

**HIGH SCHOOL STUDENT HANDBOOK**

**2024-2025**

**WWW.CCTS.INFO**

**THE PENNSAUKEN CAMPUS**

**HOME OF THE TORNADOS**

**6008 BROWNING ROAD**

**PENNSAUKEN, NJ 08109**

**856-663-1040**

**NATIONALLY RECOGNIZED AS A SCHOOL OF CHARACTER**

**Penn Tech's Core Four Values**



**Integrity**

**Doing the right thing, even when no one is watching.**

*Character Traits: Fairness, Honesty, Trustworthiness, Leadership*

**Determination**

**Continually trying to accomplish something, regardless of difficulties.**

*Character Traits: Grit, Perseverance, Passion, Responsibility*

**Respect**

**Being considerate and honoring the feelings, rights, and property of others.**

*Character Traits: Empathy, Teamwork, Service*

**Growth**

**Using knowledge or experience to develop or improve oneself or others.**

*Character Traits: Learning, Self-reflection, Innovation*

Property of: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Room # \_\_\_\_\_

Career Teacher: \_\_\_\_\_

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# WELCOME

Camden County Technical Schools extend a cordial welcome to all students and their parents! While here, we hope you establish worthwhile friendships, attain success, and take advantage of the activities and services available to you. This handbook was prepared to help students and their families become acquainted with the rules and procedures of the school district. Please see your school counselor if you have any questions regarding the items covered in this handbook. The administration reserves the right to change, revise, or delete any item in this student handbook at any time.



## MISSION, VISION & GOAL STATEMENTS 2024-2025 SCHOOL YEAR

### Mission Statement

- Ensure all students are proficient in the New Jersey Student Learning Standards.
- Prepare all students for career and college success.
- Develop ethical character.
- Provide a safe, secure, and caring environment.

### Vision Statement

- The Camden County Technical School District is dedicated to student success through college & career readiness in an ever-changing world environment.
- Students will develop into ethical citizens who demonstrate active inquiry and effective problem-solving while fostering creativity, communication, and collaboration skills. The student experience will include the core values of environmental awareness, emotional and social development, self-respect, and respect for others.
- This vision will be achieved through a collaborative effort of students, parents and guardians, the staff, the greater Camden County community, and the Board of Education.

### District Goals

1. Student Achievement: Prepare all students for career and college success through district-wide investments in programs and instructional support.
2. Learning Environment: Provide and promote a safe, secure, and caring learning environment.
3. Student Life Beyond the Classroom: Provide quality student learning experiences that expand beyond the classroom and strengthen the CCTS community.



Making It Better, Together.

## **CCTS BOARD OF EDUCATION**

Dr. William T. Mink, Board President

Carmen Rodriguez, Executive Superintendent of Schools, NJ Dept. of Education

Mr. Michael Fuhrman, Board Vice President

Mr. Jerry Silvi, Board Member

Mr. David Luthman, Board Member

Mrs. Pamela Zook, Business Administrator/Board Secretary

## **CCTS CENTRAL ADMINISTRATION**

**343 Berlin Cross Keys Road • Sicklerville, NJ 08081-4000**

**856-767-7000**

### **Extension**

Mrs. Wanda Pichardo, Superintendent.....	5401
Mrs. Pamela Zook, School Business Administrator/Board of Education Secretary.....	5400
Mr. James Hall, Asst. School Business Administrator/Board of Education Secretary.....	5409
Mrs. Karen Gill, Director of Teaching, Learning, and Assessment.....	5414
Mrs. Jessica Tosti, Director of Teaching, Learning, and Assessment.....	5414
Mr. Leo Lampman, Director of Special Education.....	5301
Mrs. Kathleen Cassidy, Manager of Human Resources/Affirmative Action Officer .....	5438
Ms. Suzanne Graham Golt, Admissions/PR Officer.....	5434
Mrs. Dawn Sponheimer, Student Assistance Coordinator/District Anti-Bullying Coordinator.....	5434
Mr. Brett Fetty, Principal of College Programs, Job Development & Admissions.....	5265
Ms. Lois Bucholski, Supervisor of Planning, Research & Evaluation.....	5417
Mr. Dino Acevedo, Chief Buildings & Grounds Officer.....	5200
Mr. Kelly Freeman, Chief Security Officer.....	5260
Ms. Karen DiGiacobbe, Supervisor of Curriculum, Instruction, and Assessment.....	5414
Mrs. Danielle Hallinan, Supervisor of Assessment Data & Instruction, Career Technical Education & Financial Literacy.....	5299
Mr. Andrew McAlpin, Supervisor of Curriculum, Instruction, and Assessment.....	5414
TBD, Supervisor of Curriculum, Instruction, and Assessment.....	5414
Mr. Dino Valentino, Chief Technology Officer.....	5580
Mrs. Lisa Lord, Manager of District Workforce & Career Development.....	5412

**PENNSAUKEN CAMPUS**  
**6008 Browning Road • Pennsauken, NJ 08109**  
**856-663-1040**

**Extension**

Principal, Mr. Matthew Hallinan.....	7210
Assistant Principal/Anti-Bullying Specialist, Ms. Gabrielle Martinez.....	7201
Assistant Principal, TBD.....	7253
Director of Athletics/Activities, Ms. Alice Conley.....	7264
Director of School Counseling Services, Mr. Daniel Wiest.....	7250
School Counselor, Mrs. Denise Fleig.....	7225
School Counselor, Ms. Jennifer Womack.....	7233
School Counselor, Mrs. Monique Randolph.....	7240
School Counselor, Mrs. Taylor Conley.....	7388
Student Assistance Coordinator, Mr. Charles Short.....	7226
School Social Worker, Kim Schwartz.....	7387
Learning Disabilities/Teacher Consultant, Mrs. Mary Beth Donohue.....	7386/5318
Social Worker/Parent Liaison, TBD.....	TBD
Registered School Nurse, Mrs. Lynne Valente.....	7241
Co-op Education Teacher, Mrs. Donna Ormsby.....	6202
Attendance Secretary, Mrs. Joy Perez.....	7258
School Resource Officer, Mr. Miguel Ruiz.....	7212
Assistant Chief of Building and Grounds, Mr. Chet Cruise.....	7200

**CHILD STUDY TEAM**  
**343 Berlin Cross Keys Road • Sicklerville, NJ 08081**  
**856-767-7000**

**Extension**

Director of Special Education, Mr. Leo Lampman.....	5301
School Psychologist, Coordinator of Child Study Team & Compliance, Mrs. Christine Swider.....	5311
School Psychologist, Ms. Dinesha Simpson.....	5313
School Social Worker, Mr. Eric Yost.....	5314
School Social Worker, Mrs. Stacey Whelan.....	5310
School Social Worker, Mrs. Kimberly Schwartz.....	7386
Learning Disabilities/Teacher Consultant, Mrs. Mary Beth Donohue.....	5318
Speech Language Specialist, Ms. Rachel Copare.....	5276

## 2024-2025 HIGH SCHOOL CALENDAR

<b>September</b>	2	School Closed – Holiday
	3	School Closed - Staff In-Service
	4	School Closed - Staff In-Service
	5	<b>First Day of School/New Students Only</b> (Early Dismissal/Students)
	6	<b>First Day of School/All Students Report</b>
<b>October</b>	10	Parents' Night - Early Dismissal (students and staff) Both Campuses
	14	School Closed - Holiday
	TBD	Early Dismissal (students and staff) PSAT/NMSQT Testing
<b>November</b>	5	School Closed - Holiday
	7-8	School Closed - NJEA
	27	Early Dismissal (students and staff)
	28-29	School Closed – Holiday
<b>December</b>	20	Early Dismissal (students and staff)
	23-31	School Closed – Holiday
<b>January</b>	1	School Closed - Holiday
	20	School Closed – Holiday
	31	School Closed - Staff In-Service
<b>February</b>	17	School Closed – Holiday
<b>March</b>	TBD	Early Dismissal (students) NJGPA Testing
<b>April</b>	17	Early Dismissal (students and staff)
	18-25	School Closed - Holiday
	TBD	Early Dismissal (students) NJSLA Testing
<b>May</b>	8	Open House (PC) - Early Dismissal (students and staff)
	26	School Closed - Holiday
	TBD	Early Dismissal (students and staff) NJSLA Testing
<b>June</b>	17-23	Early Dismissal (students)
	20	School Closed - Holiday
	23	Tentative Last Day for Students Early Dismissal (students and staff)
	24	Tentative Last Day for Teachers

Parents' Night (10/10/24), Open House (05/08/2025), the day before Thanksgiving (11/27/24), the day before Winter Break (12/20/24), the day before Spring Break (04/17/25), and the last 4 days of school are early dismissals as noted above. In the event of an emergency closing(s), days will be made up on these dates in this order: 06/24/25 through 06/30/25 (excluding June 20, 2025); and 04/25/25, 04/24/25 and 04/23/2025.

**The above information is subject to change.**

## **AFFIRMATIVE ACTION**

The Camden County Technical School District does not discriminate on the basis of age, color, creed, national origin, race, religion, sex, marital status, disability, ancestry, affectional or sexual orientation, familial status, or liability for service in the Armed Forces of the United States regarding admission to educational programs.

Any incident of sexual harassment should be immediately brought to the attention of a staff member who will provide advice concerning the proper procedure for handling the incident. Mrs. Kathleen Cassidy is the district affirmative action officer. She may be reached at 856-767-7000, ext. 5438.

