Timber Creek
REGIONAL HIGH SCHOOL
Home of the Chargers

Student Handbook
2025-2026



BLACK HORSE PIKE
REGIONAL SCHOOL DISTRICT

WHERE INSPIRING EXCELLENCE IS OUR STANDARD AND STUDENT ACHIEVEMENT IS THE RESULT

BOARD OF EDUCATION

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Mr. Jay McMullin, Vice President
Mr. Kevin Bucceroni
Mr. Robert DiMaulo, Sr.
Mr. Michael Eckmeyer
Ms. Shana Mosley
Mrs. Jennifer Storer
Ms. Martita Diamond
Mr. Shawn Hutchison

CENTRAL ADMINISTRATION

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Mrs. Julie Scully, Assistant Superintendent*
Mr. Scott Kipers, Business Administrator/Board Secretary
Mrs. Marcie Geyer, Director of Curriculum & Instruction
Mr. Robert DiMaulo, Jr., Assistant Business Administrator
Mrs. Erika Silich, Director of Special Services**
Mrs. Mary Baratta, Chief Academic Officer

DISTRICT PERSONNEL

Mr. Michael Jones - Supervisor of Teaching and Learning
Mrs. Erin Sarin – Supervisor of English Language Arts
Mrs. Jennifer Gramble – Supervisor of Science & F.A.C.S.
Ms. Gail Shelly – Supervisor of Social Studies & World Language
Mrs. Lori Hunt – Supervisor of Mathematics
Mr. Steve Arena – Supervisor of Art, Business, Technology
Mrs. Tanya Harper - Dean of Students at C.A.R.E.

*Affirmative Action Officer
**Affirmative Action Officer and 504 Officer (Access for the Handicapped)

Timber Creek Regional High School
501 Jarvis Road, Erial, NJ 08081
(856) 232-9703 – Fax (856) 232-5267

TIMBER CREEK ADMINISTRATION

Mrs. Kelly McKenzie, Principal
Mrs. Michelle Corona, Vice Principal, Grade 9
Mrs. Andrea Duncan, Vice Principal, Grade 10
Mrs. Jennifer Brown, Vice Principal, Grade 11
Mr. Robert Milavsky, Vice Principal, Grade 12
Mrs. Dina Tomczak, Vice Principal/Athletic Director
Mrs. Michele Hengel, Director of School Counseling
Mrs. Christine Jones-Hubbert, Supervisor of Special Education

Table of Contents

WELCOME	4
MARKING PERIOD CALENDAR	5
GRADE SCALE AND CREDIT INFORMATION	6
NJ GRADUATION ASSESSMENT REQUIREMENTS	7
BELL SCHEDULE	8
ACADEMIC HONOR CODE	9
SCHOOL COUNSELING	10
SAFETY & SECURITY, VISITORS, LOCKDOWN & EVACUATION DRILLS	11
STUDENT PARKING	12
MEDICAL OFFICE PROCEDURES	13
ATHLETIC PARTICIPATION	15
ACTIVITIES & CLUBS	15
ATTENDANCE AT PROMS, DANCES, CLASS TRIPS and other CO-CURRICULAR ACTIVITIES	15
COACH and ADVISOR PARTICIPATION RULES	16
PHYSICAL EDUCATION	17
RESEARCH PAPER REQUIREMENT	18
CHROMEBOOKS FOR EDUCATION	19
DISTRICT POLICIES & REGULATIONS	21

Welcome

We are a comprehensive high school dedicated to preparing students for the future. The success of our students is well documented in terms of scholarship money earned and success in the world of work. Only your imagination and determination limit your success here.

The information in this planner has been prepared to help you succeed and is a quick reference for school rules and procedures. All of our students are expected to cooperate and practice good citizenship habits so Timber Creek will continue to be a positive environment for learning.

As high school students & young adults, manners, courtesy and respect are expected and should be automatically and continuously practiced, anything less is unacceptable.

Mascot: Charlie the Charger **Colors:** Silver & Navy Blue

Alma Mater

Mighty Chargers, We adore thee,
Help us mold our destiny.
In us, burn your shining colors,
Silver, navy, ceaselessly.
Honor, excellence, patience, diligence,
Hallmarks of the Charger way.
With courage, loyalty, labor, duty,
We seize our future, claim a brighter day.
And pledge to those who are to follow,
A long, proud tradition that will guide their way.

Marking Period Calendar

Black Horse Pike Regional School District

2025-2026 Marking Period Calendar

Opening Day for Students - Wednesday, September 3, 2025

Marking Period MP 1

End of Marking Period 1:	**Tuesday, November 11, 2025**
Recording of MP 1 grades:	*November 11 - 17 (due 11/17 by 7:30 AM)*
REPORT CARDS ONLINE & MAILED:	**Monday, November 17, 2025 - 2:40 PM**

Mid marking period: Monday, October 6, 2025

SEM 1 / Marking Period MP 2

End of SEM 1 / Marking Period 2:	**Wednesday, January 28, 2026**
Recording of SEM 1 FG / MP 2 grades:	*January 28 - Feb 3 (due 2/3 by 7:30 AM)*
REPORT CARDS ONLINE & MAILED:	**Tuesday, February 3, 2026 - 2:40 PM**

Mid marking period: Tuesday, December 16, 2025

Marking Period MP 3

End of Marking Period 3:	**Thursday, April 2, 2026**
Recording of MP 3 grades:	*April 3 - April 15 (due 4/15 by 7:30 AM)*
REPORT CARDS ONLINE & MAILED:	**Wednesday, April 15, 2026 - 2:40 PM**

Mid marking period: Tuesday, March 3, 2026

SEM 2 / Marking Period MP 4

Seniors:

End of SEM 2 / Marking Period 4:	**Tuesday, June 9, 2026** *(SENIORS*)*
*Recording of **SENIOR** FG/MP4 grades:*	*June 9-12 (due 6/12 by 2:00 PM)*

Mid marking period: Friday, May 8, 2026

**Senior activities, including field days & picnics, are not permitted to occur until after senior grades are due.*

Grades 9, 10, 11:

End of SEM 2 / Marking Period 4:	**Friday, June 12, 2026** *(Grades 9-11)*
*Recording of **Gr. 9-11** SEM 2 FG / MP4 grades:*	*June 12 - June 17 (due 6/17 by 7:30 AM)*

Mid marking period: Wednesday, May 13, 2026

REPORT CARDS ONLINE & MAILED:	**Wednesday, June 17, 2026 - 2:00 PM**

GRADUATION (TENTATIVE) WEDNESDAY, JUNE 17, 2026

June 12, 2025

Grade Scale and Credit Information



BHPRSD Mobile App

Username: Student ID
Password: Same as Genesis
Academic Info Updated Nightly





Genesis

Username: Student Email address
Password: Issued with Chromebook
Academic Info Live

Google play

Available on the App Store

Numerical Average	Letter Grade	Regular Course	Honors/AP
93-100	A	4.00	5.00
90-92	A-	3.67	4.67
87-89	B+	3.33	4.33
83-86	B	3.00	4.00
80-82	B-	2.67	3.67
77-79	C+	2.33	3.33
73-76	C	2.00	3.00
70-72	C-	1.67	2.67
67-69	D+	1.33	2.33
65-66	D	1.00	2.00
Below 65	F	0.00	0.00

GRADE	CREDITS
Sophomore	30
Junior	60
Senior	85
To Graduate	120

NCAA

Division I	Division II
Cores >= 16	Cores >= 16
GPA >= 2.3	GPA >= 2.2

NCAA Eligibility Center Information:

https://www.ncaa.org/student-athletes/future/tstudentresources

High Honors: Straight "A" grades

NEW JERSEY HIGH SCHOOL GRADUATION ASSESSMENT REQUIREMENTS



The high school assessment graduation requirements that are in place for the Class 2026:

Pathway #1: Demonstrate proficiency on NJGPA in grade 11.

