times.
- No eating or drinking on the bus.
- Use inside voices while on the bus; never shout, scream, yell, or use inappropriate, profane, or abusive language.
- Never damage or deface any part of the bus.
- Never throw anything out of the bus window.
- Smoking* on a school bus is prohibited. (*Includes vaping.)
- Cell phone use on the bus must be for personal use only. NO pictures or video recordings are permitted!

After leaving the bus. Students must adhere to the following after leaving the bus:

Pupils who must cross the highway/road to reach their destination shall cross in front of the stopped bus



after the driver has verified that the warning lamps are operating and has told them that it is safe to cross. Immediately after leaving the bus, pupils shall proceed to their home or destination as instructed by their parent/guardian. The building principal or designee shall investigate reports of disruptive, unmanageable, uncooperative, violent and/or aggressive pupils on the bus and if verified and, in the judgment of the administrator, the infraction is at an unacceptable level of severity, the administrator shall administer discipline within the following guidelines.

BUS Assignments:

Students must ride their assigned bus to and from school everyday. In addition, students must utilize their assigned bus stop at all times.

[Late Bus Stops 2024-2025](#) for designated Tuesday and Thursday afternoons.

Pupil Bicycles/Vehicles: [Policy](#)

The board regards the use of bicycles for travel to and from school by pupils as an assumption of responsibility on the part of those pupils; a responsibility in the care of property, in the observation of safety rules and in the display of courtesy and consideration toward others.

The board will permit the use of bicycles by pupils in accordance with the rules of the district. The board will not be responsible for bicycles that are lost, stolen or damaged.

SKATEBOARDS, HOVERBOARDS, AND HEELYS are not permitted in school or on school grounds for safety reasons.

WALKING HOME

Parental/Guardian written permission and administrative approval are required for students to walk home. Students are NOT PERMITTED to walk along the Burlington Bypass at any time.



Health Services

The Nurse's Office is located across from the Main Office. There is a certified school nurse present during the school day. Mrs. Nora Cochran (ext. 4024) is our full-time nurse, and Mrs. Jennifer Cohen (ext. 4036) is our part-time nurse. The Nurse's Office is the treatment center for those students who become ill, are injured, or require medication while at school. Students must obtain a pass from the teacher before reporting to the Nurse's Office. If a student is not feeling well and wishes to make a phone call home, they MUST do so from the Nurse's Office.



It is imperative that you provide the required information in E-Collect. Your child may lose computer access and other privileges that require your permission should this information not be provided the first week of each school year.

EMERGENCY INFORMATION must be updated annually via E-Collect. This information is maintained as a secure source for authorized school personnel to reach parents/guardians in the event of an emergency. Please inform the guidance department and/or the school nurse of any address or job phone number changes throughout the year. Mrs. Diane Kumpel (ext. 4015) can be contacted with any Infosnap/emergency card questions. **It is imperative that all families provide the required information.**

PHYSICAL EXAMS AND SCREENINGS

Students must receive routine medical exams upon entry into school. For students new to the district, examinations must be current (within one year) and must occur within 60 days of registration in order to prevent exclusion from school. It is also recommended that students receive subsequent medical exams at least once during each developmental stage. Burlington Township schools suggest that students have physical exams in grades 5, 7, and 9. Forms are available in the Health Office.

Your child's private physician should perform this examination. A copy of the Burlington Township School Physical Form may be obtained in the Nurse's Office. If your child does not have a primary physician, the school doctor may provide this service. An examination by the school doctor does not replace routine care provided by your child's physician. If you are not covered by health insurance, please contact the school nurse for information on NJ Family Care. The school nurse can also provide names of primary care physicians in the area.

Vision, hearing, blood pressure and scoliosis screenings are conducted throughout the year. Parents/guardians should notify the nurse of any disability that would prevent a student from participating in routine school activities. A doctor's note may be necessary. If a student becomes ill at school, the parent/guardian will be notified to pick the student up from the Nurse's Office.

VACCINES REQUIRED FOR STUDENTS ATTENDING SIXTH GRADE

Every child born on or after January 1, 1997, and entering grade six on or after September 1, 2008, shall have received one (1) dose of Tdap (Tetanus, diphtheria, acellular pertussis) given no earlier than the 10th birthday.

Children entering or attending grade six on or after September 1, 2008, who received a Td booster dose less than five (5) years prior to entry or attendance shall not be required to receive a Tdap dose until five (5) years have elapsed from the last DTP/Dtap or Td dose.

Every child born on or after January 1, 1997, and entering or attending grade six on or after September 1, 2008, shall have received one (1) dose of a meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate.

ACCIDENTS

All accidents occurring on 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. If students maximize this credit balance and attend school without a lunch, the student will be sent to the main office to call a parent and request for lunch to be delivered to the school or lunch money. Any student who does not have money to pay for lunch will be provided a regular type "A" lunch only (as defined by the National School Lunch Program).



ADMINISTRATION OF MEDICATION – [Policy 5141.21](#); [Regulation 5141.21R](#)

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 requires 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 adversely affected by the administration of medication and may recommend to the Principal the pupil's exclusion pursuant to law. The School Nurse shall document each instance of the administration of medication to a pupil.

Self-administration of medication by pupils is permitted in accordance with N.J.S.A.

