



STUDENT HANDBOOK

2025 – 2026

TABLE OF CONTENTS

Accidents	page 3
Adult Students with Disabilities	page 3
Affirmative Action Program	page 3
Attendance	page 4
Career Counseling	page 4
Certificates of Completion	page 4
Change of Address	page 4
Communicable Disease Info	page 4
Dangerous Instruments & Weapons	page 5
Discipline Policy	page 5
Disciplinary Procedures (updated 12/18/2025)	page 6
Driving & Parking	page 6
Drugs & Alcohol	page 7
District Regulations on Drug & Alcohol Abuse	page 8
Dress Code	page 8
Eating	page 8
Emergency School Closing	page 9
Emergency/Safety Drills	page 9
Equal Opportunity	page 9
Financing	page 9
Hall Regulations	page 9
Illness, Injuries, and Medical Procedures (updated 12/18/2025)	page 10
Lost & Found	page 10
Mission Statement	page 10
Mobile/Electronic Devices/G Suite Account	page 11
Obligations/Policies/Regulations	page 11
Privacy Act Statement	page 11
Probation	page 11
RE-ADMISSION & REINSTATEMENT - Financial (updated 12/18/2025)	page 11
Referrals to County Agencies	page 11
Refunds	page 11
Safety/Security ID Badges	page 12
Smoking	page 12
Student Records	page 12
Student Rights & Responsibilities	page 12
Unacceptable Behavior	page 13
Visitors	page 13
Withdrawal from Adult Education	page 13
Harassment/ Affirmative action	page 13
Student Acceptable Use of Educational Technology	page 14
Equipment Policy & General Information	page 14
• Information Content and Uses of the Computer	page 14
• Online Conduct	page 14
• Software Libraries	page 14
• Electronic Device and Network Access Policy (BYOD)	page 15
• Real-Time, Interactive Communication Areas	page 15
• Electronic Mail	page 15
• Security	page 15
• Vandalism	page 15
• Game Playing	page 16
• Printing	page 16
Adult Education Calendar	page 17
Student Contract/Safety Statement/Policies and Procedures	page 18
Tuition Costs and Payment Plan Due Dates	pages 19-20

ACCIDENTS

All accidents should be reported immediately to an Instructor. Prompt medical care could prevent serious complications, and failure to report an accident may nullify insurance coverage. Please note that affiliating clinical sites will not be responsible for accidents or illnesses that occur during clinical rotations. A student may be required to present a doctor's note clearing them to return to school.

ADULT STUDENTS WITH DISABILITIES

BCIT to the best of their ability will try to accommodate adult students with disabilities who can document their disability. The student must do the following:

- Disclose to the administration or their teacher, **within the first week of classes**, that they have a disability that affects their learning.
- Show documentation that they have a disability (example: Last IEP or ADA/504 Accommodation Plan).
- Schedule a time to discuss their disability and what reasonable accommodation(s) they may need.

Once the district has documentation of an adult student's disability, an Adult Education administrator will meet with the student, and if requested by the student, create an ADA/504 Accommodation Plan. Under the ADA, institutions of higher learning are to provide reasonable accommodations. Adult students with a disability will not receive an Individual Educational Program (IEP). Nor will they receive the same services they received under the Individuals with Disabilities Education Act (IDEA) with an IEP. You may receive reasonable accommodations after consultations with the designated Adult Education administrator.

Contact the Adult Education ADA/504 Coordinator/ Principal

Dr. Andrew McAlpin

amcalpin@burlcoschools.org

(609) 267-4226 Ext. 8330

AFFIRMATIVE ACTION PROGRAM

The Board of Education of the Burlington County Institute of Technology School District affirms its policy to ensure equal educational opportunities for all students and to prohibit discrimination because of gender, race, color, creed, religion, ancestry, disability, marital status, sexual orientation, social or economic status, HIV or Aids in the education programs and activities not limited to but including course offerings, athletic programs, guidance and counseling tests and procedures, extracurricular and co-curricular activities through an affirmative action program which shall be an integral part of every aspect of educational policies and programs to the maximum extent possible.

Inquiries regarding compliance may be directed to: Affirmative Action Officer

Mrs. Jaime Mungo

2 Academy Drive

Westampton, NJ 08060

609-267-4226 Ext. 8686 / jmungo@burlcoschools.org

The Affirmative Action Officer (AAO) will be the recipient of all complaints which allege discrimination under any of the categories denoted above. Anyone who believes they have

been discriminated against should report the fact promptly to the Affirmative Action Officer. District policy and procedures on discrimination and sexual harassment are available at <https://www.bcit.cc/page/affirmative-action-policy> for filing a complaint/grievance.