## **ASSEMBLY RULES**

1. Teachers are to accompany students to and from the assembly site and remain with students during the assembly.
2. Students are to be seated as soon as they reach their assigned places and be in school uniform with IDs on. There is to be no cell phone usage.
3. Behavior such as talking, calling out, whistling, slouching in the seat, etc., is not permitted and will be addressed.

## **ATTENDANCE**

To report a student absent from school, call Mrs. Joy Perez, Attendance Secretary, at (856)663-1040, ext. 7000.

Pupils attending a public school in the State of New Jersey are entitled to a thorough and efficient education. To obtain the maximum competence or skill within the working environment, regular attendance is mandatory of all pupils of compulsory attendance age.

A student who misses time from school because of participation in a school-sponsored or recognized activity will not be considered absent from school. To receive a grade for a course, a student must make up any assignments missed. Make-up work will be a 2:1 ratio. If a student is absent one day, he/she has two school days to make up the work.

Excellence in school attendance is the acceptable policy. The Camden County Technical School District does not condone unexcused absence from school. It is the responsibility of the parents/adult students to work cooperatively for an effective educational system.

To successfully complete the curriculum, daily attendance is required to maintain continuity of instruction. Documentation of the nature and causes of absences shall be the responsibility of the pupil and parents/guardians when the pupil's attendance is called into question.

### **Denial of Course Credit**

The following consequences for students exceeding the number of days indicated will be determined by the Principal and/or the Attendance Review Board and Child Study Team:

1. Students who exceed 14 days of unexcused absences will be required to attend credit completion sessions and may not be permitted to participate in field trips. Students who do not attend credit completion will lose credit for the school year and will repeat the school year. Students must present a physician's certification to substantiate the cause and duration of illness absences. The physicians' certification shall be submitted within 30 days of the date of the illness absence, when such absences occur during the period September through May. A physician's certification must be presented within one day for illness absence occurring during the month of June.

2. Students who exceed 20 days of unexcused absences within a school year may lose credit for the year and repeat the school year.
3. Students exceeding 25 days of unexcused absences may be required to repeat the school year and return to their district of residence.
4. Students exceeding a total of 45 excused and/or unexcused absences may be required to return to their district of residence.

### **LATENESS/EARLY DISMISSAL**

All students are expected to be in school and on time. Students who are not in first period class when the late bell rings (7:39 a.m.) are considered late to school. Students are to be on time for each class and in their seats when the late bell rings. If a student is late to class, he/she may be assigned detention with the teacher. Students must be given 24 hours advance notice of detention.

A note from a parent must be submitted to the Attendance Secretary 24 hours in advance of the day of early dismissal. The student must bring the note or call the Attendance Secretary in the Main Office and have the secretary verify the early dismissal and receive an early dismissal form. Students may be excused for the early dismissal as per district policy.

The student must report to the Attendance Secretary in the Main Office on the designated date at the designated early dismissal time to sign out prior to leaving campus.

#### **Students Arriving at School**

7:39 a.m. to 10:00 a.m. (LATE)\*

10:01 a.m. to 11:59 a.m. (ABSENT HALF DAY)

12:00 p.m. to 2:30 p.m. (ABSENT FULL DAY)

#### **Students Leaving School**

7:39 a.m. to 10:00 a.m. (ABSENT FULL DAY)

10:01 a.m. to 11:59 a.m. (ABSENT HALF DAY)

12:00 p.m. to 2:30 p.m. (EARLY DISMISSAL) \*

**\* Every group of four late arrivals and/or early dismissals equal a half day of absence. For example, two late arrivals and two early dismissals equal a half day of absence.**

### **TRUANCY**

The truancy officer will report to the appropriate authorities, infractions of the law regarding the attendance of pupils below the age of 16. Repeated infractions of board policy requiring the attendance of enrolled pupils over the age of 16 will result in the suspension of the pupil or an invitation to return to the high school district of residence.

The truancy officer will attend to the court proceedings of parents/guardians deemed negligent in having their child attend school.

It shall be the policy of the board to consider the effectiveness and appropriateness of the educational program that is offered each pupil who habitually and repeatedly absents himself/herself from school. The board will consult with ancillary staff and the child study team for its recommendations.

### **RECOGNIZED ABSENCES**

The board considers the following as recognized absences:

- A. Disabling illness or accident
- B. Recovery from accident
- C. Death of immediate family member
- D. Verified religious holiday
- E. Life altering tragedy, i.e. house fire
- F. Subpoena to appear in court



The principal and/or attendance review board will review and make recommendations on pupil absence for recognized absences.

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As an agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parents/guardians, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- A. Pupil illness after reporting to school
- B. Verified appointment with doctor/dentist
- C. Verified driver test appointment
- D. Verified court appearance
- E. Verified family emergency
- F. Verified religious observation
- G. Verified interview for post-secondary school entrance or employment

Lateness to school and early dismissal will be cumulative and affect attendance by way of cumulative accounting thereof, and may affect credit.

If a teacher finds it necessary to detain a pupil so he/she is late to or absent from another class, the teacher should first get permission from the teacher of the student's next class and also must provide a written explanation. The lateness or absence shall not be counted.

## **EXTRACURRICULAR ACTIVITIES**

No pupil may participate in practice, rehearsal, competition or any other phase of an extracurricular activity who has not been present in school a minimum of four hours that day, unless specifically excused for a recognized reason.

## **PERFECT ATTENDANCE AWARD CRITERIA**

In order to qualify for a Perfect Attendance Award, the only acceptable excused absences are religious holiday observance with documentation, field trip, and late bus.

Perfect attendance at the end of the year award ceremony is defined as a student having less than a half day of absences in any combination of excused or unexcused absences, half days, early dismissal, tardies, and/or late arrivals.

## **NOTIFICATION**

The principal shall communicate the attendance policy and procedure to parents and pupils. The policy also shall be mentioned to parents on "Parents' Night" and at enrollment sessions.

The complete policy 5200, attendance can be found on the CCTS website.

## **BEHAVIOR/CONDUCT/DISCIPLINE POLICIES**

Positive behavior throughout the school provides a safe and secure atmosphere where learning can take place. Positive student behavior includes an understanding and acceptance of school rules. Such student behavior promotes education, provides respect and rights for all, improves safety, helps ensure success in the world of work, and develops good citizens for community life.

Discipline administered for inappropriate student behavior includes a range of consequences including conferences with students, parents, teachers, school counselors, and administrators. School rules apply to all students on school property and during off-campus school-sponsored

activities. Each program area also has a set of rules which must be strictly adhered to for safety purposes.

Students who are sent to the Assistant Principals' Office for behavioral reasons are to report there promptly. They should report to the secretary so that their presence can be recorded. Students must not leave the office until they have been seen by an assistant principal or until they have been given instructions to go elsewhere. The administration has the authority to suspend and/or recommend expulsion and/or prosecute in cases of severe and continuing misconduct.

The decision to suspend is made by the assistant principal and/or principal. Parents agree that they will sign a behavior contract if one becomes necessary. CCTS has established a reputation for being a positive, safe, and secure school. Because of this, more learning is possible.

## **DETENTION**

When students do not follow classroom or school rules they may be assigned various forms of detention.

**Lunch Detention**-Teachers may assign students a lunch detention to be served in the Behavior Development room during students' lunch periods. Students will verify their attendance at lunch detention by having a lunch duty teacher sign the lunch detention form provided by the teacher who assigned the detention. Students will be provided the opportunity to get lunch during their detention.

**Administrative Lunch Detention (ALD)**-Assistant principals may assign ALD to be served in the Behavior Development room during students' lunch periods. Students will be provided the opportunity to get lunch during ALD.

**After School Character Development Program (CDP)**-Assistant principals may assign students CDPs to be served after school from 2:45pm to 5:45pm in a designated classroom. Bussing transportation home will be provided by 5:45pm.

## **BEHAVIOR DEVELOPMENT PROGRAM**

When students do not follow school rules, they may be assigned to the Behavior Development Program. The following is the procedure for all students assigned to the Behavior Development Program:

1. Students assigned to Behavior Development must report straight to the Behavior Development room on time (7:39am), to be marked present.
2. Students must follow all rules in the Behavior Development Program.
3. Students must be in uniform with school ID.
4. Students must complete all assigned work.
5. Students will bring all necessary items (books, pencils, paper, Chromebook, and other school supplies) with them.
6. Students will work quietly.
7. Students may not leave the room without permission from the supervising teacher.
8. Failure to report for or follow the rules of behavior development may result in further disciplinary action/external suspension.

## **EXTERNAL SUSPENSION**

In more severe behavioral misconduct cases, students will be assigned external suspension. Students are responsible for requesting and completing all assignments missed during their suspension. Students suspended from school may not come onto school property during their suspension and may not participate in any school-sponsored functions. This includes athletics, proms, senior picnic, senior class trip, etc.

An attempt will be made via telephone to notify the parents on the day that the student is advised of the external suspension. Parents will also be notified of the suspension by a letter. Parents should direct any questions pertaining to their child's suspension to the appropriate assistant principal.