18A:40-12.3. A pupil is only permitted to self-administer medication for asthma or other potentially life-threatening illnesses as defined by the Department of Education, New Jersey Statutes Annotated and New Jersey Administrative Code. Permission for self-administration of medication must comply with the conditions set forth in Regulation No. 5330.

Pupils self-administering medication shall report each incident to a teacher, coach or other individual designated by the school nurse who is supervising the pupil during the school activity when the pupil self-administers.

MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOL – [Policy 5141.20](#)

Students with risk for life-threatening allergic reaction(s) will be provided with an Individualized Healthcare Plan (IHP). Self-administration of medication will be discussed with the school nurse for each individual case, and students will be educated about their involvement in their care. Trained school staff will be available to provide emergency care if a life-threatening reaction should occur.



Water Bottles

- Students are permitted and encouraged to carry a CLEAR water bottle with a secure cap/lid throughout the school day. Commercial water bottles (ex. Poland Spring) are permissible. Bottles may contain WATER ONLY.
- Students may access the water stations at times convenient to their schedules. Generally this will be prior to homeroom and during lunch. Individual classroom teachers may determine class protocol for requests to refill bottles during class.

Sunscreen (new for 2025-26)

[Policy 5141.21](#) Administering Medication (Including Sunscreen Protection).

Policy summary: Students are allowed to use sunscreen and wear sun-protective clothing (such as hats and sunglasses) while outdoors at school and during school-sponsored events. Sunscreen refers to topical products regulated by the FDA for over-the-counter use to prevent sun damage.

Key Points:

- No physician's note is required.
- Families must complete the "Self-Application of Sunscreen Permission" form in e-collect before a student may carry or use sunscreen at school.
- Only non-aerosol (non-spray) sunscreen is permitted due to safety concerns with sprays.

Please ensure the required form is submitted through e-collect before your child brings and applies sunscreen at school.



Lunch and Breakfast Information

8th grade ~ 10:12-10:46

7th grade ~ 11:02-11:36

6th grade ~ 11:51-12:25

LUNCH PRICES (UPDATED 7/1/2025)

	ELEMENTARY	MIDDLE SCHOOL	HIGH SCHOOL
BREAKFAST	1.90	1.95	1.95
LUNCH	3.15	3.30	3.30
MILK	0.75	0.75	0.75
ADULT BREAKFAST	3.00	3.00	3.00
ADULT LUNCH	5.00	5.00	5.00

Payment:

1. Cash or prepaid accounts are accepted. A student can prepay a dollar amount with their respective account to be debited at the point of sale. Payments may be made in person or online by accessing student lunch accounts on the parent information tab of the BTMSaS homepage. [Click here](#) to go directly to the Meal Payment Site
2. ***Free and Reduced Lunch Eligibility*** - Each year forms are sent out by the schools to every household to see if they qualify for these lunches. If the family does qualify the student is provided a pin number and account credit according to the student's qualifications and entered into the system.
3. Charged Lunches - If a student has forgotten their money to purchase lunch, they are permitted to charge a lunch. This also includes students on reduced lunches. Students will only be permitted to charge up to a maximum of three lunches (3 x cost of a type "A" lunch) at any given time. ***NO STUDENT(S) WILL EVER BE DEPRIVED OF A LUNCH. AN ALTERNATE LUNCH WILL BE PROVIDED IF A STUDENT HAS GONE OVER THE ALLOWABLE CHARGE AMOUNT AND A PARENT WILL BE CONTACTED.*** We do ask families to be aware of your child's lunch account balance or ability to pay with cash. Lunch Prices are on the next page.

The use of a food/lunch delivery service is not permitted. In the event a lunch must be dropped off, the food must be packed in a discreet bag/container and arrive in the main office prior to 9:30 AM. Please include your child's name and grade on the packaging. Students may be required to eat lunch in an area other than the cafeteria at the discretion of the Principal or designee.



Harassment, Intimidation, and Bullying

POLICY 5131.1

Students and Parents are asked to read this policy in its entirety.

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. All students are expected to cooperate during an investigation conducted by the Burlington Township School District administration or HIB specialists. In order to have safe schools, there is a need to gather information in a timely manner.

Please contact one of the 2025-26 Anti-Bully Specialists below with any questions/concerns:

Grade 8: Kelsey Rohm, ext. 4002

Grade 7: Dr. Lana Garris-Sha, ext. 4003

Grade 6: Colleen Fee, ext. 4001

Dr. Rafe Vecere, Student Assistance Coordinator and District Anti-Bullying Coordinator

610 Fountain Avenue, Burlington, NJ 08016
609-387-1713 ext 1023 rvecere@burltwp sch.org

CARE OF SCHOOL PROPERTY – [POLICY 5131.5](#)

The Board of Education views vandalism against school property by pupils as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The Board believes that pupils should respect property and take pride in the schools of this district. Whenever a pupil has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the chief school administrator. The board will hold the pupil or their parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If pupils have taken part in the vandalism, the appropriate administrator shall:

- Identify the pupils involved;
- Call together persons, including the parents/guardians, needed to study the causes;
- Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court;



- Take any constructive actions needed to try to guard against further such pupil misbehavior;
- Seek appropriate restitution.