Pathway #2: Demonstrate proficiency in ELA and/or Mathematics by submitting, through the district, a student portfolio appeal to the NJDOE.

Proficiency levels/cut scores for the Class of 2026 are specified in the chart located at:
HTTPS://www.nj.gov/education/assessment/requirements/2023_2025.shtml

Note: Special Education students, whose individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation assessment requirements set forth in their IEPs.

Textbooks

Textbooks are furnished to students by the school on a loan basis. These books are to be properly cared for and returned to the subject teacher at the end of the course with no more than normal wear. Books must be covered at all times to reduce the amount of wear to the book. If books are damaged, the student must pay for the amount of damage. If books are lost or stolen or if the book place number is so defaced causing the number to be destroyed or altered, the student must pay for the full cost of the book. All book fines must be paid as soon as possible.

Academic Honor Code



The Academic Honor Code has been created to establish a common understanding as to what constitutes cheating. The penalties are intended to promote growth in character, not simply to punish.

Treasure your reputation. It is easier to maintain a good one than it is to regain a lost one!

A complete copy of the Honor Code can be accessed from the Timber Creek website: HERE. Some violations of the code are listed here:

1. Copying homework or class work, or letting another copy your work.
2. Presenting the work of someone else (a student or published author) as your own.
3. Buying or taking a paper from the internet and presenting it as your own work.
4. Copying or paraphrasing from a source text without proper documentation.
5. Plagiarizing, faking, misrepresenting, or corrupting data for a lab report.
6. Using an internet translation site without your teacher's permission.
7. Using cheat sheets.
8. Using cell phones, calculators, or other electronic devices to cheat.
9. Giving away or selling your homework, essays, test questions, or test answers.

Penalties: Depending upon the severity of the violation, the penalties may include but are not limited to the following:

1. A reduced grade.
2. No credit or a zero.
3. Revocation of Renaissance Card or ineligibility for Renaissance Card.
4. Loss of membership in National Honor Society or loss of admission to NHS.
5. Notification of parent or guardian, school counselor, vice principal, Honor Society advisor.

School Counseling

School counselors meet regularly with students to help them in their educational, vocational, social and personal development. Students can request an appointment using the online form located on the homepage of the school website. The counselor will issue a pass showing the date and time of the appointment. In case of emergency, the student may come to the Counseling Office and ask for an appointment with his/her counselor.

- Parents are welcome to call 856-232-9703 ext. 6052 or 6053 to confer with counselors or to make an appointment.
- Requests for student classwork and homework assignments due to medical absences are made through the Vice-Principal's office. **It may take 48 hours to process this request.**

Parent/Teacher Conferences are typically scheduled for Monday at 2:10 p.m. and can be made by calling the Counseling Office or scheduling directly with the teacher via e-mail or voicemail.

2025-2026 COUNSELORS' ALPHA BREAKDOWN

Counselor	Student's Last Name	Extension	Email
Ms. Kimberly O'Callaghan	A - CL	6057	Kocallaghan@bhprsd.org
Mr. Robert Cooper	CO-G, U-Z (12th)	6055	rocooper@bhprsd.org
Mr. Sean Ortzman	H-MAM	6056	sortzman@bhprsd.org
Mrs. Jennifer Harley	MAN-Q	6058	jharley@bhprsd.org
Ms. Sherry Cappello	R-Z *	6060	scappello@bhprsd.org

***Seniors only with last names U-Z will be assigned to Mr. Cooper**

Mrs. Nicole Hohl	Student Assistance Coordinator	6011
Mrs. Ashley Reese	Mental Health Assistance Counselor	6059
Mr. Ryan Thompson	Student Mentor	6032
Dr. MollyAnne Light	Transitional Coach	6029

2025-2026 CST Department Breakdown

Mr. Joseph DeVecchis	6019	A-G
Mr. Michael McIntire	6038	H-K
Mrs. Joyce Goulburn	6040	L-Z

Naviance

Go to https://connection.naviance.com/timbercreek and log in using the username and password. If the student has not had a chance to register, they should click on "I need to register". Each student's initial registration code is their student ID number. He/she needs to have a valid email address to complete the registration process.

Testing

- Timber Creek's CEEB Code - 310363
- The PSAT is offered in October at Timber Creek Regional High School to all 10th and 11th grade students, the SAT is offered in March to all 11th grade students.
- The SAT and ACT tests are offered at various local high schools through the school-year. Please register directly through the test websites (www.collegeboard.com and www.actstudent.org).
- Advanced Placement Exams (AP) are offered in May. Students must register through the Counseling Office in order to take these exams.
- State Math, ELA/Literacy and Science Assessment: grade 9 & 11.

For a detailed list of Statewide Assessments, please visit:

Statewide Assessment Testing Schedule - NJSLA

The Family Educational Rights & Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the school receives a request for access.
2. The right to request an amendment to the student's educational record that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA.

EVENING PROGRAMS

- TBA - Financial Aid Night
- October 1 - Back-to-School Night
- November 13 - Post-Secondary Planning Night
- May 2026 - Senior Academic Awards



Safety • Security, Visitors, Lockdown • Evacuation Drills



Emergency Closing School. In the event of severe weather conditions or other emergencies, school may be closed or opened on a delayed schedule or necessitate an early dismissal. Announcements of school closing can be seen on local channel 19 and are posted on the school website.

Swipe System – The Black Horse Pike Regional School District utilizes the Swipe System. This system completes a criminal history background check against the National Register of Sex Offenders. Visitors and/or visitation rights may be restricted based on that background check.

Please have your Photo I.D. available and proceed to the kiosk at the front desk. Our school policy is to accept only those visitors who have legitimate business at the school. Alumni who wish to visit teachers/staff should do so at the end of the school day, not during.

PLEASE NOTE*: We do not accept any of the following items for student delivery: flowers, balloons, gifts or food purchased from outside places. This includes, but is not limited to: pizza, WAWA, drinks, any type of fast food (i.e. McDonalds, Burger King, Taco Bell, Chinese, etc.) or items from DoorDash, Uber Eats, or Grubhub.*

As per State regulation, we are required to conduct one security drill and one fire drill a month. Drills are exercised to ensure staff and students respond appropriately in the event of an emergency. Upon completion of each drill, we will send parents an email notification that we conducted a drill. We apologize, in advance, for the inconvenience this may cause to anyone who should arrive at school at the time of a security drill. However, the administrative team feels this is an important component in keeping our school as safe as possible.