### **MISCONDUCT THAT WARRANTS ADMINISTRATIVE DISCIPLINARY ACTION**

Students will receive a consequence/disciplinary action for the following inappropriate behaviors at school, while traveling to and from school or other locations, and during any school-related functions/activities:

1. Altercation
2. Arson
3. Assault
4. Attempting to fight/Fighting/Instigating a fight
5. Bomb threat
6. Bullying incident/Harassment/Intimidation
7. Burglary
8. Bus misconduct
9. Computer misuse
10. Creating a disturbance
11. Cutting administrative detention
12. Cutting class and/or teacher detention
13. Dangerous physical contact
14. Dangerously inappropriate behavior
15. Defacing/Destruction of property
16. Disrespect to staff member
17. Disruptive behavior
18. Electronic device violation
19. Endangering the safety and welfare of self/others
20. Explosive device
21. Extortion
22. Failure to cooperate with staff/administration
23. Fire alarm violation
24. Forgery
25. Gambling
26. Hitting a student
27. ID violation
28. Inappropriate behavior
29. Inappropriate comment
30. Inciting a group disturbance
31. Intentional unsafe/dangerous use of shop tools
32. Late to class(es)
33. Leaving campus
34. Leaving class without permission
35. Parking violation
36. Possession of tobacco product(s)/fireworks
37. Possession/use of alcohol/drugs
38. Possession of stolen property
39. Profanity
40. Pushing a staff member or student
41. Robbery

42. Sexual inappropriateness
43. Smoking violation
44. Speeding violation
45. Substance Abuse
46. Theft
47. Threats
48. Throwing Object(s)
49. Uniform violation
50. Unauthorized area violation
51. Other offenses that may occur but may not be listed

## **EXPULSION**

Students who are of compulsory school age may, upon due process, be recommended for expulsion by the superintendent upon the advice of the principal.

Offenses that merit recommendations for expulsion include but are not limited to:

1. Weapons Offense
2. Bomb Threat
3. Assault on any Employee
4. Selling Drugs
5. Chronic misconduct
6. Violation of a behavior, attendance, or academic contract
7. Other offenses that may occur and may not be listed above

Note: Classified pupils are subject to the same discipline as non-classified pupils and may receive consequences in accordance with their IEP. However, after a total of 10 days of suspension, before a classified pupil receives consequences, it must be determined whether further suspensions constitute a change in placement. If so, a Manifestation Determination meeting will be held.

The following is the code of conduct for the Camden County Technical School District. The entire current code of conduct may also be found on the CCTS website. All school policies, including those related to searches, are located on the CCTS website.

## **DRUG FREE SCHOOL & CAMPUSES ACT**

Both campuses of Camden County Technical Schools are located in drug and weapon-free school zones. Any person found to be in possession of, under the influence of, using, selling or offering for sale, or trading drugs or alcohol on campus, on school buses or at school functions is subject to disciplinary action up to and including dismissal from school.

Any person found to be in possession of, selling, handling, transporting or offering for sale or trading weapons on campus, on school buses or school functions is also subject to disciplinary action up to and including dismissal from school.

All violations of the Drug and Weapon Free School and Campuses Act will be reported to the appropriate law enforcement agencies.

## **DRUGS, ALCOHOL, TOBACCO - SUBSTANCE ABUSE (policy 5530 & 5533)**

(The entire policy is on the website.)

Both campuses of Camden County Technical Schools are located in drug and weapon-free school zones. Any person found to be in possession of, under the influence of using, selling or offering for sale or trading drugs or alcohol on campus, on school buses or at a school function is subject to disciplinary action up to and including dismissal from school.

When there is reasonable suspicion that a student is under the influence of a controlled or dangerous substance the school will notify the parent/guardian. The parent/guardian must take the child for an immediate medical examination. A written report of the examination must be furnished to the principal. The student will remain in the custody of the parent for the remainder of the day.

All Violations of the Drug and Weapon Free School and Campuses Act will be reported to the appropriate law enforcement agencies.

### **WEAPONS OFFENSES (Policy 5611 & 5613)**

(The entire policy is on the website.)

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board of education. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent or designee. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice. The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Teaching staff members and other employees of the board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of the board.

## **DISTRICT POLICY**

### **STUDENT DISCIPLINE/CODE OF CONDUCT (M) (Policy 5600)**

(The entire policy is on the website.)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools or designee will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent or designee will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to

race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c) 3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school

grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of

harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent or designee may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent or designee shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;  
18A:37-1 et seq.; 18A:37-13.1 et seq.

N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 17 September 2014

Revised: 13 March 201

## **HARASSMENT, INTIMIDATION, AND BULLYING**

### **(Policy 5512)**

(The entire policy is on the website.)

#### Prohibiting Harassment, Intimidation, or Bullying

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.

#### B. Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that



- a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
- b. Has the effect of insulting or demeaning any student or group of students; or
- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying within the context and relative positions of the alleged aggressor and target.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or remotely activating paging device (N.J.A.C. 6A:16-1.3). In accordance with the Board of Education's Code of Student Conduct and this Policy, all acts of harassment, intimidation, or bullying that occur off school grounds, such as "cyber-bullying" (e.g., the use of electronic means to harass, intimidate, or bully) is addressed in this Policy.

### C. Student Behavior

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment, consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the parents and other community representatives, school administrators, school employees, school volunteers, and students of the school district, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property, and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives, in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior; the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent shall annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

1. Walk away from acts of harassment, intimidation, or bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying;  
and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.

#### D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

## Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand; increment withholding; legal action; disciplinary action; termination; and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

### E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation, or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment,

intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education-approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338

Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation, or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
- b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
- c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
- d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
- e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be

determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

#### G. Investigating Allegations of Harassment, Intimidation, or Bullying

The Board of Education requires a thorough and complete investigation to be conducted for each report of an alleged incident of harassment, intimidation, or bullying. All details of an alleged incident must be populated into the HIB 338 Form. However, completing the form shall not delay beginning the investigation in accordance with the law.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of

complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident

of harassment, intimidation, or bullying or from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school anti-bullying specialist or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services; order counseling; establish training programs to reduce harassment, intimidation, or bullying and enhance school climate; or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct; intervention services provided; counseling ordered; training established; or other action taken or recommended by the Superintendent.

Parents of students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board. The district may not divulge personally identifying information or any information that could result in the identification of any student other than the child of the parents being notified.

A parent or may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15b(6)(d), must be filed with the

Board Secretary no later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4.1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the anti-bullying specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying, or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions,

and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

#### H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Schedule cha
- Therapy.

#### I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and

circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

#### J. False Accusations of Harassment, Intimidation, or Bullying

The Board of Education prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

#### K. Additional Policy Requirements

The Board of Education requires the Superintendent or designee to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent or designee shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent or designee shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent or designee shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent or designee shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent or designee shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school

anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

#### L. Harassment, Intimidation, or Bullying Training and Prevention Programs.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, or bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include

information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, or bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

#### M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

#### N. School and District Grading Requirements



Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

#### O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and

Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

#### **BELL SCHEDULE**

<b>7:34 a.m.</b>	<b>- Opening Bell</b>
<b>7:39 a.m.</b> <b>(Late Bell)</b>	<b>- Period1/Homeroom: Pledge of Allegiance, Announcements</b>
<b>7:50 a.m.</b>	<b>- 8:30 a.m..... PERIOD 1</b>
<b>8:35 a.m.</b>	<b>- 9:15 a.m.....PERIOD 2</b>
<b>9:20 a.m.</b>	<b>- 10:00 a.m.....PERIOD 3</b>
<b>10:05 a.m.</b>	<b>- 10:45 a.m.....PERIOD 4</b>
<b>10:50 a.m.</b>	<b>- 11:30 a.m.....PERIOD 5</b>
<b>11:35 a.m.</b>	<b>- 12:15 p.m.....PERIOD 6</b>
<b>12:20 p.m.</b>	<b>- 1:00 p.m..... PERIOD 7</b>
<b>1:05 p.m.</b>	<b>- 1:45 p.m..... PERIOD 8</b>
<b>1:50 p.m.</b>	<b>- 2:30 p.m..... PERIOD 9</b>
<b>2:35 p.m.</b>	<b>- 5:45 PM After School Programs</b>

#### **BOOKS**

1. Students are responsible for their own books. Students must pay for any books damaged, lost, or stolen. Students will be fined for damaged books. The amount of the fine will be determined by the extent of damage but will not exceed the cost of the book.
2. A student who loses a book may obtain a replacement from his/her subject teacher. The teacher will complete the necessary information on a fine card for the student and forward one copy of the fine card to the school counseling office. Payment should be made by the student in the main office so that the fine may be removed.

## **CARE OF SCHOOL PROPERTY**

1. Students who damage or destroy school property will be disciplined and will pay for the cost of repairs and/or replacement. The school may file charges against students who damage school property.
2. Students who are issued textbooks, calculators and other school property for the school year must return these items on the last day of school in attendance. Students who lose or damage any or all of these items will be required to pay for them.
3. Students must use waste baskets and/or other appropriate containers to discard trash.

## **CARS AND PARKING**

Students are to register their vehicles with the assistant principals' office. Failure to do so may result in a loss of driving privileges. Student parking is permitted on the paved lot in front of the school.\* Students must enter and exit the school using the driveway closest to the gym. Students may not park in or be around the faculty parking area.

1. Students must not drive in an unsafe manner on school property.
2. Students who drive to school must park on school property in the designated area(s). Students must observe the single white parking lines and park between those lines. Students must leave their vehicle immediately after it is parked.
3. Students are not permitted to go to their vehicles or drive them off campus between the time of their arrival in the morning and departure at dismissal. Violation of this rule may result in suspension as well as a loss of driving privileges to school.
4. All traffic signs on school property are to be obeyed; the speed limit is 5 miles per hour.
5. Students who drive onto school property while their parking privileges are revoked or who park in unauthorized spaces may have their vehicles towed at their own expense.
6. Student vehicles on school property are subject to search and seizure procedures.

Student vehicles must display a school decal. Decals may be obtained from the School Resource Officer. A valid registration, current insurance card, school ID, and a current driver's license must be presented, and students will be assigned a designated spot to park in. Lateness to school may result in a loss of driving privileges.