SUBSTANCE ABUSE – [Policy 5131.6](#) and [Regulation 5131.6](#)

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education, and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Added Note Regarding VAPING:

Vaping has become an overwhelming issue in schools across the country. Vaping poses serious health issues to students. Furthermore, THC can be used in these devices. Vaping equipment is prohibited in school, therefore being in possession of such equipment is prohibited. Drug testing may be required if vaping equipment is discovered. The Board of Education prohibits smoking by pupils at any time in school buildings and on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board. Pupils who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's Pupil Discipline/Code of Conduct and may be subject to fines (\$250-\$1,000) in accordance with law.

SCHOOL GANG POLICY – [Policy 5131.2](#)

The school campus operates in accordance with appropriate rules and regulations that 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.

1. 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.
2. The use of hand signals, written/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.
3. 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.
4. 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.



SEXUAL HARASSMENT – [Policy 2224](#); [Regulation 2224R](#)

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

Affirmative Action Officers (AAO)

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:	Katina George	Elizabeth Scott
OFFICE ADDRESS:	Burlington Township Schools P.O. Box 428 Burlington, NJ 08016	Burlington Township Schools P.O. Box 428 Burlington, NJ 08016
PHONE NUMBER:	(609) 387-1713, ext. 1004	609-387-3955, ext. 2074
MS AAO CONTACT	Sharnaya McCormack, ext 4050	

Sex Offender Registration & Notification – [Policy 5142](#) via district website.

Use of Drug-Detection Canines

The Board of Education authorizes drug-scent dogs to conduct suspicionless inspections on school property. In addition to lockers, the drug-detection dogs may inspect classrooms, vehicles parked on school property, desks, handbags/purses, backpacks, portable containers and outer clothing removed from students. The timing of each trained drug detection dog inspection will be kept confidential and all efforts will be made by the K-9 drug detection teams to avoid direct contact with students.



Asbestos Hazardous Emergency Response 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:

Dr. Mary Ann Bell, Superintendent; at 387-3955.

Integrated Pest Management

In our continuing effort to make Burlington Township School District a safe and healthy learning, working, and playing environment for students, staff, visitors an Integrated Pest Management (IPM) policy has been adopted. This Integrated Pest Management policy is an elaborate decision-making system using the best combination of cultural, biological, physical, and chemical methods that are used in an environmentally sound way to maintain pest populations below damaging levels. It is designed to maximize long-term pest management and minimize harmful, unexpected, or unintended consequences of managing nuisance organisms. Cultural, biological, and physical control methods shall receive priority consideration for managing pest problems. Chemical control strategies shall be used only where a mix of other strategies is inadequate and pest damage is above tolerable levels. The objectives of this policy include, but are not limited to the following:

- minimize hazards to human health and non-target organisms
- minimize hazards to the general environment
- be most likely to bring about a long-term reduction in pest populations
- minimization of pesticide use
- compliance with local, state, and federal regulations

School district properties shall be constantly monitored for pest populations so that the appropriate treatment may be applied in a timely manner and the effectiveness of such treatment assessed. A copy of the adopted policy is available upon request. If you have any questions or comments or wish to view any safety data information on any product used in the district, our Integrated Pest Control Management Coordinator is available during normal business hours to assist you.

Worker and Community Right to Know Act

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities and use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the school at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.



Appendix A - Code of Conduct

The Burlington Township School District believes that students learn best in a safe, respectful environment that promotes both academic and personal growth. Building strong, healthy relationships is the foundation of a positive school climate. Much of the learning that takes place in schools involves social-emotional development and real-life experiences. Our disciplinary approach is grounded in teaching—helping students understand and adopt behaviors that will support their success throughout their educational journey. A consistent and structured discipline system ensures the safety of students and staff while creating an environment that supports learning.

We understand that students may sometimes make poor choices, but these moments do not define their character. Instead, they offer opportunities for reflection and growth. Effective discipline encourages respectful, responsible behavior and helps prevent misconduct, contributing to a safe and supportive school experience for all. Through clear communication, consistency, and collaboration with families and the wider community, the Burlington Township School District remains committed to fostering a learning environment where every student can thrive and reach their full potential.

PBSIS Supports

Tier I Supports - Prevention

- Educate students about expectations for behavior.
- Promote community building supported by engaging activities throughout the school year. Such activities will include involving students in expressing the kind of school community in which they wish to participate
- Reinforce expectations for behavior throughout the school year and provide incentives for maintaining good behavior.

Tier II Supports - Intervention

- Provide counseling to students who demonstrate early signs of behaviors that could lead to escalated unwanted behaviors.
- Utilize mediation when situations have impacted other students, e.g., inappropriate comments, physical contact..
- Utilize PBSIS practices, including Tiered Interventions as described in the Student/Family Handbook.
- Utilize Intervention and Referral Services support as outlined in the Student/Family Handbook.

Tier III Support - Reintegration - Dependent of severity of infractions, may include:

- A mutually agreed upon contract between school, student, and family that outlines expectations for behavior and subsequent consequences.
- Counseling
- Working with a peer or staff mentor
- Provide opportunities to learn and practice acceptable behaviors



Code of Conduct

BURLINGTON TWP BOARD OF EDUCATION [POLICY 5131](#)

The grid below provides guidelines to help administrators assign consistent and fair disciplinary actions in accordance with the Code of Conduct. While the primary goal of this policy is to support positive behavior change that promotes student success and appropriate social interactions, administrators may use their professional judgment when determining consequences for infractions. The listed consequences serve as a general framework, but administrators may adjust them based on the severity of the incident.