ATTENDANCE

While BCIT recommends 100% attendance for students to get the most benefit from their courses, the policy requires non-licensed program students to be present 85% of the time. All licensed program students must meet individual program attendance requirements.

Three (3) lateness to any class constitutes one (1) absence. If you leave a class early, it will be considered the same as lateness. Attendance credit is awarded for hours of instruction attended. Attendance credit will not be given for not being present in the classroom during instructional time. This may include, but not limited to excessive breaks, cell phone usage, etc.). There are no excused absences in Adult Education.

Program meeting times, dates, and location are subject to change without prior notice.

There is an additional charge (\$40 or \$63 (LPN) per hour or day/half-day/full-day make up rate, if applicable) for make-up and/or remediation hours if needed and applicable. This will be determined by administration. Also, a \$50 out of county residency fee will be applied to all classes, if applicable. No more than 8 hours of make-up time for a non full-time program, may be provided to student(s) depending on teacher availability.

CAREER COUNSELING

Instructors can provide students with information about job opportunities and careers within their respective fields, upon request.

CERTIFICATES OF COMPLETION

Certificates of completion will only be given to students who meet both the academic and attendance requirement. Certificates of completion will not be given to students who do not complete both part I and II of a program (i.e. HVAC, Welding, Pet Grooming, etc.).

CHANGE OF ADDRESS

It is the responsibility of each student to notify the Burlington County Institute of Technology's Adult Education Office immediately of any change in his/her address and/or telephone number. A new registration form must be submitted to document the requested change.

COMMUNICABLE DISEASE

Students must adhere to any specific communicable disease information/procedures which is/are subject to change at any time. If there is any change in your health status as it pertains to a communicable disease (i.e. COVID-19 (household member or yourself) you must notify Mr. Pappler immediately. Students are also asked to monitor themselves daily for any communicable disease (i.e. COVID-19) symptoms and report any issues to Mr. Pappler immediately, including a household member positive and/or close contact. Students will be asked to submit a one-time acknowledgement form for communicable disease guidelines prior to their class.

DANGEROUS INSTRUMENTS AND WEAPONS

Any person found on school property with an instrument that has the potential to be used as a weapon, e.g., knife, gun, razor, club, brass knuckles, chain, etc. must be reported immediately to security and/or administration. The security and/or administrator or designee will confiscate the instrument/weapon and may report the incident to police. Any incident involving a gun will be reported to the police immediately.

If, in the opinion of the security team, administrator, or designee, the possession of said instruments/weapon represents a potentially threatening situation to the student, other students, and/or school property, the security team, administrator, or designee will report the incident to the police. Any incident involving a gun will be reported to the police immediately.

DISCIPLINE POLICY (updated 12/18/2025)

Teachers and administrators have a responsibility to all students who attend the Burlington County Institute of Technology, to maintain a positive atmosphere that is conducive to learning at all times.

Students who are sent out of class are to report immediately to the Adult Education Office where appropriate action will be taken. Failure to report to the office when directed is cause for administrative action. Students who disrupt the learning environment, or violate school rules or laws are subject to school disciplinary action. Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology. All pertinent information will be considered when disciplinary action is taken. New Jersey school law gives school officials the right to take disciplinary action to ensure appropriate school behavior by students.

Students may be subject to suspension or termination for continued and willful disobedience, open defiance of an instructor or any person in authority, or physical assault, in accordance with N.J.S.A. 18A:37-2. For safety and order within the Adult Education program, students are expected to adhere to these statutory standards and may face disciplinary action consistent with the grounds outlined in this law.*(Updated 12/18/2025)*

Students should understand that any and all misbehavior will **not** be tolerated. Burlington County Institute of Technology is committed to providing a safe, quality learning environment.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property

- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

Disciplinary Procedures (Due Process)

No student shall be dismissed for disciplinary reasons without being afforded due process, which includes:

1. Written notice of the specific charges
2. An opportunity to present their version of events to a designated administrator
3. The right to appeal the decision.

Step 1: Notice - Student receives written notification of the alleged violation.

Step 2: Investigation - Administration reviews evidence (e.g., attendance logs, witness statements, video footage).

Step 3: Conference - Student meets with the administrator to respond to charges.

Step 4: Determination - Administrator issues a finding.

Disciplinary Procedures (Sanctions)

See existing Discipline policy page 34-35 "Disciplinary action may include counseling, loss of privileges, placed on a contract, permanent removal from class, or expulsion from Burlington County Institute of Technology."

Probation: Written warning with specific terms for continued enrollment (e.g., Attendance Contract).

Suspension: Temporary removal from class/clinical; hours missed count as absences.