\*Pending availability due to construction.

## **CHANGE OF CUSTODY OR GUARDIAN**

Students and parents/guardians are to immediately report any change in their address or telephone number to the school counseling office. Parents/Guardian must report any legal change to the school counseling office immediately.

## **COMPREHENSIVE EQUITY PLAN**

Copies of the Comprehensive Equity Plan are located in the information commons center (ICC/Library)

## **ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (Policy 2361)**

(The entire policy is on the website.)

The Board of Education recognizes as new technologies shift the manner in which information is accessed, communicated, and transferred; these changes will alter the nature of teaching and learning. Access to technology will allow pupils to explore databases, libraries, Internet sites, and bulletin boards while exchanging information with individuals throughout the world. The Board supports access by pupils to these information sources but reserves the right to limit in-school use to materials appropriate for educational purposes. The Board directs the Superintendent to effect training of teaching staff members in skills appropriate to analyzing and evaluating such resources as to appropriateness for educational purposes.

The Board also recognizes technology allows pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable, or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges, and/or instituting legal action.

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.

### **STANDARDS FOR USE OF COMPUTER NETWORKS**

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

A. Using the computer networks/computers for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities that violate Federal, State, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of the networks. Obscene activities shall be defined as a violation of generally accepted social standards for use of publicly owned and operated communication vehicles.

B. Using the computer networks/computers to violate copyrights, institutional or third-party copyrights, license agreements or other contracts.

C. Using the computer networks in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;

6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

## **INTERNET SAFETY PROTECTION**

As a condition for receipt of certain Federal funding, the school district shall be in compliance with the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries. The technology protection must block and/or filter material and visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code; child pornography, as defined in Section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other material or visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

This Policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act. Policy 2361 addresses access by minors to inappropriate matter on the Internet and World Wide Web; the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; unauthorized access, including "hacking" and other unlawful activities by minors online; unauthorized disclosures, use, and dissemination of personal identification information regarding minors; and measures designed to restrict minors' access to materials harmful to minors.

Notwithstanding blocking and/or filtering the material and visual depictions prohibited in the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act, the Board shall determine other Internet material that is inappropriate for minors.

In accordance with the provisions of the Children's Internet Protection Act, the Superintendent of Schools or designee will develop and ensure education is provided to every pupil regarding appropriate online behavior, including pupils interacting with other individuals on social networking sites and/or chat rooms, and cyberbullying awareness and response.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly Board meeting or during a designated special Board meeting to address and receive public community input on the Internet safety policy - Policy and Regulation 2361. Any changes in Policy and Regulation 2361 since the previous year's annual public hearing will also be discussed at a meeting following the annual public hearing.

The school district will certify on an annual basis, that the schools, including media centers/libraries in the district, are in compliance with the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act and the school district enforces the requirements of these Acts and this Policy.

## **CONSENT REQUIREMENT**

No pupil shall be allowed to use the school districts' computer networks/computers and the Internet unless they have filed a consent form signed by the pupil and his/her parent(s) or legal guardian(s).

## **VIOLATIONS**

Individuals violating this Policy shall be subject to the consequences as indicated in Regulation 2361 and other appropriate discipline, which includes but are not limited to:

1. Use of the network only under direct supervision;
2. Suspension of network privileges;
3. Revocation of network privileges;
4. Suspension of computer privileges;
5. Revocation of computer privileges;
6. Suspension from school;
7. Expulsion from school; and/or
8. Legal action and prosecution by the authorities.

## **STANDARDS OF CONDUCT**

Drugs or alcoholic beverages are not permitted on school grounds, on buses or, during school sponsored activities. These substances include but are not limited to any type of alcoholic beverage, illegal narcotics, marijuana, drugs, or illegal mind-altering substances. Violation of such illegal substances includes consumption, sale, distribution, and/or possession. Violations of these standards will result in Administrative/Board of Education action which may include reprimand, suspension or expulsion.

## **ELECTRONIC COMMUNICATION AND RECORDING**

The Board of Education, in an attempt to set policies that promote the educational process but still support the technological advancements of communications, recognizes the contemporary need for electronic communication but recognizes that the misuse of it can cause disturbances to the educational environment.

"Electronic communication" means a communication that is transmitted by means of a personal electronic device that takes place on school property, at any school-sponsored function or on a school bus.

Personal electronic device use is a privilege and may be extended to staff and pupils at other times solely at the discretion of the Building Principal. Personal electronic devices may, never be used during class time unless special permission has been granted by the Principal. Calculators that are issued by the school may be used at the discretion of the teacher.

The school telephone system is for the use of staff; however, with verbal permission from an employee of the Board, the telephone system may be used by a pupil.

The Board does not encourage the use of personal electronic devices owned by pupils in school(s); however, the Board recognizes that in today's world, these devices are carried by employees and pupils. All pupils are reminded and given notice that personal electronic devices are brought in at one's risk and discretion; hence, the Board takes no liability for lost, stolen, broken, or destroyed

personal electronic devices. The Board only assumes liability for personal electronic devices confiscated by the Principal/Assistant Principal. The Board reminds Principals/Assistant Principals of the procedures noted below to insure safe, locked and secure storage until the personal electronic device is presented to the pupil, to the police, or to parents/guardians who shall sign off that it was returned.

**Personal electronic devices may be used if the following conditions are met:**

Pupil personal electronic devices shall not be used during instructional time from the moment the pupil enters the room until the class is dismissed. A teacher may ask that personal electronic devices be used but only for instructional purposes and if reflected in the lesson plans.

Pupil personal electronic devices may be used for texting and voice after vacating classrooms and instructional spaces. If used, the pupil must honor the privacy of others with no loud conversation. No pupil shall be excused as late for class(es) due to personal electronic device use. Pupils shall be permitted to use personal electronic devices for voice/texts during lunch. Personal electronic devices shall not be used as cameras/videos (see below).

Pupils shall not be allowed to ever use their personal electronic devices in classrooms, in the gymnasium, in the auditorium, in career areas, during class meetings (pep rallies, pupil meetings) or during other extracurricular activities/functions during the school day, unless as noted.

Pupils may use a personal electronic device to text in the media centers/libraries during lunch periods unless this shall cause a disturbance. Personal electronic devices used for calls/cameras/video shall not be used in the IMC/ICC. The librarian/multi media specialist has the authority to prohibit use by any pupil if disturbances ensue.

Pupils may use personal electronic devices to listen to music (as long as the music is not audible to others) during lunch periods in the cafeteria, outside, in the hallways, in the media center(s) as long as there are no disturbances caused by this personal listening. No personal electronic device for personal listening pleasure shall be permitted during instruction. A teacher may play appropriate background music during class(es) if appropriate and not disturbing. The music selected shall not contain vulgar language. If a fellow teacher can hear the classroom music, the teachers shall respect the instructional practices of one another.

Personal electronic device parameters are as follows:

Infractions of these uses cited above shall result in discipline given by the teacher, Assistant Principal or Principal.

No teacher shall confiscate a personal electronic device. A teacher/staff member is to contact an Assistant Principal (either personally or by discipline report) when he/she sees a pupil misusing a personal electronic device during instructional time and as noted above. The Assistant Principal may confiscate the device. The Assistant Principal may return the personal electronic device to the pupil or may hold the device for law officials or the parent/guardian to retrieve it. If any of the above reasons cause a personal electronic device to be confiscated, the Assistant Principals shall hold a personal electronic device in a locked secure setting.

A personal electronic device shall not be used to photograph/video another pupil, faculty member, or incident unless written permission is granted by the pupil (if 18 years of age) or the pupil's guardian if the pupil is under 18 years of age, or staff in the photo/video. A personal electronic device shall never be used for photography/video in the gymnasium, locker rooms, lavatories or to take pictures/video of pupils (willing or not) unless in full attire and permission is granted as noted previously.

If any pupil is asked to end a call, to stop texting, or stop the use of their personal electronic device for any reason cited above or because he/she should be in class or he/she is causing a disturbance, then, in that case, the Assistant Principal has the authority to confiscate the phone and safely secure it for a police investigation or until the parents/guardians come to retrieve the device.

The Assistant Principal has the discretion to return the personal electronic device to the pupil if the device was confiscated but no crime or suspected harassment took place. It shall be the Principal's prerogative to have the parent/guardian retrieve a confiscated personal electronic device.

No bullying, harassment or discriminatory remarks, texts, photos, video, etc., shall ever be tolerated in person, by written note or by electronic communication.

The privilege to use personal electronic devices as specified herein can be revoked by the Principal at any time for school safety and security; the Principal has sole authority to apply this privilege to a specific program or field trip, etc.

The privilege to use personal electronic devices as specified herein can be revoked by the Principal at any time for any and pupils who willfully and continually violate(s) this policy. The Principal only can return the privilege at his/her determination.

## **EMERGENCY CLOSINGS**

CCTS uses Realtime as a way to inform parents and students of school closings via a telephone call to their home or cell number, text message, or an email. Please make sure that the school counseling office has your current contact information on file.

## **EMERGENCY SITUATIONS**

### **EVACUATIONS**

Being able to quickly evacuate the buildings is an important phase of the district's safety program. The alarm will ring to signal an evacuation. At the sound of the signal, everyone is to leave the building in a quiet, orderly manner in accordance with the evacuation plan. Students are to stay with their groups and follow the instructions of the teachers. Students are not to go to their lockers unless specifically directed to do so over the public address (PA) system.