Consequences for violating Code of Conduct:

Detention: The student is required to remain after scheduled classes for violating the discipline code.

- Teacher detention - The student may be required to remain with the respective teacher after scheduled classes (2:30-2:55 pm) or at another time arranged by the teacher.
- Lunch detention - The student is removed from the general lunch setting after purchasing lunch. (2 demerits /day)
- Administrative detention - Student reports to a designated location after scheduled classes from 2:30–3:30pm (Tue/Thu). (3 demerits/day)
- Administrative late detention - Student reports to a designated location after scheduled classes from 2:30 – 4:30 pm. The family is responsible for transportation at 4:30 PM. (5 demerits/day)

IN-SCHOOL SUSPENSION: The student is required to report to a designated location and complete provided assignments/work. (6 demerits /day)

OUT-OF-SCHOOL SUSPENSION: Students remain home during the suspension. A re-entry meeting with parent/guardian may be required. (7 demerits /day)

Ineligibility Criteria

If a student accumulates 10 or more demerits during the school year, they will be considered ineligible for 30 calendar days. During this period, the student may not participate in any school activities, including clubs, field day, dances (such as the advancement dance), field trips, and similar events. To regain eligibility, the student must remain free of any new demerits for the entire 30-day period. Eligibility is restored immediately after completing the demerit-free period. However, any additional infractions will add to the total number of demerits accumulated throughout the school year and may result in further restrictions.

If a student accumulates 40 or more demerits, they will be ineligible to participate in any extracurricular activities—including clubs, dances (such as the advancement dance), field day, and similar events—for the rest of the school year.




Per policy #6153: "Field trips are not part of the thorough and efficient system of education provided by the board of education. Participating in field trips is a privilege and not a right. Participation in field trips may be denied to any pupil due to behavioral or other justifiable reasons. Parents/guardians may appeal such determination to the school principal. The decision of the principal is final and may not be appealed beyond the building level."

MS DISCIPLINE CODE ABBREVIATIONS

Please read this code in conjunction with the entire Student Handbook giving attention to the discipline, behavior and attendance sections.

NOTE: THE NUMBER AFTER ANY DASH (-) INDICATES THE TYPICAL MAXIMUM NUMBER OF IDENTIFIED CONSEQUENCE

AD	ADMINISTRATIVE DETENTION 2:30-3:30 TUE & THU (3 DEMERITS)	OSS	OUT-OF-SCHOOL SUSPENSION (7 DEMERITS/DAY)
APC	ADMINISTRATOR - PARENT/GUARDIAN CONFERENCE	P	POSSIBLE POLICE INVOLVEMENT/SRO NOTIFIED (CHARGES POSSIBLE)
ANP	ADMINISTRATOR NOTIFIES PARENT/GUARDIAN	R	RESTITUTION (PAY FOR LOSSES)
AW	ADMINISTRATOR WARNING (1 DEMERIT)	RC	RESTORATIVE CONFERENCE
BH	BoE HEARING/POSSIBLE EXPULSION	RP	RESTORATIVE PRACTICE (DISCUSSION AND/OR ASSIGNMENT)
C	CONFISCATED ITEM RETURNED ONLY TO FAMILY	RS	REFERRAL TO SUPERINTENDENT
CSTR	CHILD STUDY TEAM REFERRAL	RSI	STUDENT REFERRAL INTERVENTION (SAC, COUNSELING, ECT) 
LAD	LATE ADMINISTRATIVE DETENTION 2:30 - 4:30 PM (5 DEMERITS)	TCP	TEACHER CALL TO PARENT/GUARDIAN
LUD	LUNCH DETENTION (ALTERNATIVE SETTING) (2 DEMERITS)	TD	TEACHER DETENTION ISSUED 2:30-2:50 TUE & THU
ISS	IN-SCHOOL SUSPENSION (6 DEMERITS /DAY)	TW	TEACHER WARNING

	1st Offense	2nd Offense	3rd Offense	4th Offense
I. Personal Conduct				
A1. Use of Electronic Devices/Cell Phones/wearable such as smart watches/wearing AirPods inside the school building (excluding restrooms and locker rooms).	LUD, TCP/ANP, C, RC (Device returned to student at dismissal) LUD-1 2 demerits	ANP, RC, RPA, C (Device returned to student at dismissal) AD-1 3 demerits	RC, RPA, C, ANP, APC, (Device returned to student at dismissal) LAD-1 5 demerits	C, ANP, APC (Device returned to the family) ISS-1 6 demerits
A2. Use of Electronic Devices/Cell Phones/wearing AirPods inside a restroom or locker room.	ANP, RC, RPA, C (Device returned to student at dismissal) AD-1 3 demerits	RC, RPA, C, ANP, APC, (Device returned to student at dismissal) LAD-1 5 demerits	C, ANP, APC (Device returned to the family) Up to ISS-1 Max 6 demerits	C, ANP, APC (Device returned to the family) Up to ISS-2 Max 12 demerits