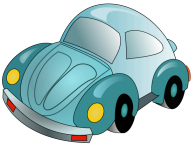
Lockers

A locker is provided for each student's personal use and convenience and is subject to inspection by authorized personnel of the Board of Education at any time without Notice. The school cannot assume responsibility for loss of personal possessions; students should not keep valuables in their lockers, and **lockers or combinations should not be shared.**

STUDENT PARKING

Students are allowed to park on the blacktop area to the left of the school in **designated** spaces only. Along with the additional parking provisions, come added student responsibilities regarding safe driving in and around this area. Students are expected to adhere to the **5 mph speed limit on the lot; and on all school property**.

Administration reserves the right to invite drug canines to the student parking lot to detect drugs.



Rules for Students Parking in School Lot

- The parking decal issued to you must be clearly visible from outside the vehicle.
- If the parking decal is transferred or reproduced, it will be forfeited permanently.
- Any vehicle parked on Timber Creek High School Property may be subject to search.
- Students will not be permitted to go to their car for ANY REASON during school hours.
- Timber Creek High School is not responsible for theft or damage to any vehicle.

5 mph speed limit on the lot; and on all school property.

Medical Office Procedures



Students who become ill or injured during the school day may use the medical office. **Do not abuse this resource.** Other than emergencies, students must have a SmartPass approved by the teacher to be admitted. **Time spent in the medical office is not time excused. When a student is sent home through the medical office, a doctor's note must follow within 5 days in order for this time to be excused.**

In accordance with Policy #5230: Early dismissal not approved by the Principal will count as an unexcused absence. Students departing prior to 11:15 a.m. will be charged with a full-day unexcused absence. Students departing after 11:15 a.m. will be charged with a half-day unexcused absence.

Approved Early Departures include but are not limited to family emergency, medical or dental appointment (note must be provided upon return), driver's test (proof provided upon return), court appearance (proof provided upon return).

Each September, parents/guardians must complete the medical form in Genesis under Parent Access. This provides us permission to dispense acetaminophen or ibuprofen during the school day. **If the medical office is not in possession of current emergency information, early dismissal privileges and dispensing of acetaminophen (generic for Tylenol) will not be permitted**. If any health problems are noted on the card, please state whether it is a current or past condition and any medications or treatments.

Form needed for taking Daily Medication: If your child is in need of daily medication during the school day, you must submit a form completed by a parent/guardian and their physician to the nurse's office at the beginning of each year. This form is included in the student's opening day package. These forms, as well as physical forms, are also available on the district's website. One form per medication is required, including over-the-counter meds. The medication **MUST** be submitted to the nurse by the parent/guardian only and must be in a current prescription bottle with a current label. OTC medications must be submitted in an unopened package. Students may carry and self-administer epi-pens, inhalers and diabetes medications and supplies, students may not carry any other medications with them. The certified school nurse or a parent/guardian is the only one permitted to administer medication to students in school.

A Physical Education excuse: A student may be excused from **participating** in their PE class for 1–3 days with a parent's note. However, the student must attend class, and must dress. Excuses longer than 3 days require a doctor's note stating the reason and duration of the medical leave from class. The note is to be submitted to the nurse's office at the beginning of the day so a study hall may be assigned for the duration of the leave. It is the STUDENT'S RESPONSIBILITY TO

RETURN TO PE WHEN SCHEDULED OR PROVIDE THE NURSE WITH A NOTE OF EXTENSION FROM THEIR PHYSICIAN IN A TIMELY MANNER.

Concussions: If your child should sustain a concussion, please send the nurse any documentation from your child's physician requesting physical and/or academic accommodations. These accommodations will be implemented and the information will be shared with your child's teachers via email. Your child will not participate in PE class and will be placed in a study hall. A note from your child's doctor is required for the accommodations to be revised or for your child to be cleared from the concussion.

Health Screenings: Assessment of your child's health status is regularly conducted through the school year. The following screenings will be conducted on your child: height and weight, vision and hearing, and blood pressure. In addition, scoliosis screenings will be conducted biannually (grades 9 and 11). You have the right to decline these screenings in writing.



Physical Examinations/Sports Physicals: In accordance with the requirements set forth in the NJ Administrative Code, Title 6A, Chapter 16, we request that sports physicals and other health exams be conducted by your private physician. Separate from the sports physicals, it is important to note that all NEW students entering the district from another district, outside of Black Horse Pike Regional School District, will be required to present a copy of a completed physical. We can't stress enough the importance of having your child examined by your family physician at least once during their high school years. Also, please check with your physician about current tetanus boosters and other immunizations for your child

SCHOOL BOARD PROVIDES INSURANCE

The Board of Education carries "secondary" accident insurance on all students, and this includes student participation in sports. This insurance is not intended as a substitute for primary health insurance. Students must report injuries, regardless of how slight they may judge it to be, immediately to the coach or teacher who will fill out an accident report. If an injury requires treatment by a doctor or hospital, **your insurance will be the primary**. If you have an outstanding balance, this can be submitted for possible Board coverage. When this becomes necessary, you should secure a form from our Medical Office, complete it, attach your bills, and forward them to our carrier. Athletes should secure forms from the Athletic Trainer.

Athletic Participation

NJSIAA Eligibility: To be academically eligible during the fall and winter seasons, a student must have passed 25% of the State requirements for graduation. Students must have passed 30 credits at the conclusion of the second semester of the previous school year. Courses successfully made up during the summer can be applied to satisfy this requirement. **All first year freshmen are academically eligible for fall and winter sports**. To be academically eligible for the spring season, students must pass 15 credits at the conclusion of the first semester. This applies to all students including freshmen.

ATHLETICS

Football
Field Hockey
Girls Soccer
Boys Soccer
Girls X Country
Boys X Country
Fall Cheer
Girls Tennis
Girls Volleyball
ESports

Swimming
Indoor Track
Wrestling
Girls Basketball
Boys Basketball
Winter Cheer

Softball
Baseball
Track & Field
Girls Lacrosse
Boys Lacrosse
Golf
Boys Volleyball
Boys Tennis
Girls Flag Football



ACTIVITIES/CLUBS PARTICIPATION

School Clubs & Activities

Strategic Games
Green Team
Men's Leadership
Be the Change/S.A.D.D
Morning Jolt
Yearbook
DECA
American Sign Language Club

Weight Room Club
GSA
Renaissance
Cafe and Chat
World Language
Key Club
Interact

Leo Club
History Club
Bible Study
Student Council
S.T.E.A.M.
Literary Magazine
Disney Club

African American Culture
Women's Leadership/L.A.D.I.E.S.
TV/Broadcasting Club
Tech Squad
Fellowship of Christian Athletes
Future Teachers