### **LOCKDOWN**

In the event of a lockdown, an announcement will be made over the public address system. All students are to remain silent and listen to instructions. Students are to sit or lie on the floor or under a desk out of view and not enter the hall. If you are in the hall during the announcement, proceed to the nearest classroom, office, etc. and remain out of view.

## **EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS**

The Board of Education approved the policy below regarding academic eligibility for student participation in extracurricular activities at CCTS. Participation is a privilege, not a right. This policy mandates that students achieve certain minimum levels of academic performance. Students who

participate in extracurricular activities will be those who have earned that opportunity through their educational progress. Students who are assigned to the Behavior Development Program, Character Development, or external suspension may be dismissed from an extracurricular activity.

Students must be present during the school day in order to participate in an after-school event, field trip or athletic practice/game. If a student is late to school, they must be present and sign in for at least half of the school day.

The Board of Education established the following eligibility policy. This policy will apply to all extracurricular activities, sports, and clubs, etc., except the Career Technical Student Organizations (CTSO's) which the students are required to attend such as HOSA, SkillsUSA, FFA, FBLA, and FIRST.

Camden County Technical Schools are members of the New Jersey State Interscholastic Athletic Association (NJSIAA). Camden County Technical Schools abide by the rules and guidelines of the NJSIAA.

1. Fall and Winter Seasons: Students must pass 30 credits at the conclusion of the preceding school year.
2. Spring Seasons: Students must be passing 30 credits at mid-year and may not be failing more than two subjects.
3. Eligibility for students transferring into this school district will be the same as stated above.
4. A student cannot become academically ineligible during a current sport season.
5. New Jersey requires a complete sports physical done by the student's home doctor or the school doctor.
6. An athletic pre-participation health history questionnaire form must be completed by the parent or guardian for each sports season. Note: only one physical is needed each year, but the health history form is required for each sports season.
7. Fall sports physicals are done during the spring and summer months. Winter sports physicals are done during the fall months. Spring sport physicals are done during the winter months.
8. Discipline measures (related to the student behavior whether connected to sports or not) may result in the removal of a student from extracurricular activities at the discretion of the principal or designee.

## **ACTIVITIES AND CLUBS**

21st. Century after School Program	National Honor Society
Creative and Performing Arts Club	National Technical Honor Society
FBLA	Sacred Outbreak
FFA	School Newspaper (Tornado Times)
FIRST Robotics	SkillsUSA
Gender and Sexuality Alliance	Student Advisory Committee
HOSA	Student Council
Interact Club	Weight Training
Intercultural Club	Yearbook
Journalism Club	

For the criteria for membership into any organization, please contact the advisor or the Director of Athletics and Student Activities.

## **NATIONAL HONOR SOCIETY (NHS)**

In addition to an Academic (GPA) requirement, the following criteria are required for membership in the National Honor Society: Leadership, Service, and Character.



NHS members may be dismissed from NHS for failing to maintain NHS standards, not meeting member obligations, or for violating school rules or the law.

### **NATIONAL TECHNICAL HONOR SOCIETY (NTHS)**

NTHS is designed to recognize students who excel in their career programs.

### **CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)**

**FBLA** (Future Business Leaders of America) is the national organization for students enrolled in business education-related courses. It is designed to develop future leaders in the business field.

**FIRST** (For Inspiration & Recognition of Science & Technology) *FIRST* inspires young people to be science and technology leaders and innovators by using programs that build science, engineering, and technology skills, that inspire innovation, and foster well-rounded life capabilities including self-confidence, communication, and leadership. They work with Robotics.

**FFA** is the national organization for students enrolled in vocational agriculture/agribusiness. It is an integral part of the curriculum of our Environmental Science career program.

**HOSA** (Future Health Professionals) is the national organization for students enrolled in a health career program. It enables students to develop social awareness, emotional sensitivity, group dynamics, and leadership skills.

**SkillsUSA** is the national organization for students enrolled in career programs. It is an integral part of the curriculum that promotes leadership skills, development in one's trade, and a true desire to be the very best that one can be in his/her vocation.

### **ELECTED OFFICER QUALIFICATIONS**

1. Officers must maintain passing grades in all subjects and must maintain a cumulative grade point average of 82.00 or above (90.00 for NHS).
2. Officers must stay within the guidelines of the district attendance policy.
3. Officers may not remain in their elected position if they are issued external suspension during their term as an officer.

Students seeking officer positions must have maintained passing final grades in all subjects during the prior school year. Additionally, students must have a cumulative grade point average of 82.00 or above. (90.00 for NHS) This also applies to new and/or students who transfer. Each class (Freshmen, Sophomore, Junior, and Senior), under the direction of a faculty advisor, will elect officers and sponsor activities to enhance school spirit and raise money to finance their activities.

### **ATHLETICS**

Fall Season – Boys' and Girls' Cross Country, Girls' Volleyball, Boys' and Girls' Soccer

Winter Season – Boys' and Girls' Basketball, Bowling, Cheerleading

Spring Season – Baseball, Softball, Boys' Volleyball

## FIELD TRIPS

The same rules of conduct that apply at school will also apply on school trips. Students must ride to and from a school-related function with their group and chaperone(s) and not leave the function

without prior administrative approval. Students must have permission slips signed by their parents and returned to their teacher(s) before leaving on any school trip. Whenever students go on a school trip, the entire school will be judged by the way students conduct themselves. Some field trips may require parent pick-up.

## FINES

In an effort to avoid the accumulation of fines, students are encouraged to be organized and keep track of their school-issued identification cards with their lanyards as well as their calculators, textbooks, library books, locks, and other school-issued items. Students who lose these items will be fined. Student fines can be viewed on the parent and student portals via the school's website ([www.ccts.info](http://www.ccts.info)). Participation in special functions/field trips/prom/graduation will not be permitted if students do not pay their fines by due dates as established by the administration.

## GRADUATION REQUIREMENTS

Earning a high school diploma at Camden County Technical Schools (CCTS) will be dependent upon a student meeting the requirements of the State Board of Education and the CCTS Board of Education. In order to graduate from CCTS and receive a state-endorsed diploma, a student must:

A. Successfully complete a minimum of 120 credits and meet the State established graduation requirements. This minimum must include the following courses:

1. Four years of English/ Language Arts/20 credits.
2. Three years of Mathematics/15 credits. .
3. Three years of Social Studies/15 credits.
4. Three years of Science/15 credits.
5. Financial Literature/2.5 credits.
5. One year of Health/Physical Education for each year of enrollment.
6. Meet the State requirement for a World Language. (1 year).
7. Meet the State requirements in Visual or Performing Arts. (1 year).
8. One year of occupational training for each year of enrollment with a minimum of three years in the same program. A student must successfully complete the final year of occupational training. Exceptions are only at the discretion of the Superintendent.

B. Students may not have more than 14 days absent per school year (including lateness/early dismissals to school). See "Attendance" section of this Handbook for more information.

C. Students must have satisfied all financial obligations in order to be eligible to graduate. Students with financial obligations must report to the main office for payment instructions. Failure to pay financial obligations may result in the following:

1. Class field trips may be withheld.
2. Prom may be withheld.

3. Senior class activities may be withheld.
4. Graduation ceremony may be withheld.
5. Diploma may be withheld.

Regarding #8 under section "A," successful completion means that the student has demonstrated the degree of proficiency required by the district to indicate achievement of the goals for the

particular course and has attained the required number of course sessions.

The student must pass all coursework and the state-mandated **New Jersey Graduation Proficiency Assessment (NJGPA)** in order to receive a high school diploma. The student must also comply with the CCTS attendance requirements (see attendance section in this handbook). Students who do not meet all of these requirements will not be permitted to participate in graduation.

## **FAILURE**

Under ordinary circumstances, a student who fails his/her career program twice will not be able to complete the career program requirements for graduation and will not be readmitted to the district. Students are responsible for removing any failure for academic courses from their record by:

1. Attending an accredited summer school and satisfactorily completing the same subject failed.  
Summer school courses must be approved in advance by the school counseling office.
2. Repeating the course.

## **PROMOTION/RETENTION**

The Board recognizes that personal, social, physical and educational growth of children varies and that students should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

There shall be timely notification of parents/guardians when there is a possibility of failure and retention by the school counseling office.

Procedures for involving parents/guardians in the design of remedial programs: Parents/guardians will be notified whenever exceptions are contemplated in a student's normal progression from grade to grade.

## **5541 ANTI-HAZING POLICY**

(The entire policy is on the website.)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Hazing 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. The Board of Education prohibits acts of hazing and adopts this Policy against hazing in accordance with N.J.S.A. 18A:37-32.2. The provisions of this Policy apply to high schools in the school district.

"Hazing" in a school setting includes, but is not limited to, conduct by an individual(s) who is a member and/or representative of a school-sponsored student organization, club, or athletic team where such individual(s) conditions a student's acceptance as a member into such group on whether the student engages in activities that are humiliating, demeaning, intimidating, and exhausting to the student.

N.J.S.A. 2C:40-3.a. indicates hazing may also include, but is not limited to, the conduct outlined below:

1. An individual(s) causes, coerces, or otherwise induces a student to commit an act that violates Federal or State criminal law;

2. An individual(s) causes, coerces, or otherwise induces a student to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm or is otherwise deleterious to the student's health;
3. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;
4. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;
5. An individual(s) subjects a student to abuse, mistreatment, harassment, or degradation of a sexual nature; or
6. An individual(s) subjects a student to any other activity that creates a reasonable likelihood of bodily injury to the student.