B. Violation of dress code *The student may correct apparel/footwear, call home, use provided attire, or be placed in an alternative setting. Dress code Policy 5132 .	TW/AW, TCP/ANP, RC w/dress code policy review, LUD-1 2 demerits	ANP, RC AD-1 3 demerits	ANP, APC, RC LAD-1 5 demerits	ANP, APC, RC ISS-1 6 demerits
C. Violation of School Gang Policy #5131.1	Review Consequences in BOE Policy #5131.1			
D1. Taking the property of the school or an individual without permission; possession of stolen property of <i>major</i> value (> \$10) <i>Restitution as warranted</i>	ANP, APC, RSI, R, RS and/or P as warranted, RC, Apology Up to OSS-3, Max 21 demerits	ANP, APC, R, RS, P RSI, RC, Apology Up to OSS-5 Max 35 demerits	ANP, APC, R, RS, RSI, P, R, RS, Apology Up to OSS-7, Max 49 demerits	ANP, APC, R, RS and/or P, BH RC, Apology Up to OSS-10, Max 70 demerits
D2. Taking the property of the school or an individual without permission; possession of stolen property of <i>minor</i> value (< \$10). <i>Restitution as warranted</i>	ANP, APC, R, RC, Apology Up to LAD-1 Max 5 demerits	ANP, APC, R, RSI, RC, Apology Up to ISS-1 Max 6 demerits	ANP, APC, R, RSI, RS, P, RC Apology Up to ISS-2 Max 12 demerits	ANP, APC, R, RSI, P, RC Up to OSS-2 Max 14 demerits
E. Vandalism – intent and/or actual defacing, abusing, or destroying district and/or personal property (including technology). <i>Family will incur cost of restoration or replacement of property</i>	ANP, APC, P, R, RC/presentation, Apology Up to OSS-3, Max 21 demerits	ANP, APC, RSI, P, R, RC, ISS-2; OSS-4 Max 28 demerits	ANP, P, R, RS, RSI OSS-5 Max 35 demerits	ANP, RS, BH, R, P ANP, RSI OSS-10, Max 70 demerits
F. Gambling or unauthorized selling of goods (candy, gum, food, etc) on school grounds and/or on buses or at school sponsored activities	C, APC, RSI, ANP, RC/assignment LAD-1, 5 demerits	C, APC, ANP, RSI, P, RC, RA Up to ISS-1 Max 6 demerits	C, APC, ANP, RSI, P Up to OSS-3 Max 21 demerits	ANP, APC, C, RSI, P OSS-5 Max 35 demerits
G1. Possession and/or use of tobacco products (<i>including Vapes or Juuls after a negative drug test</i>) in the school or on school grounds and/or on buses or at school sponsored activities	ANP, APC, C, RSI, P ISS-1, OSS-1 Max 7 demerits	ANP, APC, C, RSI, P ISS-2, OSS-3 Max 21 demerits	ANP, APC, C, RSI, P, RS OSS-5 Max 35 demerits	ANP, APC, C, RSI, P, RS OSS-7, Max 49 demerits
G2. Use of alcohol, and/or controlled substances; possession of drug paraphernalia, in the school or on school grounds and/or on buses or at school sponsored activities	ANP, APC, RSI, P OSS-5 35 demerits	ANP, APC, RSI, P, RS OSS-10 70 demerits	ANP, APC, RSI, P, RS, BH OSS-10 70 demerits	Consultation with the Superintendent
G3. Possession or distribution of alcohol, and/or controlled substances in school or on school grounds and/or on buses or at school sponsored activities	ANP, APC, RSI, P OSS—10 70 demerits	ANP, APC, RSI, P, RS OSS—10 70 demerits	ANP, APC, RSI, P, RS OSS—10 70 demerits	Consultation with the Superintendent
H. Possession of dangerous implements and/or devices. (excluding firearms)	ANP, APC, RSI, P Up to OSS 10 70 demerits	ANP, APC, RSI, P, RS Up to OSS 10 70 demerits	ANP, APC, RSI, P, RS Up to OSS 10 70 demerits	Consultation with the Superintendent