The Arts & Service Clubs

Art & Illustrations Club
Jazz Ensemble
Choir/Choral
Dance Inc.
Fall Production

Color Guard
Indoor Percussion
Interact Club
Pep Band
Musical Production

Photography
National Honor Society
Stage Crew
Teen Pep
Step Team



ATTENDANCE AT PROMS, DANCES, CLASS TRIPS and other CO-CURRICULAR ACTIVITIES

Student's academics, attendance, and conduct must be in good standing at the time of ticket sales. This means students must be passing ALL classes and students are not required to attend credit completion or in danger of not receiving credit. After tickets are purchased, students must continue to maintain passing grades, good attendance, and good conduct. *Refunds are not issued for students who commit disciplinary violations, decline academically, or have excessive absence.*

Athletic and Co-Curricular Participation Rules

Any student failing a class in-season will be mandated to an Athletic Study Hall to give them the time and opportunity to improve their grades. Study hall will be during Charger Time or after school before practices start. Students who are failing two or more classes at mid-marking period or the end of a marking period will be given 2 weeks to improve their grades. If they do not improve their grades, they may be suspended from the sport or activity until their academic performance is acceptable. Students are expected to maintain passing grades while they are involved in sports or activities. ***Academics is the number one priority for our students.***

Any student who receives an after-school administrative detention or is assigned any number of days in the R.I.S.E. program will be suspended for one game or competition. This will be issued by the coach or advisor. If a student commits another infraction, they will be suspended from the team, club, or activity. Reinstatement may be discussed in a meeting with the parent, coach, student, and a member of administration.

Any student who receives an Administrative Lunch Detention for any **misconduct, cutting class, leaving school without permission, insubordination, vandalism, bullying, harassment, intimidation, class disruption, misuse of a hall pass, cafeteria misconduct, or any type of disruptive-insubordinate behavior** a one game suspension will be issued by the coach or advisor. If they receive a detention under the category of "Other", it will be reviewed by the Principal and decided if a game or competition suspension is warranted. If a student commits another infraction, they will be suspended from the team, club, or activity. Reinstatement may be discussed in a meeting with the parent, coach, student, and a member of administration. Smoking and possession of smoking items is a violation of the general participation policy and will be handled accordingly. This includes e-cigarettes and vapor items. Immediate dismissal may be imposed.

Any student who is suspended out of school will be suspended from the team, club, or activity. Reinstatement may be discussed in a meeting with the parent, coach, student, and a member of administration.

Students may not participate in after school activities on days they are assigned to the R.I.S.E. program..

Responsibility of Equipment: In order to properly equip all of our teams, we must ask the cooperation of athletes and parents in returning uniforms and equipment at the end of the season to their coach. Do not assume if you leave it in the locker room, it will be returned automatically. When a student signs up for a sport, he/she and the parent/guardian sign a statement assuming responsibility for its use, care and return. This means anything lost or stolen is the sole responsibility of the user.

Student-Athlete/Parent Handbook: Please refer to the Student-Athlete Parent Handbook HERE, located on the Timber Creek Athletics website for additional information and guidelines.

Physical Education



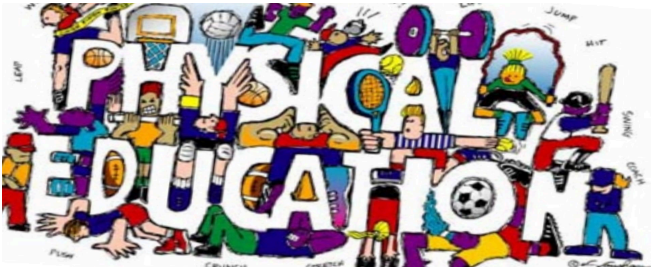
All students in the physical education program must wear the mandatory gym shirt. The gym shirt consists of a gray shirt with the Timber Creek logo. Shirts can be purchased from your PE teacher during class. Proper attire is required to participate in physical education classes, as well as shop and laboratory areas. Failure to comply will result in exclusion from the activity and affect the pupil's grade. Students who do not get dressed for physical education or participate in physical education class may not participate in after school athletic programs.

NO JEWELRY can be worn during the class period.

Excuses from Physical Education: Medical excuses for 1 to 3 days require a written request from a parent explaining why the child is incapacitated. A doctor's note (with a start & end date) is required for requests longer than 3 days. P.E. excuse notes should be brought to the medical office at the beginning of the student's P.E. period. Students excused for 4 days or more will be assigned to study hall during this time. Students with a medical excuse should see an instructor for alternate assignment. Students who had an unexcused absence from school should see their instructor to receive a pass for make-up PE session (Common Time will be utilized to make up PE class missed due to unexcused absences within that marking period.) Students with parental excuses must dress for class. One parental excuse per marking period.

Physical Education Lockers: Students have use of a locker during their class period only. **Each student is responsible for locking and protecting their personal belongings** while they are participating in class and removing them at the end of each class.

Enrichment: PE Make-Up/Open Activity: Students will utilize Common Time to make-up PE class missed due to unexcused absences within the marking period in which they were absent from.



Research Paper Requirement

GRADING: All research-based reports will count as 20% of the marking period in which they were assigned.

Research Requirements 9th & 10th Grade

1. If a student fails to complete the research assignment on the due date, the teacher will deduct points for lateness as stipulated in the written description of the assignment given by the teacher to the student. Research assignments must be handed in within 5 days of the due date in order to earn a late grade. Unless lateness has been approved by the teacher due to extenuating circumstances, research projects will not be accepted more than 5 days past the due date.
2. If the student fails to submit a research project on the due date, the teacher must call the parent or guardian to inform him/her of this delinquency and explain the consequences in regard to the student's grade average.
3. Per Academic Dishonesty district policy 5701, **Students who plagiarize or use AI for** the research assignment will receive a **0** for the assignment.

Research Requirements: 11th & 12th Grade

1. To receive credit for an 11th–grade or 12th-grade Honors, Accelerated, or College Prep English course, a student must complete a research assignment that meets English Department standards as stipulated in the written description of the assignment given by the teacher to the student.
2. If a student fails to complete the research assignment on the due date, the teacher will deduct points for lateness as stipulated in the written description of the assignment given by the teacher to the student. Research assignments must be handed in within 5 days of the due date in order to earn a late grade. Unless lateness has been approved by the teacher due to extenuating circumstances, research projects will not be accepted more than 5 days past the due date.
3. If a student does not submit the research assignment, he/she will receive an "Incomplete" for that marking period until the assignment is completed. Once the research assignment has been submitted and verified as meeting requirements, the teacher will change the marking period grade from "Incomplete" to the accurate grade average so that the student's grade for the year can be accurately calculated. The paper may receive a 0 for lateness.
4. If a student earns an "Incomplete" for failing to submit a research project, the teacher must call the parent or guardian to inform them that the student will not be promoted to the next grade level of English or will not graduate unless the research assignment is completed. The student will be given a 0 as the final grade for the course and will need to make up the research requirement in summer school or repeat the course the following year.
5. If a student does not complete the research assignment by mid-marking period of the fourth marking period, the teacher will notify the supervisor. The supervisor will notify the student's guidance counselor and vice principal. The supervisor will send a letter to the student's parent or guardian to inform both the student and the parent or guardian that the student will not be promoted to the next grade level of English or, if he/she is a senior, will not graduate unless the research assignment is completed. The final grade for the course will be changed to a 0.
6. Per Academic Dishonesty district policy 5701, Students who plagiarize or use AI for the research assignment will receive a 0 for the assignment and must submit a second paper that satisfies the course requirement. Students who do not submit the second assignment will be given a 0 as the final grade for the course and will need to make up the research requirement in summer school or repeat the course the following year.