Board of Education members, school employees, and contracted service providers are required to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding such an incident. Students, parents, volunteers, or visitors are encouraged to report an alleged incident of hazing that may take place or has taken place on or off school grounds to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

The Board shall enforce any penalty for violation of this Policy in accordance with the student code of conduct and Policy and Regulation 5600, or any other applicable Board Policy or Regulation.

## **HOMEWORK AND MAKEUP WORK**

The Board of Education believes that homework relevant to material presented in class provides an opportunity to broaden, deepen, and reinforce the students' knowledge. The Board encourages the use of interrelated major homework assignments such as term papers, themes and creative art projects. Homework must be completed as assigned by teachers. Teachers will use discretion in deciding the number and length of assignments and will not use homework for punitive reasons.

Students who make up assignments missed during an absence will be eligible to receive full credit unless their absence was due to truancy or cutting class. Students who are truant or cut class will not be given the opportunity to make up missed assignments.

It is the responsibility of the student to contact the teacher for said makeup work. Students must complete assigned work to the satisfaction of their teachers and/or the attendance review board

and/or child study team. Students in violation will receive a failure grade (F). Students will be given two school days to make up work for each day of absence.

When a student is absent due to illness or other authorized reasons for a prolonged period (two weeks or more for illness), the school will arrange for him/her to do assignments at home if a request for homebound instruction is placed by the parents/guardians in writing with the school counseling office. Request for homebound instruction must be accompanied by medical documentation specifically noting starting and ending dates for homebound services.

## **IDENTIFICATION CARDS**

New and returning students will receive two Identification (ID) cards at the beginning of the school year at no charge. Students must wear their ID Cards on school lanyards visibly around their neck during the school day, unless participating in physical education classes or a career program that is hazardous. Students may not possess other students' ID cards. ID cards may not be defaced. Students must hand their ID card to any staff member upon request.

If a student does not have an ID card during homeroom, the homeroom teacher will provide the student with an orange Temporary ID sticker and submit a green Replacement ID Request Form on the student's behalf. The student will be charged \$2 for the new ID and \$1 for a lanyard. Students must wear the orange Temporary ID sticker visibly on their chest until they receive their new replacement ID cards and lanyards from the Assistant Principals' Office (APO). Students should report to the APO on their way to 4th period to receive their new ID cards. Orange Temporary ID stickers are not valid after 4th period. To avoid being charged for a new ID card and lanyard, students may leave additional ID cards and lanyards with their homeroom teacher to keep. The homeroom teacher will return the ID card/lanyard to them in the future, when they forget or lose their ID card. If students lose or damage their ID cards after 1st period, they must report to the APO to receive a Green Temporary ID sticker. Green Temporary ID stickers are valid all day. Students who accumulate multiple ID card violations may be assigned disciplinary consequences.

## **INSURANCE**

Student and Athlete Insurance is purchased by the Board of Education for each student. This policy covers accidents that occur during the school day or during school-related functions. Students must report all accidents/injuries to the school nurse or athletic coach and complete an accident report in the event of an accident or injury. The district provides insurance coverage on an EXCESS BASIS ONLY. This means that it will cover only those medical expenses that are not covered by the student's own or group insurance, provided an accident report has been filed. **The State of New Jersey requires us to ask who has medical insurance.**

## **INTEGRATED PEST MANAGEMENT**

Please refer to the CCTS website at [www.ccts.info](http://www.ccts.info) to review our school district's policy regarding Integrated Pest Management.

## **LIBRARY/INFORMATION COMMONS CENTER/ INSTRUCTIONAL MATERIALS CENTER**

**LOCATION:** First floor career corridor **HOURS:** Monday–Friday, 7:19 am – 2:30 pm

**POLICIES/PROCEDURES:** When visiting the Information Commons Center, students must have a pass from his/her teacher. Students may use the Information Commons Center during their lunch periods provided, but they must stay until the end of the period. If a book is overdue, a notice will be sent to the student's career program teacher.

## **LOCKS AND LOCKERS**

All students will be assigned hallway lockers and locks. If the lock is not returned at the end of the school year, a fine card will be issued to the student. When not in use, lockers should be securely locked. Use only the locker assigned to you – no other. No additional locks may be put on hall lockers. Students are permitted to go to their locker throughout the day but are obligated to arrive

to class on time. Gym locks will be provided at the start of Physical Education class and will be returned upon completion of the class. If the lock is not returned at the end of the school year, a fine card will be issued to the student.

DO NOT give your locker combination to any other student. Lockers are the property of the school and the administration reserves the right to search them at any time. Please report broken lockers to the Assistant Principals' Office. N.J.S.A.18A:36-19.2 permits search of student lockers as long as students are informed in writing at the beginning of each school year that inspections may occur.

## **LOST AND FOUND**

Articles found by students should be taken to the Assistant Principals' Office. Any person losing an article should report his/her loss and check back to determine if the article has been found. Unclaimed articles will be disposed of during the school year. The school is not responsible for the loss of personal property, including, but not limited to cash, jewelry, or other personal items brought to school.

## **LUNCH & BREAKFAST RULES**

1. Students are to report to their selected location at lunch on time.
2. Uniform rules are in effect in the cafeteria.
3. All food and beverages are to be eaten in the cafeteria or any other pre-approved designated area.
4. Students should stay in line, wait their turn to be served, choose their food quickly, have the necessary money, and photo ID card ready.
5. Students should clean up anything they spill and discard their trash in the trash cans.
6. Students may not have outside food orders delivered to school.
7. Students assigned by a teacher to a lunch detention must report to the Behavior Development room before getting lunch and will not be permitted to use their cell phone.

## **NURSE**

The nurse's/health office is located on the main floor of the main building.

1. When an accident occurs, it must be reported at once to the teacher in charge, who will refer it to the school nurse and any other necessary authorities or medical personnel.
2. Students must have a pass to go to the nurse's office.
3. Scoliosis screening is done every other year to check for abnormal curving of the spine. This is a New Jersey State law. A student who does not want this done must submit a written note from

his/her parents to the school nurse. The note must state they do not want their child screened. The nurse will include this with the student's health record.

4. All students participating in athletics are required to have a physical examination. Students are encouraged to have the physical exam performed by their home physician who will complete the approved school form. If a student does not have a home physician, the school's doctor will perform the physical exam.

5. The school nurse will screen students yearly for blood pressure, height and weight. Hearing will be tested in the eleventh grade. Vision is tested up to the 10th grade.
6. Mantoux - TB testing will be done upon admission by the school nurse or by a physician on all students who have transferred to the district from a high-risk area designated by the New Jersey Department of Health. This is a New Jersey State law (18A:40-16).

### **EMERGENCY FORMS**

An emergency form must be completed for each student each year. The forms are kept in the nurse's office and include the student's and parents' names, addresses, phone numbers and the names, addresses and phone numbers of other persons who could be notified in case of an emergency. The form also asks for a parent signature granting permission for the nurse to dispense Acetaminophen to their child if he/she suffers from a headache, fever, pain, or turns for an upset stomach.

### **IMMUNIZATIONS**

It is a New Jersey State law (8:57-4.2) that all students be immunized against the following:

- a) MMR - measles, mumps, & rubella (after their first birthday). Second shot required if born after 1990 (2 doses).
- b) DPT - diphtheria, pertussis & tetanus (5 doses)
- c) Polio vaccine (4 doses)
- d) Hepatitis B (vaccination series) (3 doses)
- e) Varicella (2 doses)
- f) Meningococcal – one dose for children born after January 1, 1997, or transferring into a New Jersey school from another state or county.
- g) Tdap – for every child born after January 1, 1997.

### **MEDICATION PROCEDURE**

The following procedure must be followed for a student to take medication during school:

1. Parents must complete the emergency form in the beginning of the school year.
2. All medication must be stored in the nurse's/health offices. If the medicine is a prescription drug, the bottle must be labeled by the pharmacist and include the name of the student, name of the drug, directions for taking the medicine, and the doctor's name. Students are to present the medication, along with a completed medication form for the nurse/health office with parent's and physician's signature.
3. Students may not carry medication (prescription or nonprescription) unless previously approved by the nurse's office. Violators are subject to disciplinary action in accordance with the district drug policy.
4. Students may carry their own inhalers, EPI-Pens, & diabetes medication with a physician and parent note on file in the health office.

## **PARENT PORTAL**

You will be able to access your child's progress information (grades, attendance, etc.) throughout the school year if you have internet access. Go to [www.ccts.info](http://www.ccts.info) and choose Parent Portal from the quick links on the top right. Enter your portal code, user name and password. It is the same as last year or it was mailed to you if your student was new. If you do not have internet access or if you forget your portal code, user name or password, please contact the school counseling office.

## **PASSES**

Any time it is necessary for a student to leave his/her classroom or program area, he/she must obtain a pass from the teacher or staff member. Upon return, the student must give the pass to the teacher. Students are not permitted to areas of the school they are not assigned or to areas of the school to which they do not have a written pass. Normally, passes are only issued to the following offices: school nurse, child study team, student assistance coordinator, school counseling, library, cooperative education coordinator, assistant principals, and principal.

## **PHYSICAL EDUCATION AND HEALTH**

All students are required by state law [6:8-7.1 (c) li (5)] to take and pass Physical Education and Health. A doctor's note is required for any extended or permanent excuse from physical education. Details regarding gym attire, procedures and use of facilities will be explained by the physical

education instructor. Jewelry is prohibited in physical education class (see Personal Appearance.)

All students are required to take one marking period of dance by their junior year. Dance is a separate grade and MUST be passed in order to graduate.