Dismissal (Termination): Permanent removal from the program.

Financial Liability: Students dismissed for disciplinary reasons remain responsible for tuition in accordance with the Refund Policy.

Disciplinary Procedures (APPEALS PROCESS)

Students who wish to dispute a disciplinary dismissal may submit a written appeal:

Level 1: Written appeal to the Administration of Adult Education within 5 days of the notice.

Level 2: Written appeal to the Superintendent or designee if the student disputes the administrator's findings within 5 days of the administrator's findings.

Level 3: Final appeal to the Board of Education (only for cases of termination).

DRIVING AND PARKING

Adult students are to park in the designated areas for students. **No** student is to park anywhere but the designated parking areas without written permission. Students are expected to observe all posted speed limits leaving parking areas and on the approach to school. **Reckless driving or unsafe operation of a motor vehicle on school property may be cause for revocation of driving privileges.**

DRUGS AND ALCOHOL

The Board of Education at Burlington County Institute of Technology recognizes that drug and alcohol abuse presents a growing problem in society. Schools play a vital role in the effort of the community to control this problem. The Board recognizes that an educational and therapeutic approach to the problem is more effective than one which is solely punitive in nature.

Drug and alcohol use or abuse interferes with the teaching/learning process and poses a serious safety hazard. Therefore, the use, possession, or sale of any type or quantity of drug, drug paraphernalia, or alcoholic beverage by students is strictly prohibited at Burlington County Institute of Technology for any school function.

For purposes of this policy "drugs" shall mean:

- A. All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes
- B. All alcoholic beverages
- C. Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy
- D. Any drug, drug paraphernalia, or substances represented as a controlled dangerous substance, or those substances appearing to be controlled dangerous substances as prohibited by law.
- E. Any anabolic steroids.

DISTRICT REGULATIONS ON DRUG AND ALCOHOL ABUSE

Staff and Administrative Procedures

Police may be notified of pupils in possession of items outlined above, and pupils may be charged with violations of criminal law; said items may be turned over to the police.

Medical Aspects

New Jersey Statute 18A:40-4.1 (an act to provide for medical examination of school pupils) will be invoked for those pupils who may be under the influence of drugs or certain toxic chemical compounds. In addition, any student in possession of drugs or certain chemical compounds may be subject to the same type of medical examination as noted in New Jersey Statute 18A:40-4.1

Due Process Procedures and Sanctions

In case of possible substance abuse or illegal possession, all applicable student due process rights will be observed. Any student who is suspected of possession or being under the influence of drugs or certain intoxicating chemical compounds can be subject to an interrogation and/or search by school officials, as well as a mandatory drug test. Disciplinary action for students who are determined to be under the influence or in possession of drugs or certain intoxicating chemical compounds will be decided according to district policy.

Any pupil caught selling, distributing, or in possession with intent to distribute drugs or certain intoxicating chemical compounds on school grounds or at a school function will be suspended from school. A recommendation for expulsion will be made to the Board of Education. The police will be contacted to investigate the incident.

DRESS CODE

Any instructor, with administrative approval, may specify dress in any program, which requires a uniform. The following code applies to all programs.

Students are urged to emulate the dress code of successful adults in the occupation for which they are preparing. All students are required to dress in a manner that reflects good taste, modesty, and appropriateness for the type of vocational program in which the student is enrolled. Choice of garments should be made according to the health, safety, and welfare of all students. Requirements in this regard are for the purpose of instilling in each student the habit of wearing proper school attire.

1. Clothing and accessories containing inappropriate pictures or word (examples include references to alcohol, drugs, sex, or words/phrases with double meaning) are not to be worn as school attire.
2. Bare feet or thin, one-layer shoes (examples include bedroom slippers, "shower" slippers, or flip-flops) are not permitted due to safety reasons.
3. Students with cell phones are to have them turned off or on vibrate while attending class. Ringtones are a classroom distraction.
4. Hats, hoods, and other head coverings may not be worn in the building.
Acceptable – Headwear that is specific to religious affiliations. This must be approved by all parties (including but not limited to our clinical site(s), if applicable), via a written request at registration.
5. Sunglasses or glasses with dark lenses may not be worn in the building without a doctor's recommendation.
6. Outer garments may not be worn in the building after class begins.
7. Students may not wear rings which encompass several fingers and/or have protruding spikes, or large necklaces which are potential safety hazards. Students are encouraged not to wear expensive jewelry to school since items may be lost.

The administration retains the authority to determine if a clothing item or accessory not specifically covered in this dress code is appropriate for school and/or educational programs.

Any student in violation of the dress code may be sent home to obtain suitable attire. In addition, violations of the above code may be treated as a disciplinary violation and be subject to disciplinary procedures.