Chromebooks for Education!



Chromebooks will equip our students with 21st Century skills needed to be successful and prepare them for life after they leave our district.

A. **Agreement**: Parents and Students must sign and return the District issued Technology Device Agreement.

B. **User Fee**: Students will be required to pay an annual, non-refundable $20 mandatory Technology Fee for the Chromebook. This Fee will cover repairs such as product defects, first time accident damages, and stolen devices.

C. **Damages**: Never attempt to repair or reconfigure your Chromebook. Never attempt to open or tamper with the internal components of the device. Doing so will render our warranty void. Students and parents will be responsible for damages not covered by the Technology Fee. These include: intentional damage, negligence damages (repeated damage due to improper care), lost Chromebooks, damaged/lost chargers or carrying cases.

D. **Chromebook Expectations**: Chromebooks are intended to be used daily for instruction. Teachers will be distributing materials and delivering resources digitally through the use of the Chromebook. Students will be required to bring their Chromebooks to all classes unless specifically instructed not to by their teacher.

E. **Chromebooks in the Classroom**: Teachers will create classroom rules and procedures for the use of devices in their class. This can include sound management principles such as the use of headphones/earbuds. Students are expected to have their own earbuds that plug into the standard headphone jack. Browsing websites or using the device in which it is not relevant to class related instruction may result in a disciplinary action.

F. **Chromebooks Left at Home**: Leaving Chromebooks at home is equivalent to leaving a textbook or other relevant materials at home. If a student leaves their Chromebook at home, they are responsible for getting the coursework completed as if they had their Chromebook present.

G. **Chromebooks Undergoing Repair**: Loaner Chromebooks may be issued to students when they drop off their Chromebooks for repair. Repaired Chromebooks will not be returned to the student until they have paid their fine if one was applied.

H. **Chromebook Charging**: Students will be expected to bring their Chromebooks fully charged each day. Students need to charge their Chromebook each evening. If an outlet and charge is accessible, there may be certain instances where the student can charge.

I. **Violations of this Acceptable Use Policy**: Individuals violating this policy shall be subject to the consequences as indicated below and other appropriate discipline which is listed in the district code of conduct, including but is not limited to: Use of the network only under direct supervision, suspension of network privileges, revocation of network privileges, suspension of computer privileges, suspension from school and/or legal action and prosecution by the authorities.

J. **Illegal/Prohibited Activities**: Use of BHPRSD network for any illegal activities that violate federal, state, or local laws and regulations is prohibited. Illegal activities include, but are not limited to: Accessing or distributing material that is obscene, pornographic, harmful to minors or otherwise inappropriate for educational use. Downloading or storing movies, music, software, games, documents or other materials on the district network which would violate copyrights or licensing agreements. Student's folders are subject to inspection by members of the technology department, and files that violate this policy will be deleted without notice. Accessing any district system or file without authorization, stealing data or other intellectual property, invading the privacy of others, vandalizing data of another user, intentionally disrupting network traffic. Tampering with district equipment or computers to crash, degrade, disrupt or bypass the district network. The use of proxies, remote software or any other means to bypass the district web filter. Utilizing the district computer network to operate a business, or to publish/host a website unless authorized by a staff member for educational purposes. Sending "chain letters". Using the internet to lobby for votes. Using the internet to send/receive/access pornography or other inappropriate material. Using the internet to send/receive information that advocates racism, sexism, religious bigotry or that contains obscenities. Using the network to raise funds with the expressed permission of School District Administration.

K. **Discipline**: Students violating any part of this policy, the District Acceptable Use Policy, or other school policies may: lose Chromebook privileges.

District Policies and Regulations

General Discipline Guidelines



Whenever a large number of people are housed in one building, policies and regulations are necessary to ensure safety, smooth operation, and proper order. Students should be aware that policy is the law and regulation describes how the district will administer the law. Policies & Regulations are updated or added throughout the year. Below are excerpts or highlights for students' reference***. Students have access to the district's website to view full versions of all current policies & regulations*** HERE**.** If you have any questions or concerns, please feel free to contact us. Thank you. Timber Creek Administration.

AFFIRMATIVE ACTION PROGRAM - POLICY 1140

The Board's affirmative action program shall recognize and value the diversity of persons and groups within society and promote the acceptance of persons of diverse backgrounds regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status. The affirmative action program will also promote equal educational opportunity and foster a learning environment that is free from all forms of prejudice, discrimination, and harassment based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression religion, disability, or socioeconomic status in the policies, programs, and practices of the Board of Education.

FIELD TRIPS - POLICY & REGULATION 2340

Field trips may be directly related to classroom instruction or they may occur as part of a co-curricular activity. In general, field trips will fall into one of the following categories: Within the School Day, Extended Beyond the School Day, Not on School Time, Overnight Trips, Foreign Trips, Foreign Exchange Trips, and Senior Trip. Note: Only school sponsored field trips will be approved and permitted. Any trip not sanctioned by the Board of Education is expressly forbidden. Please review the full version on the district's website with regard to eligibility to participate, funding, transportation, parental consent, or medical specifications.

ACCEPTABLE USE OF COMPUTER/NETWORK/COMPUTERS AND RESOURCES - POLICY & REGULATION 2361

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to computer networks/computers at any time, for any reason. School district personnel will monitor networks and online activity to maintain the integrity of the networks, ensure their proper use, and ensure compliance with Federal and State laws that regulate Internet safety.

Any individual engaging in the following actions when using computer networks/computers shall be subject to discipline or legal action:

- Using the computer network/computers for illegal, inappropriate or obscene purposes, or in support of such activities.
- Using the computer network computers to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- Intentionally disrupts network traffic or crashes the network;
- Degrades or disrupts equipment or system performance;

- Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
- Steals data or other intellectual property;
- Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
- Gains or seeks unauthorized access to resources or entities;
- Forges electronic mail messages or uses an account owned by others;
- Invades privacy of others;
- Posts anonymous messages;
- Possesses any data which is a violation of this Policy; and/or
- Engages in other activities that do not advance the educational purposes for which computer networks/computers are provided.

PUPIL INTERVENTION AND REFERRAL SYSTEM - POLICY & REGULATION 2417

The Board of Education directs the establishment and implementation in each school building in which general education students are served, a coordinated system for planning and delivering intervention and referral services designed to assist students who are experiencing learning, behavior, or health difficulties, and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8.