## **PROJECT CHILD FIND**

Camden County Technical Schools provides continuing efforts to identify students with potential learning disabilities or handicapping conditions which may present barriers to successful educational experiences. Parents or other individuals from the general public who suspect a student has a disability are encouraged to access services of the district's child study team for possible evaluation and identification. For further information, please contact the director of the Special Education Department at (856) 767-7000, ext. 5301.

## **PUPIL GRIEVANCE PROCEDURE (Policy 5710)**

(The entire policy is on the website.)

A parent who disagrees with a school decision may file a grievance using the procedure below. If a pupil is eighteen years of age or older, he/she may legally choose not to have his/her parent participate and may file a grievance and represent him/herself.

### **Purpose**

The primary purpose of this procedure is to secure, at the lowest level possible, equitable solutions to grievances that may arise. These procedures will be kept as informal and confidential as possible. The pupil or parent grievance must begin within thirty days of the disagreement or knowledge of disagreement.

Under special circumstances and after consultation, the Principal may waive the need to use all sequenced levels and recommend the representation of the grievance at the most appropriate level. It should be noted that this grievance procedure does not replace nor is meant to circumvent any procedures prescribed by the State or Federal statute or code.

### **Time**

The number of days indicated at each level shall be regarded as a maximum, and every effort shall be made to expedite the process. However, the time limits specified may be extended by mutual agreement of the complainant and the administration. In the event a complaint is filed on or after May 1, the time limits stated hereafter shall include all calendar days so that the matter may be resolved before the close of the school term or as soon as possible thereafter.



**Level One**

A pupil or parent who disagrees with a decision made by a staff member must first schedule an appointment with the staff member involved with the objective of resolving the matter.

**Level Two**

If a satisfactory resolution is not secured at level one, then within five school days, the pupil or parent must make an appointment with the pupil's school counselor and the staff member with the objective of resolving the matter.

**Level Three**

If a satisfactory resolution is not secured at level two, then within five school days, the pupil or parent must make an appointment with an Assistant Principal with the objective of resolving the matter.

**Level Four**

If a satisfactory resolution is not secured at level three, then within five school days, the pupil or parent must make an appointment with the Principal with the objective of resolving the matter. After the meeting, the Principal will respond within five school days.

**Level Five**

If a satisfactory resolution is not secured at level four, then within five school days, the pupil or parent must submit a written appeal to the Assistant Superintendent. The Assistant Superintendent will render a decision and respond within five school days.

**Level Six**

If a satisfactory resolution is not secured at level five, then within five school days, the pupil or parent must submit a written appeal to the Superintendent of Schools. The Superintendent will render a decision and respond within five school days.

**Level Seven**

If a satisfactory resolution is not secured at level six, then within five school days, the pupil or parent must appeal the decision to the Board of Education. The written appeal must be submitted to the Board Secretary two weeks prior to the next regularly scheduled Board of Education meeting. The Board shall reserve the right to respond.

**Withdrawal of Complaint**

A complaint may be withdrawn by the complainant at any level without prejudice or record.

**Hearings and Decisions**

At each of the above levels the complainant shall be given the opportunity to be present and to be heard. All decisions at each level shall be in writing and shall include supporting reasons. Copies of all decisions and recommendations shall be furnished promptly to all parties of interest.

**Reprisals**

No reprisals of any kind shall be taken by or against any party of legitimate interest and/or legitimate participant in the grievance procedure by reason of such participation.

**The following individuals are designated to coordinate compliance and handle complaints under title IX and Section 504.**

The **Director of Special Education** is designated as the district coordinator for matters dealing with Section 504. The district 504 coordinator can be contacted at the following address and telephone number:

Name: Mr. Leo Lampman  
Address: 343 Berlin Cross Keys Road  
Sicklerville, NJ 08081  
Telephone Number: (856) 767-7000, Ext. 5301

The **Manager of Human Resources** is designated as the Title IX coordinator for matters dealing with Title IX. The Manager of Human Resources can be contacted at the following address and telephone number:

Name: Ms. Kathleen Cassidy  
Address: 343 Berlin Cross Keys Road  
Sicklerville, NJ 08081  
Telephone Number: (856) 767-7000, Ext. 5438

## **REPORT CARDS/GRADES**

Report cards documenting students' progress are posted on the student and parent portals four times a year. At the time report cards are posted, an Honor Roll and a Principal's list are posted. To be on the Honor Roll, a student must have all A's and B's. To be on the Principal's list, a student must have all A's. Before the beginning of every school year, parents will be asked if they need report card grades to be mailed home due to having no internet access at home.

## **GRADES**

Final grades are to be determined using this formula:

1st marking period 25%; 2nd marking period 25%; 3rd marking period 25%; 4th marking period 25%.

In addition, there will be a separate grade issued for Health (9th Grade), Driver's Ed (10th Grade), First Aid and Dance (11th Grade), and Health (12th Grade).

MP	Marking Period Ends	Grades Available
1	November 13, 2024	November 18, 2024
2	February 4, 2025	February 10, 2025
3	April 10, 2025	April 15, 2025
4	June 23, 2025	June 24, 2025

The **final grade** for graduating seniors will include the results of the written and performance portions of the mandated occupational competency test. This will be included as part of the grade in the 4th marking period.

### **TESTS, ASSIGNMENTS, PROJECTS, QUIZZES, ETC:**

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 0-59

### **REPORT CARD VALUES:**

A = 90-100      B = 80-89      C = 70-79      D = 60-69      F = 0-59

### **TEACHER DISCRETION (Report Card Grade)**

Teachers may record a numerical grade value between 0-100 for tests, other assessments, preparation grades, student refusal to complete assignments or take assessments, and any other category within a marking period as well as mid-marking period progress reports. Numeric grades will be entered and appear on report cards. There are no mid-term or final exams; however, there will be benchmark assessments throughout the school year.

Teachers may give a marking period grade of 50-59 (F) on the report card only after proper parent notification (per Policy 5121), that the student is failing by midpoint of each quarter. Hence, if each quarter is approximately 45 school days, then, notification of an F (50-59) should be on or about 23 days into each quarter. If, after this time, there is no notification and the teacher sees a decline in work, a 50-59 (F) is allowed per teacher discretion (see below). If notification was not given properly, an "I" must be recorded (see below).

- If a grade of "F" appears imminent for the marking period after the required midpoint parent notification, the teacher shall prepare due notification to student, parent and school counselor/CST case manager at any time up to the marking period closure.
- If a teacher fails to notify a parent and student before five days before the marking period ends, the grade shall become an "I." "I" grades shall be changed to reflect any tests made up, homework or projects delayed, etc. within 15 days of the reported "I." The grade given shall be reported to the student, parent, counselor, and if applicable, child study team case worker.
- If the student fails to make up tests, fails to hand in missing assignments, etc., this "I" may be changed to a grade of 50-59 (F).

**The above information is subject to change.**

## **SAFETY**

In most career program areas and laboratories It is required that certain clothing and equipment be issued. Students are required to follow all safety regulations (i.e. safety glasses, protective shoes, etc.) required in their career program. Students and parents are required to sign a "Safety Contract" and return it to their career program instructor. The contracts are distributed upon entering a career program or science lab, if applicable.

**NOTIFICATION OF HAZARDOUS SUBSTANCE MATERIALS:** Any construction or other activities involving the use of any hazardous substance will be posted on the bulletin board in the school; hazardous substances may be stored at the school at various times throughout the year; "hazardous substance fact sheets" for any of the hazardous substances being used or stored are available by contacting (856) 767-7000, ext. 5414.

## **SCHOOL COLORS**

Penn Tech's school colors are: maroon, white, and light gray. The mascot is the Tornado.

See the "Uniform Attire" section of this handbook for more information regarding uniform colors and requirements.

## **SCHOOL COUNSELING**

The school counseling program is for the benefit of all students. Students are to sign up for appointments within the school counseling office. School counseling meets the following standards.

### **CCTS STANDARDS FOR SCHOOL COUNSELING**

**Academic Development** Students will:

- Acquire the aptitudes, knowledge, and skills that contribute to effective learning in school and promote lifelong learning.
- Complete school with the academic preparation essential to choose from a wide range of post-secondary options including college.
- Understand the relationship of academics to the world of work, and to life at home and in the community.

**Career Development** Students will:

- Acquire the skills to investigate the world of work in relation to knowledge of self and to make informed career decisions.
- Employ strategies to achieve future career success and satisfaction.
- Understand the relationship between personal qualities, education and training, and the world of work.

**Personal/Social/Emotional Development** Students will:

- Acquire the aptitudes, knowledge, and interpersonal skills to help them understand and respect self and others.
- Make decisions, set goals, and take necessary action to achieve goals.
- Understand safety and survival skills.
- Receive counseling if needed/requested.
- Participate in mediation, mentoring or conflict resolution, if necessary or requested.

## **SECTION 504**

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides: "No otherwise qualified individual with a disability in the United States...shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance...."

The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) to each qualified student with a disability who is in the school district's jurisdiction. The district 504 Officer is the Director of Special Education, Leo Lampman, who may be reached at (856) 767-7000, ext. 5301.

## **SEXTING**

The Camden County Office of the Prosecutor has notified all schools in Camden County that students who send sexually explicit photographs of themselves to other students and students who

receive these compromising photos and then merely show them to others can be criminally charged with invasion of privacy and endangering the welfare of a child. This conduct can be characterized as the dissemination of child pornography and can have serious criminal consequences, such as compliance with Megan’s Law, a significant stigma that would follow them for their entire lives.

Both students and parents need to consider the serious consequences of taking and forwarding compromising photographs of themselves or others. These “forever” images can end up in the wrong hands and may negatively affect future endeavors for college or job opportunities, as well as increase the risk of public humiliation and law enforcement response.