Any other information not listed above will require approval from the Adult Education Division. Clinical facilities reserve the right to limit all, some, or none of the above information; and any other accessories, to which students must comply. Clinical facilities may also require clinical prerequisite training.

EATING

Eating and drinking in lavatories, and hallways is prohibited. Students are able to eat lunch in the break room or they may choose to leave school grounds.

EMERGENCY SCHOOL CLOSING

Please check the website for school closing/delayed openings at www.bcit.cc or www.bcit.cc/o/bcitae.

EMERGENCY/SAFETY DRILLS

Security drills are an important phase of the school's safety program. BCIT regularly schedules lockdown, shelter in place, evacuation (non-fire), and fire drills. At the sound of the fire signal, a steady ringing of a bell, everyone is to leave the building in a quiet and orderly manner in accordance with the fire drill plan. Students are to stay with their groups and follow the instructions of teachers.

EQUAL OPPORTUNITY

It is the policy of the Burlington County Institute of Technology School District not to discriminate on the basis of race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy and sexual harassment), marital status, sexual orientation, atypical hereditary cellular or blood trait, genetic information liability for military service, or mental or physical disability, including Aids and HIV related illnesses.

FINANCING

There is financial aid at Burlington County Institute of Technology for LPN, Dental Assisting, Medical Assisting Program and Cosmetology. Also, we do offer payment plans for those courses if you aren't utilizing Financial Aid. Payment plan handouts and due dates are available in the Adult Education office. Failure to meet a payment plan due dates will result in an immediate letter being issued to the student. A student will be given 1 week from the missed payment due date to make the required payment.

If the student still fails to make payment by the new deadline, that student will be given a letter dismissing them from their program. After the dismissal letter is given, and the student is dismissed, if the student pays the full payment within 1 week of dismissal, they may be reinstated back into the program pending administrative review and approval. Even though the student is still being dismissed as indicated by the dismissal letter, the student will still owe the required balance (as per their attendance) as calculated by prorating the daily amount. The dismissed student will be given a due date of when their overall balance is due. If the student fails to pay by that date a demand letter will be given to the student and the next step in collecting the debt will occur.

HALL REGULATIONS

Your cooperation is required in refraining from excessive noise in the corridors, as this distraction may disturb students in traveling in the hall, the general rule of "keeping to the right" will be in effect. Running in the halls is dangerous and is not permitted.

For your safety, please be aware that red dots on the floor near doors indicate that these doors open outward into the hallway. Students must carry their I.D. at all times when in the building.

Illness, Injuries, and Medical Procedures (updated 12/18/2025)

The High School Nurse's Office is reserved for high school students during daytime school hours. Adult Education students may not use the High School Nurse's Office for non-emergency medical concerns.

If an Adult Education student becomes ill or injured:

Daytime or Evening Hours: Report directly to the Adult Education Office.

Emergency Situations: Any available nurse may respond; however, 911 will be contacted for all medical emergencies.

All accidents or injuries—regardless of severity—must be reported to both the Adult Education Office and the student's instructor. Students must also notify the Adult Education Office and their instructor if they need to leave due to illness.

Important: Time missed due to illness is **not excused**. Most Adult Education programs include limited built-in hours that allow for unavoidable absences; however, once those hours are exceeded, program policies regarding attendance and retention will apply.

LOST AND FOUND

You are responsible for your own personal property. All articles found by students should be taken to the Adult Education Office. Any person losing an article should report his/her loss to the Adult Education Office. The student should then check once a week to see if it has been found.

BCIT MISSION STATEMENT

Our mission is to fully and comprehensively prepare adolescents and adults of Burlington County:

- To respond to societal needs through the development of career and technical education programs reflecting the technological advances of the greater community while meeting the needs of both adolescent and adult learners.
- To provide programs enabling all students to become productive, self-fulfilled, lifelong learners.
- To develop and maintain reciprocal relationships with both civic and business communities.
- To support community-wide social, cultural, counseling and career and technical education training programs, while jointly developing apprenticeship and occupational training programs with local businesses, industries, and educational institutions.
- Support students so that they can attain success in mastering the New Jersey Student Learning Standards in Grades 9 through 12 in a safe, secure, and caring environment.

MOBILE/ELECTRONIC DEVICES/G SUITE ACCOUNT

Sound reproducing, mobile, and other electronic devices such as cell phones can be disruptive to instruction. These items are to be turned off upon entering the classroom unless used for instructional purposes. A written warning will be given for infractions of this regulation. Subsequent infractions may result in dismissal from the program. Cell phones should be off or on vibrate during instructional times. No calls should be made or taken while in class. Only emergency calls, authorized by an administrator can be made from the Adult Education Office. Likewise, do not expect the school office to receive calls for you, unless they are of an emergency nature. ALL electronic devices must be turned off when entering class. Students in programs with more than one session will be issued a G Suite account (school gmail, etc.) for

possible means of email communication with the instructor and/or access to a Google Classroom.