GRADING SYSTEM - POLICY & REGULATION 2624

The Superintendent, in consultation with the teaching staff, shall develop a marking system to be used uniformly in the same grade level throughout the schools. The system should be clear, easily understood by parent(s) or legal guardian(s) and pupils, and able to be applied with consistency of interpretation. Computation of grade-point average and rank in class shall be uniform throughout the district. Evaluation and grading symbols shall be intended to appraise the pupil's progress toward established goals, and shall be a factor in promotion/graduation decisions.

The Board of Education encourages the certified staff, under the direction of the Superintendent, to employ a comprehensive approach to the use of appraisal and evaluative techniques in monitoring pupil progress, including, but not limited to, written and oral teacher-made tests, performance observation, parent(s) or legal guardian(s) interviews, formal and informal evaluation techniques, use of cumulative pupil records, and medical examinations. Recognized standardized achievement tests may also be used in grades designated by the Board.

ATTENDANCE - POLICY & REGULATION 5200

By law, all students are required to attend school for 180 days. Students with **11–17 unexcused absences** may be required to attend a **credit completion program** (full-day or class-specific). Students with **more than 17 absences**, excused or unexcused, **may be denied credit completion** unless approved by the Principal. Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence.

1. The school will telephone the parent/guardian on each day to verify absence. Telephone calls from parent/guardian advising school officials of student absence shall be encouraged; however, such telephone calls will not be considered in lieu of required written notes to be entered into the students' record.

2. When a student is absent for three (3) or more days, please contact the Counseling office to request homework. **(*24 hour notice is required before work will be available. Students may also contact their teachers directly, via email, through the website.)***
3. Upon returning to school, the student should present a signed parent/guardian note to the Vice Principal's Office. The note must include the student's name, date(s) and reason for absence(s).
4. ***If a student is absent five (5) or more consecutive days due to illness, a physician's note is required.***
5. If a student anticipates being absent longer than ten (10) school days due to illness, provide the counselor with a physician's note and ask for details regarding a Homebound Instruction Program.
6. ***For cumulative, unexcused absences of ten (10) or more, the student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-27, and the school district shall make a mandatory referral to the court program required by the NJ Administrative Office of the Courts.***
7. Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition.
8. A student who is absent from school for observing a religious holiday, college visitation(s), and/or "Bring Your Child to Work Day" shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

LATE ARRIVAL AND EARLY DISMISSAL - POLICY & REGULATION 5230

A. **Definitions**
1. "Late arrival" means the arrival of a pupil after the beginning of the pupil's school day for an excused purpose. A late arrival is not an instance of tardiness for the purpose of applying Policy/Regulation No. 5240.
2. "Early dismissal" means the release of a pupil from school prior to the end of the pupil's school day for an excused purpose; "early dismissal" includes the release of a pupil for a period of time that occurs during the pupil's school day. An early dismissal is not an absence for the purpose of applying Regulation No. 5200.
3. "Dismissal from class" means a pupil's brief absence from his/her assigned class for a reason that has been approved in advance. A "dismissal from class" is not a class "cut" for the purpose of applying Regulation No. 5200.

B. **Acceptable Excuses -** The following circumstances justify a pupil's late arrival. The list is not meant to be exhaustive, and the Principal should use his/her best judgment in determining whether or not there is good cause for the pupil's late arrival.
1. The pupil's disability from illness or injury, including any necessary emergency visits to a physician or dentist;
2. A bona fide family emergency;
3. The observance of a religious holiday;
4. Religious instruction;
5. Family emergency;



6. Medical or dental appointment that cannot be scheduled at a time other than during the school day;
7. Motor vehicle driver's examination that cannot be scheduled at a time other than during the school day;
8. The pupil's required attendance in court;
9. Private lessons in music, art, or dance or private practice sessions in preparation for competitive events, such as in figure skating or gymnastics; and

10. An interview with a prospective employer or with an admissions officer of an institution of higher education.

C. **Late Arrival -**A pupil who arrives late at school shall report to the front desk and pick up a late arrival permission slip. The permission slip will include the name, student I.D. number, date and the time of the pupil's arrival. The pupil will proceed to his/her assigned class and present the permission slip to the teaching staff member in charge, who will verify the date and time.

D. **Early Dismissal Generally**

1. A pupil's early dismissal must be approved by the office in advance. Except for emergencies, an early dismissal that is not approved in advance will be considered to be an absence.
2. The parent(s) or legal guardian(s) or adult pupil shall submit a written request for approval of an early dismissal to the Principal. The request must include the reason for the pupil's early dismissal and a statement of why it is necessary to excuse the pupil before the end of the pupil's school day.
3. A pupil must obtain an approved early dismissal permission slip from the Principal and present the slip to the teaching staff member in charge of the class or activity from which the pupil is to be dismissed. The permission slip will include the date and time of approved dismissal. The teaching staff member in charge must verify the date and time.

E. **Early Dismissal for Illness or Injury**

1. A pupil who suffers a significant illness or injury during the course of the school day will be treated in accordance with Policy and Regulation No. 8441.
2. A pupil who suffers a minor illness or injury will be sent to the school nurse.
3. If the school nurse determines that an elementary pupil should be sent home, the pupil's parent(s) or legal guardian(s) or the responsible adult designated by the parent(s) or legal guardian(s) will be telephoned to pick up the pupil.

F. **Early Dismissal for Family Emergency**

1. A pupil's parent(s) or legal guardian(s), or caretaker may request the pupil's early release for a bona fide family emergency. Early dismissal for a family emergency must be approved by the Principal.
2. A pupil will be released to a parent(s) or legal guardian(s) who reports to the school office and explains satisfactorily to the Principal that good and sufficient reason justifies the pupil's release from school before the end of the pupil's school day.
3. A pupil will be released to an agent of the parent(s) or legal guardian(s) provided the parent(s) or legal guardian(s), or a caretaker personally known to the Principal has requested the pupil's release by:
    a. Written request signed by the parent(s) or legal guardian(s), or caretaker and verified by telephone call to the signer, or
    b. A telephone call that is verified by a return telephone call to the pupil's residence or, if the call does not originate in the pupil's home, by interrogation of the caller to test his/her knowledge of specific facts about the pupil.
4. The Principal shall verify the identity of the agent to whom the pupil is released by examination of documents or by verification of characteristics supplied by the parent(s) or legal guardian(s), or caretaker.
5. If the Principal believes that a genuine emergency may exist but cannot verify the identity of the person who requests release of the pupil, the Principal shall arrange for the pupil's transportation by a school staff member directly to the custody of the parent(s) or legal guardian(s), or designated agent of the parent or legal guardian.
6. The Principal shall maintain a record of each pupil's parent(s) or legal guardian(s). The record shall include any legally sufficient notice given the Principal by a

parent(s) or legal guardian(s) in sole custody that the noncustodial parent's access to the pupil has been limited. In the absence of such notice, the Principal shall presume that the pupil may be released into the care of either parent(s) or legal guardian(s).

EARLY DISMISSAL - POLICY 5230:
Early dismissal not approved by the Principal will count as an absence. Students departing prior to 11:20 a.m. will be charged with a full-day unexcused absence. Students departing after 11:20 a.m. will be charged with a half-day absence.