I. Possession of an item that resembles but does not function as a weapon. (toy knife, toy gun, or any other paraphernalia)	<p><i>Items will be treated as if they are <u>not</u> toys.</i></p> <p><i>Consultation with the Superintendent to determine consequence.</i></p>			
J. Use of and/or possession of fireworks and/or chemical or nuisance devices.	RSI, ANP, APC, RS, C, P Up to OSS-7 Max 49 demerits	RSI, ANP, APC, C, P, RS, BH OSS-10 Max 70 demerits	RS	RS
K. Bus Misconduct (not wearing a seatbelt, loud distracting behaviors, eating on the bus, hanging out a window, throwing objects, exiting via the emergency exit, distracting the driver, etc)	Buses and bus stops are considered a part of school grounds. For the purpose of safety, consequences will be assigned based on the type of misconduct. Consequences may include suspension of bus privileges.			
L. Use of inappropriate language, profane gestures, and/or aggressive/profane speech.	ANP, RC, Apology Up to LAD-1 Max 5 demerits	ANP, AW, RCI Up to ISS-1 Max 6 demerits	ANP, RSI Up to OSS-2 Max 14 demerits	ANP, APC Up to OSS-5, Max 35 demerits
M. Parking car on school property without authorization	<i>Not applicable</i>			
N. Videotaping any students, staff, or activities and/or posting any students or activities without proper authorization, including founded HIB and Cyberbullying	ANP, APC, RC Up to OSS - 5 Max 35 demerits	ANP, APC, RSI Up to OSS - 6 Max 42 demerits	ANP, APC, RS, P, RSI Up to OSS - 8 Max 56 demerits	ANP, APC, P, RSI, RS, BH Up to OSS - 10 Max 70 demerits
O1. Present and/or inciting an altercation or fight <u>on</u> campus during the school day (not participating in the altercation/fight).	ANP, APC, RC Up to OSS - 5 Max 35 demerits	ANP, APC, RC Up to OSS - 6 Max 42 demerits	ANP, APC, RC Up to OSS - 8 Max 56 demerits	ANP, APC, RSI Up to OSS - 10 Max 70 demerits
O2. Present and/or inciting an altercation or fight <u>off</u> campus with impact to the school environment (not participating in the altercation/ fight).	ANP, APC, RC Up to OSS - 3 Max 21 demerits	ANP, APC, RC Up to OSS - 4 Max 28 demerits	ANP, APC, RC Up to OSS - 6 Max 42 demerits	ANP, APC, RSI Up to OSS - 10 Max 70 demerits
P. Inappropriate Physical Contact Behavior does not meet the standard of a fight and/or an assault (Ex. Horseplay, rough behavior, pushing, tripping, kicking)	ANP, RC, ANP Up To LAD-1 Max 5 demerits	RC, ANP, Attend Up to ISS-1 Max 6 demerits	ANP, APC Up to OSS -1 Max 7 demerits	ANP, APC Up to OSS 3 Max 21demerits
Q. Dangerous Misconduct: Any behavior intentional or not intentional that poses a danger to the student or others.	ANP, APC, RC ISS-1 Max 6 demerits	ANP, APC, RC OSS-1 Max 7 demerits	ANP, APC, RC OSS-3 Max 21 demerits	ANP, APC, RSI OSS-5 Max 35 demerits
R. Violation of Technology Policy	ANP, RC, Contract (Lose Computer Rights: P, RS if warranted) AD-1, 3 demerits	ANP, APC, RC (Lose Computer Rights: P, RS if warranted) LAD-1 Max 5 demerits	ANP, APC, (Lose Computer Rights: P, RS if warranted) ISS-1 Max 6 demerits	ANP, APC, (Lose Computer Rights: P, RS if warranted) OSS-1 Max 7 demerits
II. Classroom and Building Guidelines				



A. Refusing to provide or display identification when requested (\$2 replacement cost for lost lanyard)	Not applicable			
B. General misconduct including: Disruptive behaviors; littering, food/drink in building except cafe, running in hallway, loitering, etc.	ANP, RC, LUD-1 2 demerits	ANP, RC, LUD-2 4 demerits	ANP, RC AD-1 3 demerits	ANP, APC, RC LAD-1, 5 demerits
C. Insubordination and/or Disregard for school authority. Not following a directive from authority.	ANP, APC, RC, Apology LAD-1 Max 5 demerits	ANP, APC, RC, Apology ISS-1 6 demerits	ANP, APC, RSI, RC OSS-1 7 demerits	ANP, APC, RSI, RC OSS-3 21 demerits
D1. Misrepresentation. Providing false information, dishonesty.	ANP, APC, RC, Apology LAD-1 Max 5 demerits	ANP, APC, RC, Apology ISS-1 6 demerits	ANP, APC, RSI, RC OSS-1 7 demerits	ANP, APC, RSI, RC OSS-3 21 demerits
D2. Misrepresentation of authority via forged signatures, altered passes, altered notes, etc.	ANP, RC, Apology LAD-1 Max 5 demerits	ANP, APC, RC, RPA, Apology, ANP ISS-1 6 demerits	ANP, APC, RSI, RC OSS-1 7 demerits	ANP, APC, RSI, RC OSS-3 21 demerits
E. Late to Class (Subsequent lates to class will be addressed administratively)	Late #1,2,3 TW, TCP,TD 0 demerits	Late #4 ANP, RC, LUD-1 2 demerits	Late #5 ANP, RSI AD-1 3 demerits	Late #6, 7, 8, etc ANP, APC, RSI LAD-1 5 demerits
F. Late to School (Tardy) Students are to be in the homeroom before 8 AM. Tardies reset at the beginning of each marking period.	Late #1,2,3,4 Student receives late pass upon arrival	Late #5,6,7,8,9 ANP, RC, LUD-1 2 demerits	Late #10,11,12 ANP, RSI AD-1, 3 demerits	Late #13+ LAD-1 5 demerits
G. Not Signing In When Arriving Late to School/Not signing out when leaving early	Not applicable			
H1. Cutting Class	ANP, RC AD-1 3 demerits	ANP, RC, RPA LAD-1 5 demerits	ANP, APC, RC-SRI AD-2 6 demerits	ANP, APC, SRI ISS-1, 6 demerits
H2. Cutting Teacher Detention	Reassign TD, TCP, RC	ANP, RC AD-1 3 demerits	ANP, APC LAD-1 5 demerits	ANP, APC ISS-1, 6 demerits
H3. Cutting Administrative Detention	ANP, RC Reassign AD-1 3 demerits	ANP, APC, RC LAD-1 5 demerits	ANP, APC, RC-SRI Reassign LAD-1 5 demerits	ANP, APC ISS-1 6 demerits
H4. Cutting Late Administrative Detention	ANP, APC, RC Reassign LAD-1 5 demerits	ANP, APC, RC Assign (2) LAD-2 10 demerits	ANP, APC, RC-SRI ISS-2 12 demerits	
I. Leaving Class Without Permission	TNP, RC TD-1	ANP, RC, RPA AD-1 3 demerits	ANP, APC, RC-SRI	ANP, APC, SRI ISS-1, 6 demerits