OBLIGATIONS

Those students who owe the school monetary obligations for tuition, books, supplies, and equipment will not receive certificates, transcripts, or diplomas until such obligations are met.

PRIVACY ACT STATEMENT

Any information requested pertaining to any student in the adult division may not be disclosed without the expressed written consent of the student of whom records were requested. Privacy Act of 1974-L.L. 93-579 NJAC 6-3-20 18A36-19.

PROBATION

Students can be placed on probationary status (including Satisfactory Academic Progress probation, if applicable) for repeated infractions of rules and regulations including but not limited to: low test/quiz scores, being unprepared for class, missing assignments/homework, poor participation, unsatisfactory attitude/conduct, and/or poor attendance/lateness.

RE-ADMISSION & REINSTATEMENT - Financial (updated 12/18/2025)

Financial Reinstatement: Students dismissed for non-payment of tuition may be reinstated if the full balance is paid within **seven (7) calendar days** of the dismissal letter. All reinstatements are subject to administrative review and approval.

Re-Admission Status: Students dismissed for academic or attendance reasons may request re-admission. Consideration requires payment of any outstanding balances, signing an Attendance Contract, and approval from program administration.

Conduct Re-admission: Students dismissed for Disorderly or Violent Conduct, or for any Level 3 safety or violence violation, are **not eligible** for re-admission to Adult Education programs.

REFERRALS TO COUNTY AGENCIES

Upon request, the Adult Education Office can provide referrals to various agencies throughout the county to assist students in a variety of areas.

REFUNDS

Please see our registration form for information regarding refunds. Also, the refund requests may (Adult Education Office will inform you) require you to present your credit card in-person at the Westampton Campus.

SAFETY/SECURITY

Learning proper safety is one of the most important things that students do at Burlington County Institute of Technology. Working safely means being free from any risk of danger, accident, or injury. Students are to follow the safety instructions given by their instructors and safety directions indicated by signs and warnings. Additionally, a security monitor is in place at each of the Adult Education school campuses to ensure safety of students and staff. If anything unusual is noticed or a problem arises, please contact the main office or notify the security monitor.

SAFETY/SECURITY ID BADGES

Students will be given ID's to use to gain building access and must have their ID's each day. Students should use appropriate doors when swiping in and out of the building. Students must turn in all ID's to their instructor on the last day of class. The ID's must be visible at all times while in the building and remain in the provided hard plastic protective cover. Lost, misplaced, stolen, or damaged badges must be immediately reported to your instructor and the Adult Education office. A \$15.00 replacement fee will be charged for a replacement ID. Failure to have an ID card in possession during school may result in disciplinary action. If a student cannot produce their ID badge for 2 consecutive days they will need to purchase a new one.

SMOKING

Smoking is strictly prohibited in classrooms, lavatories, hallways and school grounds. A student **MAY NOT** smoke or use tobacco products anywhere on school property. This includes, but is not limited to vapes, cigarettes, cigars, etc. Repetitive (two) smoking instances by a student on campus may cause the student to be dismissed from their program.

STUDENT RECORDS

Student records refer to information maintained within the school, which is educationally relevant to the student and based on objective knowledge or information. Maintenance of these records shall be in compliance with federal and state regulations including, NJAC 6:3-2.1 et seq. Information recorded by any certified school personnel solely as a memory aid, not for use by a second party, is excluded as in NJAC 6:3-2.1.

The Board of Education authorized certified school personnel to collect and maintain all mandated records and the following permitted records:

- Group and individual achievement or aptitude test scores
- Accomplished proficiency profiles
- Progress reports
- Individual class attendance reports
- Attendance and discipline reports
- Correspondence to students from certified school personnel
- Correspondence to school personnel from students
- Course selection requests and course change requests
- Plans for remediation
- Permitted records received from a sending district
- Admission's information

Adult students have the right to review their records in accordance with New Jersey state law. Contact the Adult Education Office for details.

STUDENT RIGHTS AND RESPONSIBILITIES

It has always been, and will continue to be, the school's intention to protect and respect the individual rights of its citizens – you, the students.

You have the right and responsibility to live by the rules of law, and you have the same right to protection under the law in school as you have in the community. You are responsible for obeying school regulations and school authorities.