## SEXUAL HARASSMENT

Under federal law, state statute, and Board of Education policy 5751 prohibits sexual harassment by employees or students. The Board of Education and the Administration will not condone or tolerate sexual harassment in any form, at the workplace or on the school premises. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a nature that constitutes harassment. Mrs. Kathleen Cassidy, District Affirmative Action Officer, can be reached at (856) 767-7000, ext. 5438.

## SUPPORT SERVICES

CCTS maintains child study team support (CST) services inclusive of a school psychologist, a learning disabilities teacher/consultant, and a school social worker to assist students who may experience academic and/or social/emotional concerns that affect their success. A parent, teacher or student may request services through the school counseling or child study team offices.

CCTS maintains an Intervention and Referral Service team (I&RS). CCTS has established and implemented a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist staff in addressing students’ learning, behavior, or health needs. A parent, staff member, or student can request services through the school counseling office.

## STAR STUDENT ACHIEVER PROGRAM

Star Student Achiever Information Pennsauken Campus/Camden County Technical Schools			
Points of the Star	Gold Star Criteria	Silver Star Criteria	Bronze Star Criteria
Academic Achievement	“A” in every subject	“B” or better in every subject	“C” or better in every subject
Attendance	1 unexcused absence (including late arrivals and early dismissals)*	2 or less unexcused absences (including late arrivals and early dismissals)*	3 or less unexcused absences (including late arrivals and early dismissals)*
Attitude	0 times in Behavior Development Program (“BDP”) and 0 external suspensions 0 administrative detentions	1 day in Behavior Development Program (“BDP”) and 0 external suspensions 1 or less administrative detention	2 or less days in BDP and 0 external suspensions 2 or less administrative detentions
Accountable for Financial Obligations (fines)	All fines are to be paid before the end of the marking period	All fines are to be paid before the end of the marking period	All fines are to be paid before the end of the marking period
Active Member of an Activity, Student Club, After School Enrichment Program, or Athletic Program; or, participant in a Community Service Program/Project	Active Member of an Activity, Student Club, After School Enrichment Program, or Athletic Program; or, participant in a Community Service Program/Project	Active Member of an Activity, Student Club, After School Enrichment Program, or Athletic Program; or, participant in a Community Service Program/Project	Active Member of an Activity, Student Club, After School Enrichment Program, or Athletic Program; or, participant in a Community Service Program/Project
*Doctors’ notes must be received by the attendance clerk/Main Office before the end of the marking period in order to meet the criteria for the Star Student Achiever program. Also, remember that, as per the Camden County Technical School District’s Attendance Policy, doctors’ notes must be received within 30 days of the date of absence from September to April and within one day during the months of May and June.			
FOR MEETING CRITERIA EACH MARKING PERIODS	FOR MEETING CRITERIA 1ST 3 MARKING PERIODS	FOR MEETING CRITERIA ALL 4 MARKING PERIODS	
Certificate of Recognition and a Gold, Silver or Bronze Star pin to wear on school-approved lanyard.	An award for all 3 marking periods or an award for 2 out of 3 marking periods. In order to be eligible for the 2 out of 3 marking periods award, you must have received a star for all 3 marking periods.	Name is recognized in Highlights of Student Achievements	
Invitation to special activity during the school year	Invitation to the end-of-year awards assembly	Students who meet Gold and Silver Star criteria may receive a reward	

## TITLE IX

Under Title IX of the Education Amendments of 1972: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

Any incident of sexual discrimination should be immediately brought to the attention of a staff member who will provide advice concerning the proper procedure for handling the incident. Mrs. Kathleen Cassidy is the district Title IX Coordinator. She may be reached at 767-7000, Ext. 5438.

## TRANSFERS

Students who are withdrawing from school for any reason must comply with the demit procedure. This includes making an appointment with the principal and school counseling office or child study team and may include a meeting with the director of special services and/or the principal. All obligations must be paid as well as all school property and school ID badges must be returned before leaving CCTS.

## TRANSPORTATION

Bus transportation is provided by the local Boards of Education of sending districts. Bus passes must be secured at the place designated by your local Board of Education. They are not issued at CCTS. Parents are asked to call their local Board of Education for resolution of problems pertaining to buses.

Each student must show a bus pass in order to ride on the bus. Safety is important in bus transportation. Students are expected to refrain from loud talking, smoking, getting out of seats, leaning out of windows, or other practices which endanger their own lives and the lives of others. Failure to comply with safety regulations will result in the loss of bus privileges and/or disciplinary action. Transportation for students playing sports and students participating in after school activities will be provided following school sponsored events by way of our activity buses. Students riding these buses may not be dropped off at their normal bus pick-up and drop-off locations because of the limited number of buses available. However, students will be dropped off within a reasonable distance from their homes. Only students who are eligible and actively participating in an approved school program and permitted to ride these buses.

### Physical Education Uniform Requirements Pennsauken Campus of Camden County Technical Schools 2024-2025 School Year

<b>Pants</b>	<ul style="list-style-type: none"><li>• <b>Solid black</b> sweat pants may be worn.</li></ul>
<b>Shirts</b>	<ul style="list-style-type: none"><li>• <b>Gray or maroon t-shirts</b> (CCTS school-approved clothing) short or long sleeves are to be worn.</li></ul>
<b>Shorts</b>	<ul style="list-style-type: none"><li>• <b>Solid black</b>, elastic waist athletic shorts, mid-thigh to knee length may be worn.</li></ul>
<b>Sweatshirts and hoodies</b>	<ul style="list-style-type: none"><li>• Sweatshirts with a zipper and hoodies in <b>light gray or dark maroon</b> may be worn (school-approved hoodies or sweatshirts may also be worn).</li></ul>

**Student Uniform Attire Requirements  
Pennsauken Campus of Camden County Technical Schools  
2024-2025 School Year**

Type of attire	Uniform attire requirements
<b>Shirts</b>	<ul style="list-style-type: none"> <li>A short-sleeve or long-sleeve <b>polo-style shirt (shirt with a collar)</b> that is <b>solid light gray or solid dark maroon</b> in color is <b>mandatory</b>. Neck scarves may not be worn in the building.</li> </ul>
<b>Shirts underneath the polo shirt</b>	<ul style="list-style-type: none"> <li>Long sleeve shirts, camisoles, tank tops, and t-shirts may be worn underneath the approved uniform shirt. <b>Approved colors are gray, maroon, black, and white (solid only).</b></li> </ul>
<b>Hoodies, sweatshirts, and sweaters</b>	<ul style="list-style-type: none"> <li>These clothing items may be worn over the <b>mandatory polo shirt and must be solid light gray or dark maroon with no writing (emblems such as Nike or Adidas must be no larger than 1 inch). Absolutely no writing or emblems on the sleeves as well.</b></li> <li><b>School-approved Penn Tech clothing items may also be worn over the uniform polo shirt.</b></li> </ul>
<b>Pants, shorts, skirts, &amp; capri pants</b>	<ul style="list-style-type: none"> <li><b>Pants must be solid black</b> 'Dickie' or 'Docker' style. Pants may not have holes or rips. Distressed or faded black pants are unacceptable. Pants must be worn on or above the hip. Shirt and pants must overlap at all times, including while seated. <b>Sweatpants, yoga pants, and sleepwear are unacceptable.</b> No leggings can be worn alone. No spandex at any time.</li> <li>Shorts and skirts must be <b>knee length</b> (no short shorts, short skirts, or athletic/gym shorts are permitted). <b>Solid black leggings</b> may be worn under knee-length shorts, a knee-length skirt, or with capris over them. Stockings may be worn; however, only white, gray, black, maroon, or natural colors. No fishnet or decorated stockings may be worn.</li> </ul>
<b>Outerwear (coats/jackets)</b>	<ul style="list-style-type: none"> <li>Coats may be worn outside and in the hallway between classes. However, as soon as students enter a classroom, coats are to be placed in an area designated by the teacher. <b>COATS ARE NOT TO BE WORN IN THE CLASSROOM.</b></li> </ul>
<b>Headwear</b>	<ul style="list-style-type: none"> <li><b>No type of head covering</b> (this includes but is not limited to hats, caps, bandannas, head scarfs, bonnets, and wave caps) may be worn at any time. Hairbands may not be worn on the forehead. Hairbands must be no more than 2 inches in width and used to hold the hair in place. Headwear is not to be worn unless it is religious in nature or is part of the uniform requirements of a particular career program.</li> </ul>
<b>Footwear</b>	<ul style="list-style-type: none"> <li>Shoes, sneakers or other appropriate footwear must be worn at all times. <b>NO SLIPPERS ARE PERMITTED.</b></li> </ul>
<b>Flip flops/sandals</b>	<ul style="list-style-type: none"> <li>Flip flops/sandals without a back strap are not permitted.</li> </ul>
<b>Career Program Attire</b>	<ul style="list-style-type: none"> <li>Career program teachers will give their career attire requirements to the students as applicable. Students will be given an opportunity to change into this attire upon arrival into the career program.</li> </ul>

## **WE TIP HOTLINE**

**1-800-78-CRIME**

The We Tip program is available to all students and staff at CCTS. If you are a victim of bullying or any other crime, or witness a crime, in addition to contacting the nearest staff member who will contact an assistant principal, you may also call this confidential hotline 24-hours a day, 7-days a week: 1-800-78-CRIME. There is no tracing of calls or any way to identify callers so callers can share information without fear of being identified.

## **YOUTH HELPLINE OF NJ**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll-free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2ndfloor.org](http://www.2ndfloor.org) for more information.

**The contents of this handbook are subject to change.**