			LAD-1 5 demerits	
J. Leaving school grounds without authorization; in parking lot without permission	ANP, APC, RC, RCA ISS-1 6 demerits	ANP, APC, RC, RCA ISS-2 12 demerits	ANP, APC, RC, RCA OSS-1 7 demerits	ANP, APC, RSI OSS-2 14 demerits
K. Being in an unauthorized area and/or being after school without permission: Loitering/Extended time unsupervised.	ANP, RC AD-1, 3 demerits	ANP, APC, RC LAD-1 5 demerits	ANP, APC, RC-SRI ISS-1 6 demerits	ANP, APC, SRI ISS-2 12 demerits
L. Truancy Absences without a doctor's note or as recognized via district policy.	ANP, APC, RC-SRI, P, RS LAD-1 5 demerits	ANP, APC, RC-SRI, P, RS ISS-1 6 demerits	ANP, APC, RC-SRI, P, RS ISS-2 12 demerits	ANP, APC, RC-SRI, P, RS ISS-3 18 demerits

III. Cafeteria Misconduct *(Student may lose lunch-room privileges and/or be given an assigned seat)*

A. Throwing food or objects Disrupting the Environment	ANP, APC, RC Up to LAD-1 5 demerits	ANP, APC, RC, RCA Up to ISS-1 6 demerits	ANP, APC, RC, RCA-SRI Up to ISS-2 12 demerits	RS, APC, ANP, RSI, Up to OSS-2 14 demerits
B. Refusal to cooperate when asked to put tray/debris in proper place, littering (Insubordination)	ANP, APC, RC Up to LAD-1 5 demerits	ANP, APC, RC, RCA Up to LAD-1 Max 5 demerits	ANP, APC, RC, RCA-SRI Up to ISS-1 6 demerits	RS, APC, ANP, RSI, Up to ISS-2 12 demerits
C. Cutting in line	TW/AW, RC Go to back of line	ANP, RC LUD-1 2 demerits	APC, RC AD-1 3 demerits	APC, RC AD-2 4 demerits
D. Lateness to cafeteria	Late #1 TW, TCP, RC	Late #2 ANP, RC, LUD-1, 2 demerits	Late #3 ANP, RSI AD-1, 3 demerits	Late #4, 5, 6, etc ANP, APC, RSI LAD-1, 5 demerits
E. Excessive noise	TW/AW, RC	ACP, AW, RC LUD-1, 2 demerit	ACP, AW, RC LUD-2, 4 demerits	ANP, RC, RPA AD-1, 3 demerits

IV. Behaviors that Endanger or Threaten Others

A. Possession of Firearm	Per Board Policy - Suspension pending BoE hearing, file charges with police (70 demerits)			
B1. Fighting/Assaults against students	ANP, APC, RS, P, RSI, RC Up to OSS - 5 Max 35 demerits	ANP, APC, RS, P, RSI, RC, RA Up to OSS - 6 Max 42 demerits	ANP, APC, P, RSI, RS, BH Up to OSS - 8 Max 56 demerits	ANP, APC, P, RSI, RS, BH Up to OSS - 10 Max 70 demerits
B2. Assaults against staff	Suspension at administration's discretion, consultation with the superintendent, possible BoE hearing and charges with police. (70 demerits)			
B3. Dating Violence Policy 6142.4R	Dating Violence can present in many forms. Consequences are based on the severity of the violation. All incidents of violence associated with dating will be reported to the SAC and Superintendent for further review with regard to education, support and consequences. Policy 6142.4R			