Consistent disregard for school authority and/or poor attendance can result in your withdrawal and/or dismissal from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR

Students are expected to conduct themselves as adults, in a mature manner, and will be treated as such. They are required to be respectful, devote their attention to the work at hand, and to be orderly at all times. The faculty and staff of the Burlington County Institute of Technology will at **no** time tolerate disrespect or any other antisocial attitudes and behavior. Disruptive behavior can result in termination from the Burlington County Institute of Technology.

UNACCEPTABLE BEHAVIOR MAY INCLUDE THE FOLLOWING:

- General misconduct
- Inappropriate classroom/shop behavior
- Smoking on school grounds
- Eating in inappropriate areas
- Defacing/destroying property
- Safety violations
- Verbal assault
- Obscene language
- Stealing/possession of stolen property
- Intentionally creating a hazardous condition in a shop or any location with the school property or in connection with any planned student activity/program on or off the school's premises
- Fighting or inciting a fight
- Possession of weapons

VISITORS

Students are not permitted to have personal guests or family members visit during school hours. All visitors must report to the Adult Education Office to sign in and be given a visitor's pass.

WITHDRAWAL FROM ADULT EDUCATION

Students withdrawing from Adult Education are to make their intentions known to the Adult Education Office in writing. The student will have to see each of his/her teachers before being released. No records will be forwarded until all obligations are met. Students are to complete an official or unofficial withdrawal form and submit it to the Adult Education Office. This form is available on our website or in the office. Students may be responsible for a financial balance after withdrawal if applicable.

Harassment/Bullying BCIT Affirmative Action Officer District Contact

Mrs. Jaime Mungo
2 Academy Drive
Westampton, NJ 08060
jmungo@burlcoshools.org
609-267-4226 Ext. 8686

STUDENT ACCEPTABLE USE OF EDUCATIONAL TECHNOLOGY EQUIPMENT POLICY

General Information

The Burlington County Institute of Technology provides computer equipment, computer services, Internet access and other technology to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research; teacher training; collaboration, dissemination and the use of global communication resources. Employees of Burlington County Institute of Technology reserve the right to monitor all activity on district technology.

Any action by a user that is determined by a supervising party to constitute an inappropriate use of resources or an improper restriction of others from using and enjoying those resources, is strictly prohibited and may result in termination of the offending users' access and other action in compliance with the district's discipline code.

The district may modify these rules at any time.

Information Content and Uses of the Computer

The user agrees not to publish on or over the computer any offensive information. The user further agrees not to use the computer to conduct advertising, solicitation, or any activity which is prohibited by law. Because Burlington County Institute of Technology provides, through connection to the Internet, access to other computers around the world, students and their parents understand that the district and supervising party have no control over content. The district will provide students access to Internet resources only in supervised environments and will take all possible steps to lock out objectionable areas.

Online Conduct

Accessing social networking sites such as, but not limited to, Facebook, Twitter and Instagram in the school district is prohibited. Furthermore, the user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material, nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Terms and Conditions. Specifically, the user will conform to copyright and licensing laws and will not plagiarize the work of others.

Software Libraries

Software is provided to students as a curricular resource. No student may install, upload, or download software. Any software having the purpose of damaging another person's files or the district computers and software (e.g., computer viruses) is specifically prohibited.

Real-time, interactive communication areas

The supervising party, at his/her sole discretion, reserves the right to immediately terminate the access of a user who misuses real-time conference features such as video conferencing and audio conferencing, chat, and internet relay chat.

Electronic Device and Network Access Policy (BYOD) (See New Electronic Policy page 3)

BCIT permits Adult Education students to bring personal electronic devices—including tablets, laptops, cell phones, and similar equipment—for instructional purposes only when approved by the instructor or administration. Devices may not be used for any non-educational purposes during class or in any educational setting.

Network Access:

- BCIT Wi-Fi access is restricted and reserved exclusively for district-owned devices.
- Personal (BYOD) devices are not permitted to connect to the BCIT Public Wireless Network.
- Students may use personal devices offline only, and only when classroom use has been explicitly authorized.
- Students may not use external or personal data networks (3G, 4G, 5G, hotspots, etc.) to bypass district network restrictions.

Use of Electronic Devices:

- Devices must remain put away and not in use unless permission for educational use is granted.
- Recording of instructors, classmates, clinical instruction, or any part of the program is strictly prohibited at this time.
- This policy applies to all educational settings, including classrooms, labs, clinical sites, off-site events, and any extension of the program.

Electronic Mail

BCIT does provide a school email address for students for most classes. In an effort to increase student-teacher communication, BCIT will allow students to access their personal web based email accounts from district computers, but if your class has a school issued account you must use that for communication and school work purposes. The supervising party reserves the right to inspect mail, to investigate complaints regarding mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. Burlington County Institute of Technology reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on a Burlington County Institute of Technology computer.