Approved Early Dismissals include, but are not limited to family emergency, medical or dental appointment (note must be provided upon return) driver's test (proof provided upon returned), court appearance (proof provided upon return).

TARDINESS - POLICY 5240
Tardiness to school or class that is caused by a pupil's illness, an emergency in the pupil's family, the observance of a religious holiday, a death in the pupil's family, or by the pupil's compliance with a request or directive of an administrator will be considered justified and is excused. All other incidents of tardiness will be considered unexcused.

Four instances of unexcused lateness to school will equal one unexcused absence for the purpose of calculating unexcused absences for application of Board Policy/Regulation 5410: Promotion and Retention, Board Policy/Regulation 5200: Attendance, and Board Policy/Regulation 5460: High School Graduation.

PROMOTION & RETENTION - POLICY & REGULATION 5410
Standards for Pupil Promotion - High School (9-12) - A pupil will be promoted to the next grade when he/she has completed, in the current school year, the number of credits required for that grade as indicated in the current Student Handbook (see page 7).

HIGH SCHOOL GRADUATION - POLICY & REGULATION 5460
The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements - A graduating student must have earned a minimum of 125 credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS) including, but not limited to, the following credits:
    a. At least twenty credits in English language arts aligned to grade nine through twelve standards;
    b. At least fifteen credits in mathematics, including Algebra I or the content equivalent geometry or the content equivalent and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;
    c. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2: five credits in world history, and the integration of civics, economics, geography, and global content in all course offerings;
    d. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional

laboratory/inquiry-based science course which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;

e. At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
f. At least five credits in visual and performing arts;
g. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
h. At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;
i. Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;
j. At least five credits in 21st century life and careers, or career-technical education; and
k. Electives as determined by the high school program sufficient to total a minimum of one hundred twenty-five credits (125) credits.

B. Additional Graduation Requirements
   a. Attendance requirements as indicated in Policy No. 5200.
   b. Any statutorily mandated requirements for earning a high school diploma;
   c. Any Statewide Assessment graduation requirements as determined by the New Jersey Department of Education (NJDOE), and as outlined in C. below.
C. Statewide Assessment Graduation Requirements - See Page 8 for specific class level requirements.
D. Attendance - See Attendance Policy & Regulation 5200 above.
E. Students with Disabilities
   a. Through the Individualized Education Plan (IEP) process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
F. High School Diploma -The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
G. Notification - Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.
H. Reporting -The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.
I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy is revised.

EXPECTATIONS FOR PUPIL CONDUCT - POLICY & REGULATION 5500

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of

school staff members and parent(s) or legal guardian(s), all pupils can contribute to the effectiveness of the school and the value of their education.

The following specific behaviors exemplify the conduct expected of pupils, in accordance with Policy No. 5500.

A. Pupils will prepare themselves mentally and physically for the process of learning;
B. Pupils will respect the person, property, and intellectual and creative products of others;
C. Pupils will take responsibility for their own behavior and learning:
D. Pupils will use time and other resources responsibly:
E. Pupils will share responsibilities when working with others;
F. Pupils will meet the requirements of each course of study;
G. Pupils will monitor their own progress toward school objectives;
H. Pupils will communicate with parent(s) or legal guardian(s) and appropriate school staff members about school matters..

DRESS & GROOMING - POLICY 5611

The Board establishes the following rules and regulations for those who need direction in determining what constitutes appropriate school and field trip attire. The following expectations were adapted from the Black Horse Pike Regional School District Policy #5511. As a practice, the responsibility for the dress and grooming of a student rests primarily with the students and their caregiver. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or others; create disorder or disrupt the educational program; or prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

- ➔ Hats can be worn in the building so long as the face is visible and the headwear does not interfere with the line of sight to any students or staff.
- ➔ Hoods are not permitted to be worn at any time.
- ➔ All students must wear school-issued identification displayed on a lanyard around their neck.
- ➔ Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- ➔ Undergarments and private areas must be consistently covered. Tops must have straps. Bodysuits and biker shorts are not permissible. Attire that mirrors beachwear and/or undergarments are discouraged (i.e. bandeau tops, bralettes, sports bras).
- ➔ Adjusting clothing to suit these expectations does not make the attire permissive.
- ➔ Clothing must not depict, advertise or advocate the use of violence, drugs, hate speech, nudity or gang identifiers.
- ➔ If students violate the dress code, they will be asked to select different clothing from options available at school. Students who are non-compliant will receive disciplinary action.

Should a student be observed out of dress code, they will not be permitted to enter the classroom until the issue has been resolved. Please have a conversation with your child about making code compliant selections with their attire. As a noteworthy reminder, we made dress code adaptations last year at Timber Creek that were both thoughtful and permissive ; to this end, we expect full student cooperation when student adjustments need to be made. Should consequences be assigned due to non-compliance, adherence and support would be most helpful from our families.

For repeat offenders, the vice-principal may invoke disciplinary measures such as administrative after school detention, full day detention, out-of-school suspension and/or issuing misconduct discipline points.

HARASSMENT, INTIMIDATION, & BULLYING - POLICY & REGULATION 5512, CYBERBULLYING - POLICY 5512.02



The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students 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.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s); legal guardian(s); resource family parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

All forms of harassment, intimidation and bullying, including "cyber-bullying" are prohibited on school property if such acts impede the health, safety and welfare of the school community or disrupt school operations. **Any instances initiated off school property may have discipline imposed at the discretion of school administrators.**

USE OF ELECTRONIC COMMUNICATION DEVICES - POLICY & REGULATION 5516

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. Inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. "Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons.

Electronic communication devices have become a source of distraction during instructional time, interfering with academic engagement, contributing to behavioral issues, and disrupting classroom routines. To ensure our students are present both

physically and mentally for learning, we are limiting access to phones during instructional periods.

- During instructional time, students will be required to place their phones in a designated **classroom storage area.** Phones will be returned at the end of the period.
- Students are **not permitted to take their phones with them** when using the bathroom or leaving the classroom during instructional time.
- Students will be allowed to access their phones during **lunch, study halls, and class transitions.**
- Exceptions may be granted for **medical needs** or other approved **extenuating circumstances.**
- Students who do not comply may face consequences as outlined in the **Code of Conduct (Regulation #5600)** and may be required to place their phones in a **locking pouch** for the remainder of the day.

PUPIL IDENTIFICATION CARDS - POLICY 5517

The Board of Education recognizes school building security measures are important for the safety and welfare of all pupils, staff, parents and community members in school buildings. In recognizing this important responsibility, the Board requires all pupils to wear school district issued identification cards at all times while in school, with exception to times in which this is not possible (i.e. Physical Education Class, participation within extra-curricular and/or non-academic activities). A pupil must present the card to any school staff member upon request. Pupils who fail to have the card in their possession or to produce it when asked to do so may be disciplined.