C1. Verbal Assault, obscene or vulgar language, threats directed to a staff member	ANP, APC, RS, P, RSI, RC, OSS-5 35 demerits	ANP, APC, RS, P, RSI, RC, RA OSS-7 49 demerits	ANP, APC, P, RSI, RS, BH OSS-10 70 demerits	
C2. Verbal Confrontation/Altercation towards another student, including founded HIB and Cyberbullying	ANP, APC, RS, P, RSI, RC Up to ISS - 1 Max 6 demerits	ANP, APC, RS, P, RSI, RC Up to OSS - 1 Max 7 demerits	ANP, APC, RS, P, RSI-RC Up to OSS - 3 Max 21 demerits	ANP, APC, RS, P, RSI-RC Up to OSS - 5 Max 35 demerits
C3. Verbal confrontation involving any threat of violence, remarks that are sexual in nature, or harassing remarks that are racially, ethnically, or <i>gender/sexual identity</i> motivated.	ANP, APC, RS, P, RSI, RC ISS-1, 6 demerits	ANP, APC, RS, P, RSI-RC ISS-2 12 demerits	ANP, APC, RS, P, RSI-RC OSS-2 14 demerits	ANP, APC, RS, P, RSI-RC OSS-3 21 demerits
D. Behavior that endangers the welfare of others or interrupts/disrupts the learning environment	ANP, APC, RS, P, RSI, RC Up to LAD-1 Max 5 demerits	ANP, APC, RS, P, RSI, RC Up to ISS-1 Max 6 demerits	ANP, APC,, RSI-RC ISS-2 12 demerits	ANP, APC, RS, P, RSI-RC OSS-2 14 demerits
E. Using Inappropriate Language or gesture towards another student or staff member	ANP, APC, RS, RSI, RC LAD-1 5 demerits	ANP, APC, RSI, RC ISS-1 6 demerits	ANP, APC, RS, P, RSI-RC OSS-1 7 demerits	ANP, APC, RS, P, RSI-RC Up to OSS-3 21 demerits
F. False fire alarm, making a bomb threat, making false emergency services call, setting a fire	Suspension at Administration's discretion, after consulting with the Superintendent. Possible charges with police.			
G. Harassment, Intimidation, and Bullying of Pupils Policy 5131.1	Harassment, Intimidation and Bullying can present in many forms. Consequences are based on the severity of the violation. All incidents of HiB will be reported to the District HiB Coordinator and Superintendent for further review with regard to education, support, and consequences. Policy 5131.1			

*** A progressive set of consequences for students who interrupt the teaching-learning process includes: Teacher detention, administrative detention, Late Administrative Detention, In-School Suspension, and Out-of-School suspension. Families will be notified in writing of all consequences resulting from behavioral infractions, excluding administrative warnings. Classroom and school rules, regulations and consequences are not intended to be applied in a lock-step approach. This model does not remove teacher/administrator judgment and discretion from the process.

Teacher Lunch/After School Detention (2:30 - 2:50 PM)

The teacher is the authority in the classroom. When requested to report to the classroom for lunch detention and/or remain after school for disciplinary reasons, students are expected to report as scheduled. Students assigned to school or teacher detention are given written notice at least one day in advance of the assignment. The slip is to be taken home and shared with the family/parent. If a student misses a detention, the teacher will reschedule the detention once. If the student misses a second time, the teacher will notify the respective administrator. Teachers are required to log student warnings and detentions, and will provide the dates of such actions on the discipline referral form. Misconduct in detention or excessive detentions will result in additional consequences. Teacher detention takes priority over administrative detention. It is the responsibility of the student to communicate conflicts between a teacher and administrative detention in advance to avoid penalty. The administrative detention will be rescheduled.

Administrative Detentions

An administrative detention is assigned by an administrator. Students are to bring meaningful work to the detention location. Failure to report promptly may result in additional consequences. *Administrative detention is held after school on Tuesdays and Thursdays from 2:30-3:30 pm.* Students may take the 4 PM bus. *Late administrative*



*detention (LAD) is from 2:30-5PM. Families will receive at least one day advance notice of administrative detention assignments. **The family must provide transportation at the conclusion of the late detention (4:30 - 4:45 PM).***

Suspension

At BTMS, there are two types of suspensions: exclusion from class (in-school suspension) and exclusion from school (out-of-school suspension). Students assigned to in-school suspension will report to the suspension room, where they will be supervised by an adult while completing assigned work. Students given an out-of-school suspension are not allowed on school grounds before, during, or after school hours.

Duration of Suspension

Length of suspension will depend upon the nature of the offense. The Principal may suspend legally until the second Board meeting following the offense. The Board may continue the suspension, expel, or reinstate (18A: 37-5). Burlington Township Board of Education Policy requires a hearing before the Superintendent and/or Board of Education for suspensions invoked for ten (10) days in length.

Re-Admittance After Suspension

A student on "out-of-school" suspension may return to school after the period of suspension and will be returned to classes after consultation with a Principal/Vice Principal. In most cases, the student will be required to bring his/her parents or guardians to school prior to his/her return to confer with the Principal.

Suspension or Revocation of Privileges

The right to participate in school-sponsored events and activities such as dances, trips, intramurals, clubs, presentations and other celebrations and privileges may be suspended or revoked at the discretion of the building administrator upon accumulation of disciplinary actions. Refer to "Ineligibility Criteria" below for more information.

Ineligibility Criteria

Each time a student **accumulates 10 or more demerits** at any time during the school year, the student becomes ineligible for activities such as clubs, field day, dances (including the advancement dance), field trips, etc for 30 calendar days. The student must remain demerit free for a full 30-day period to be reinstated. Immediately following this 30-day demerit free time the student will regain eligibility. Upon any additional infractions, all demerits accrued throughout the year will count towards restrictions.

Should a student **accumulate 40 or more demerits**, that student will be ineligible for extracurricular activities such as clubs, dances (including the advancement dance), field day, etc, for the remainder of the school year. **Per policy #6153: "Field trips are not part of the thorough and efficient system of education provided by the board of education. Participating in field trips is a privilege and not a right. Participation in field trips may be denied to any pupil due to behavioral or other justifiable reasons. Parents/guardians may appeal such determination to the school principal. The decision of the principal is final and may not be appealed beyond the building level."**

WE WISH OUR FIRST CLASS FALCONS & FAMILIES AN ENJOYABLE, HEALTHY, AND PRODUCTIVE SCHOOL YEAR!