Security

Attempts to access files of another user or of a supervising party may result in termination of access privileges. Any user identified as a security risk may have his access terminated and/or be subject to other disciplinary action.

Vandalism

Vandalism is any malicious attempt to harm or destroy computers or devices, any of the networks that are connected to the Internet backbone, peripherals, or resident software. This includes, but is not limited to, the loading or creation of computer viruses. Act vandalism may result in cancellation of computer access, and other disciplinary measures in accordance with the district's discipline code.

Game Playing

Game playing using BCIT computers or our network infrastructure is prohibited.

Printing

The printing facilities of Burlington County Institute of Technology should be used judiciously. Unnecessary printing adds expense, and shortens the life of the equipment.

Failure to follow these guidelines may result in disciplinary action and/or loss of device privileges while on campus.

WESTAMPTON CAMPUS
695 WOODLANE ROAD
WESTAMPTON, NJ 08060
PHONE: (609) 267-4226 X 8231



MEDFORD CAMPUS
10 HAWKIN RD
MEDFORD, NJ 08055
PHONE: (609) 654-0200 X 8426

2025-2026 CALENDAR

WWW.BCIT.CC/O/BCITAE

JULY 2025

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST 2025

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2026

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2026

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2026

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

THE BOARD OF EDUCATION RESERVES THE RIGHT TO MODIFY THE SCHOOL CALENDAR
AS CIRCUMSTANCES WARRANT

CALENDAR LEGEND

SCHOOL CLOSED

NO PM CLASSES

HOLIDAYS & KEY DATES

JULY 4: INDEPENDENCE DAY SCHOOLS CLOSED
SEP 1: LABOR DAY: DISTRICT CLOSED
SEPT 18: BACK TO SCHOOL NIGHT NO PM CLASSES
OCT 13: INDIGENOUS PEOPLES' DAY- SCHOOLS CLOSED
OCT 23: DISCOVERY NIGHT NO PM CLASSES
NOV 3-5: FALL BREAK-SCHOOLS CLOSED
NOV 6,7: NJEA CONVENTION SCHOOLS CLOSED
NOV 26: THANKSGIVING RECESS: NO PM CLASSES
NOV 27,28: THANKSGIVING BREAK: SCHOOLS CLOSED
DEC 4: PAC DINNER: NO PM CLASSES

DEC 23: WINTER RECESS: NO PM CLASSES
DEC 24-31: WINTER RECESS: SCHOOLS CLOSED
JAN 1,2: WINTER RECESS: SCHOOLS CLOSED
JAN 19: DR. MARTIN LUTHER KING JR. DAY- SCHOOLS CLOSED
FEB 16: PRESIDENTS' DAY: SCHOOLS CLOSED
APR 2: SPRING RECESS:NO PM CLASSES
APR 3-10: SPRING RECESS: SCHOOLS CLOSED
MAY 25: MEMORIAL DAY: SCHOOLS CLOSED
JUN 17: HIGH SCHOOL GRADUATION: NO PM CLASSES
JUNE 19: JUNETEENTH: SCHOOLS CLOSED

To access the BCIT Student Handbook, go to [BCIT RESOURCES](#), click on the link to Adult Education located under schools tab, click on Resources, then select BCIT resources scroll down to [2025-26 BCIT Adult Education Handbook](#). Please read the student handbook prior to signing all lines of this form.

BURLINGTON COUNTY INSTITUTE OF TECHNOLOGY

Student Acceptable Use of Education Technology

Terms and Conditions

Student Contract

I have read the Terms and Conditions for use of technology resources in Burlington County Institute of Technology. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked and school disciplinary action may be taken. Appropriate legal action may also result.

Student User Name (print): _____

Student User Signature: _____

Date: _____

Phone Number: _____

SAFETY STATEMENT

I have been present when the teacher demonstrated and discussed the rules and procedures of the _____ (program name) to include equipment, tool, instrument or protocol, safety precautions related to pregnancy clearance, and I understand that it is my responsibility to abide by these rules and procedures. I further understand that I will comply with all safety standards and precautions related to this type of (equipment, tool, instrument, or protocol).

Date

Student Signature

Date

Teacher Signature

ACKNOWLEDGEMENT OF BCIT HANDBOOK (POLICIES AND PROCEDURES)

I, _____ (please print first and last name) have reviewed the BCIT Student Handbook. I understand that this handbook provides information on the policies and procedures for adult education. This is to acknowledge that I understand and will abide by all the policies and procedures as set forth in the BCIT student handbook.