DATING VIOLENCE AT SCHOOL - POLICY & REGULATION 5519

The Board of Education believes a safe and civil environment in school is necessary for children to learn. A pupil who is a victim of dating violence suffers academically and the pupil's safety at school is jeopardized. Acts or incidents of dating violence at school whether they are verbal, sexual, physical, or emotional will not be tolerated and will be dealt with in accordance with the school's pupil code of conduct.

Consequences may include, but are not limited to: admonishment, temporary removal from the classroom, classroom or administrative detention, in-school suspension, out-of-school suspension, reports to law enforcement, and/or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the alleged aggressor based on the severity of the act or incident.

SUBSTANCE ABUSE - POLICY & REGULATION 5530

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student'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.

"Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A.

2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures.

STUDENT SMOKING - POLICY & REGULATION 5533

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

The Board prohibits smoking by pupils at any time in school buildings and on any 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 in accordance with law.

In the event a pupil is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

PASSIVE BREATH ALCOHOL SENSOR DEVICES – POLICY 5535

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by pupils may be present. When it is determined a PBASD will be used, every pupil or pupils participating in such an event will be screened.

In addition, a PBASD may be used to screen a pupil upon a report to the Building Principal or designee certified or non-certified school nurse, or the school physician if an educational staff member or other professional believes a pupil may be currently under the influence of alcohol on school property or at a school function provided an adult pupil and/or the pupil's parent/legal guardian consents to such screening.

PUPIL DISCIPLINE/CODE OF CONDUCT - POLICY & REGULATION 5600

Pupil Discipline/Code of Conduct establishes standards and procedures for positive pupil development and behavioral expectations. Offenders of this policy may be subjected to administrative lunch detentions, (ALD), after school detentions or suspensions. A point system is used for discipline purposes, including: Chronic lateness to school and/class, truancy, cell phone/electronics violations, smoking, profanities and or obscenities, leaving school without permission, leaving or cutting lunch/study hall, violating the dress code,

insubordination, obscenity or inappropriate conduct to staff members, harassment of any type toward another student or staff member.

In the areas listed above, parental contact is made through the Parent Access account. If a student is on out-of-school suspension, a parent conference must be held before the student will be readmitted to school. Students have the right to due process regarding disciplinary matters.

Any time students fight, the police are notified to arrest the combatants. School administrators will file appropriate charges. If an assault (intentional or accidental) occurs on a staff member, charges of aggravated assault will be filed against the student and there may be a recommendation for expulsion. If a weapon is involved, students face probable expulsion from school. Students involved in fights are not permitted to attend class trips. ***The full discipline policy is posted on the district's website.***

SUSPENSION - POLICY & REGULATION 5610

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

SUSPECTED GANG ACTIVITY – POLICY 5615

If it is determined unacceptable activities or conduct was committed by students representing a gang or by students that may be representing a gang, the Principal or designee will assign appropriate disciplinary action and will notify the parent of the victim(s) and the offender(s). The Principal or designee will also inform the Superintendent of Schools and local law enforcement.

In accordance with N.J.S.A 2C:33-29, "criminal street gang" means three or more persons associated in fact. Individuals are associated in fact if: (1) two of the following seven criteria that indicate criminal street gang membership apply: (a) self-proclamation; (b) witness testimony or official statement; (c) written or electronic correspondence; (d) paraphernalia or photographs; (e) tattoos; (f) clothing or colors; (g) any other indication of street gang activity; and (2) individually or in combination with other members of a criminal street gang, while engaging in gang-related activity, have committed or conspired or attempted to commit, within the preceding five years from the date of the present offense, excluding any period of imprisonment, one or more offenses on separate occasions of robbery, carjacking, aggravated assault, assault, aggravated sexual assault, sexual assault, arson, burglary, kidnapping, extortion, tampering with witnesses and informants or a violation of Chapter 11, Section 3, 4, 5, 6, or 7 of Chapter 35, or Chapter 39 of Title 2C of the New Jersey Statutes.

PUPIL RIGHTS - POLICY 5700

The Board of Education recognizes that pupils possess both the right to a free public education and the rights of citizenship. In granting pupils the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to pupils' ages and maturity. At the same time, the Board will respect the right of each pupil to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his/her own thoughts.

ACADEMIC DISHONESTY - POLICY 5701

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts: Cheating on any assigned work or assessments; Plagiarism is not permitted in term papers, homework, classwork, essays, reports, images, take-home examinations, and other academic work; Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.



The Black Horse Pike School District maintains a firm stance regarding plagiarism. Academic repercussions will be determined in coordination with the classroom teacher, Supervisor, and/or Vice Principal. While the district realizes that Artificial Intelligence (such as ChatGTP) can be used as a tool for brainstorming and exploring personal topics of interest, it is important to use such tools responsibly and ethically. Regarding issues of academic dishonesty, students are not permitted to submit AI-generated work as their own. Additionally, using AI to evade plagiarism detection is unethical and a violation of academic integrity and the BHP Honor code. As AI is an emerging technology, the district will continue to evaluate its use in the classroom.

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 deemed as academically dishonest; removal from National Honor Society and/or subject matter Honor Societies; revocation of or ineligibility for membership in Renaissance or other similar academic programs; and disciplinary action.

SEXUAL HARASSMENT - POLICY 5751

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

TRANSGENDER STUDENTS - POLICY 5756

The Board of Education is committed to provide a safe, supportive, and inclusive learning environment for all students, including transgender, gender nonconforming, and/or gender expansive students.

OUTSTANDING FOOD SERVICES CHARGES - POLICY 8550

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will provide the student with breakfast or lunch with an expectation that payment will be made the next school day or shortly thereafter. However, there may be circumstances when payment is not made and a student's school breakfast/lunch bill is in arrears. The school district will manage a student's breakfast or lunch bill that is in arrears in accordance with the provisions of N.J.S.A. 18A:33-21 and this Policy.

PUPIL SUPERVISION AFTER SCHOOL DISMISSAL - Policy 8601

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise pupil dismissal in each district school facility. Regular

and early dismissal will be supervised according to the same protocol unless otherwise specified.

PUBLIC NOTICE OF PESTICIDES - POLICY & REGULATION 7422

Dear Student, Parent/Guardian, or Staff Member:
Re: Integrated Pest Management (IPM):

This notice is being distributed to comply with The New Jersey School Integrated Pest Management Act (IPM). The Black Horse Pike Regional School District has adopted an IPM Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy.

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member or student attending the school. Also, the IPM coordinator is available to parents, guardians and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a pest management plan, Timber Creek High School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, The EPA and the DEP cannot guarantee that registered pesticides should be avoided. The PEA has issued the statement that where possible; persons who are potentially sensitive, such as pregnant women, infants and children should avoid unnecessary pesticide exposure. The Board policy regarding the use of pesticides/herbicides is available for your review on the Black Horse Pike Regional School District website, www.bhprsd.org.

If you would like additional information concerning this plan, please contact our IMP Coordinator/Supervisor of Building and Grounds at Timber Creek High School – 856-232-9703..

CHARGERS

Keep Calm and Charge On!

PLEASE NOTE that any part, policy, procedure or date found in this booklet is subject to change.