Date

Student Signature

Burlington County Institute of Technology Adult Education
Class Modules and Payment Due Dates Fall 2025 - Spring 2026

You must register in-person at the Westampton Campus: 695 Woodlane Road, Westampton, NJ 08060 if utilizing a payment plan for the 2025/2026 school year. A deposit is due at the time of registration to enroll in one of the following programs. An additional \$25 fee will be added to any payments made after the end of business day on the due date.

Please note: tuition costs do not include registration or out of county fees, or cost of supplies, textbooks, and uniforms.

LPN Total Cost of Program \$17,100 Alumni \$15,390 (Plus \$2200 ATI Fees)						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	LPN601-M1	At Registration	9/02/2025 - 10/15/2025	Payment 1	\$4,000	\$4,000
25F	LPN601-M2	10/15/2025	10/16/2025 - 12/03/2025	Payment 2	\$2,700	\$2,700
25F	LPN601-M3	12/03/2025	12/04/2025 - 1/28/2026	Payment 3	\$2,700	\$2,700
26Sp	LPN601-M4	1/28/2026	1/29/2026 - 3/11/2026	Payment 4	\$2,700	\$2,700
26Sp	LPN601-M5	3/11/2026	3/12/2026 - 4/29/2026	Payment 5	\$2,700	\$2,700
26Sp	LPN601-M6	4/29/2026	4/30/2026 - conclusion	Payment 6	\$2,300	\$590

LPN Total Cost of Program \$17,100 Alumni \$15,390 (Plus \$2200 ATI Fees)						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	LPN501-M1	At Registration	01/05/2026 - 03/02/2026	Payment 1	\$4,000	\$4,000
25F	LPN501-M2	03/02/2026	03/03/2026 - 05/04/2026	Payment 2	\$2,700	\$2,700
25F	LP5601-M3	05/04/2026	05/05/2026 - 06/29/2026	Payment 3	\$2,700	\$2,700
26Sp	LP5601-M4	06/29/2026	06/29/2026 - 09/08/2026	Payment 4	\$2,700	\$2,700
26Sp	LP5601-M5	09/08/2026	09/09/2026 - 11/02/2026	Payment 5	\$2,700	\$2,700
26Sp	LP5601-M6	11/02/2026	11/03/2026 - conclusion	Payment 6	\$2,300	\$590

DAY Cosmetology Total Cost of Program \$11,255 Alumni \$10,129 (Plus Supply Kit, Approx \$700)						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	COS600-M1	At Registration	9/10/2025 - 11/19/2025	Payment 1	\$3,700	\$3,700
25F	COS600-M2	11/19/2025	11/20/2025 - 02/11/2026	Payment 2	\$2,700	\$2,700
26Sp	COS600-M3	2/11/2026	02/12/2026 - 04/29/2026	Payment 3	\$2,700	\$2,700
26Sp	COS600-M4	04/29/2026	04/30/2026 - conclusion	Payment 4	\$2,155	\$1,029

EVENING Cosmetology Total Cost of Program \$11,255 Alumni \$10,129 (Plus Supply Kit, Approx \$700)						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	COS600-M1	At Registration	11/10/2025 - 03/09/2026	Payment 1	\$3,700	\$3,700
25F	COS600-M2	03/09/2026	03/10/2026 - 06/15/2026	Payment 2	\$2,700	\$2,700
26Sp	COS600-M3	06/15/2026	06/16/2026 - 10/26/2026	Payment 3	\$2,700	\$2,700
26Sp	COS600-M4	10/26/2026	10/27/2026 - conclusion	Payment 4	\$2,155	\$1,029

Dental Assisting Total Cost of Program \$10,810 Alumni \$9,729						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	DEN601-M1	At Registration	9/04/2025 - 11/12/2026	Payment 1	\$3,600	\$3,600
25F	DEN601-M2	11/12/2025	11/13/2025 - 1/28/2026	Payment 2	\$2,700	\$2,700
26Sp	DEN601-M3	1/28/2026	1/29/2026 - 4/15/2026	Payment 3	\$2,700	\$2,700
26Sp	DEN601-M4	4/15/2026	4/16/2026 - conclusion	Payment 4	\$1,810	\$729

Medical Assisting Total Cost of Program \$8,730 Alumni \$7,857						
Semester	Course Code	Payment Due	Module Dates	Course	Payment	Alumni
25F	MED600-M1	At Registration	9/29/2025 - 1/07/2026	Payment 1	\$3,500	\$3,500
26Sp	MED600-M2	1/07/2026	1/08/2026 - 3/25/2026	Payment 2	\$2,700	\$2,700
26Sp	MED600-M3	03/25/2026	3/26/2026 - conclusion	Payment 3	\$2,530	\$1,657