

SALEM COUNTY VOCATIONAL TECHNICAL SCHOOLS
2009-2010



Student/Parent Handbook



SALEM COUNTY VOCATIONAL TECHNICAL SCHOOLS

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*Executive County Superintendent

CAREER AND TECHNICAL HIGH SCHOOL FACULTY

856-769-0101

William Jolley, Interim Principal (x312)
Christopher Harris, Assistant Principal for Student Activities (x316)
Jason Helder, Assistant Principal for Student Services (x374)
Kimberley Chiodi, Director of Curriculum and Instruction (x263)
Lacey DeBellis, School Counselor (x318)
Melanie Jones, School Counselor (x386)
Katherine Marshall, School Counselor (x317)
Mark Kasubinski, Student Information Coordinator (x370)

Table of Contents

Chapter 1			
Mission Statement	1	COS, AH	25
Philosophy	1	Culinary Arts, CC, WT	25
Disclaimer	2	Air Force JROTC	25
Chapter 2		Programs not listed	25
Activities and Organizations	3	Physical Education Classes	25
FFA	3	Academic Dishonesty	26
HOSA	3	Procedures for Suspected Dishonesty	27
NHS, NTHS and NAHS	3	Disciplinary Action	27
Student Council	4	School Activities Related to Animal Dissection	27
Skills USA	4	Student Automobile Parking Policy	28
NJSIAA	4	Building Evacuation Drills	29
DuPont Academic League	4	Building Maintenance and Damage	30
REBEL	5	Cafeteria	30
Yearbook	5	Passes	30
Chapter 3		Smoking, Tobacco Use and /or Possession	30
Attendance		Suspension of Students	30
Lateness	6	Search and Seizure	30
Absence	6	Affirmative Action	31
Excused Absence	6	Sexual Harassment Policy	31
Written Verification	7	Bullying, Harassment, Intimidation	31
Share-Time Students Retained at Home School District	7	Chapter 6	
Make-Up of Assignments	8	Student Services	
Homebound Instruction	8	Awards/Recognition Programs	37
Absence for Religious Reasons and Awards	8	CTHS Distinguished Student Graduation Speaker	37
Lateness/ Early Dismissal (Release)	9	College Planning	38
Early Dismissal	9	Cooperative Industrial Education (CIE)	38
Loss of Credit for Habitual Absence	9	Emergency School Closing	38
Habitual Absence from Class and Notification	9	Employment Opportunities	38
Appeal Procedure and Process	10	Grading	38
Appeal Options	10	Graduation Requirements	38
Potentially Missing	11	Incomplete Grading	39
Connect-Ed	11	Mid-Marking Period Report	39
Chapter 4		Report Cards and Parent/Teacher Conferences	39
Schedule		Health Services	39
Bell Schedule Full Day	12	Insurance	40
Bell Schedule Hal Day	12	HSPA Testing	40
School Calendar	13	Technology Use Regulation	40
Chapter 5		Locker Policy	41
Discipline Code		Power School	41
Student Conduct Code Violation	14	Quality Cup of Excellence	41
Student Behavior and Demeanor	14	School Based Youth Services Center	41
Definition of Terms	22	School Counselors	41
All Inclusive	23	Transportation	41
Student Dress/Uniform Code	23	National and Community Resources	41
Career and Technical Education Program Attire	23		
AT, ACRT, CT, ET	24		

Chapter 1

SALEM COUNTY CAREER AND TECHNICAL HIGH SCHOOL

MISSION STATEMENT

The mission of the Salem County Vocational Technical School District is to prepare students for employment, for further education leading to employment, and for lifelong learning.

PHILOSOPHY

The Board of Education of the Special Services School District and the Vocational School District of the County of Salem was established for the purpose of providing occupational, technical, vocational, and specialized education programs on a countywide basis. The major emphasis, therefore, of the Salem County Vocational Technical Schools is to provide Salem County residents, who can benefit from this type of instruction, with the opportunity to learn entry level skills for employment and/or for further education. These skills shall include the occupational, technical or vocational skills required in order for students to gain entry level employment and to qualify for admission for sequel or higher level training. In conjunction with sending school districts, the Board of Education will provide programs to assist students in developing skills that will prepare them to communicate and compute and to function in the work environment, in higher level education, and in society generally. Finally, these skills shall include the development of work attitudes, such as the importance of following directions, being able to communicate with fellow workers, being on time for the job, being on the job every day, and to take initiative. The skills and skill clusters taught will have specific application to the employability preparation of the student and for continuing education. As part of this instruction, safety methods, work habits, and work place skills will be taught.

The specific goal for shared-time and/or full-time occupational, technical, and vocational programs is to prepare students, upon completion of a program, for employment and/or the pursuit of further education. For shared-time programs, this will be done while maintaining ties with the student's home high school for the purpose of academic training, scholastic athletic opportunities, and for social functions. Adult, community, continuing, and post secondary programs shall be designed for adults and out-of-school youth for the purpose of developing and upgrading occupational, technical, vocational, specialized skills, and retraining and developing entry level skills where necessary. Adult special interest, vocational, and community service programs may also be offered. Specialized programs for the disabled and handicapped may also be operated by the Board of Education. Customized programs may be offered on or off site for employers and to address unmet educational needs of county residents.

The Board of Education shall have the overall responsibility for control and management of the Salem County Vocational Technical Schools. The schools will be administered through its chief executive officer, the superintendent of schools. The mission for the district schools and for its educational programs is: *To provide lifelong learning opportunities for the purpose of improving the quality of life, for further education, and for employability.*

The Board of Education may establish schools and such courses as deemed necessary to carry out this mission when it is considered in the best interest for the constituents served. These programs and services shall be carried out under the provisions of Title 18A, New Jersey Administrative Code, Chapter 6 and State Board of Education rules and regulations. The Board of Education shall approve a fiscal plan and budget so that the staff, supplies, equipment, and facilities deemed necessary to carry out this mission can be obtained and made available for instruction.

(Revised 9/27/94)

Note:

These policies and guidelines throughout this handbook exist to help you understand and know the rules and regulations of the Salem County Career and Technical High School and the Salem County Arts, Science, and Technology Academies hosted on this site. You have a fundamental right to a free public education; however, you also have a corresponding responsibility to join with other students in respecting the rights and responsibilities of others in the school, and in establishing a climate for learning within the academy, or career and technical program in which you have enrolled.

If you feel that you need additional advice or clarification of the policies or guidelines that affect you, please do not hesitate to ask your teacher, counselor, assistant principal, or principal. We are here to help you succeed.

DISCLAIMER

All information contained herein is as of August 18, 2009. Changes may occur through administrative/Board of Education action.

ACTIVITIES AND ORGANIZATIONS

For shared-time students, it should be noted that there is a full range of social and interscholastic opportunities provided by their resident high school. For full-time students, opportunities exist at Salem County Career and Technical High School, Salem County Arts, Science, and Technology Academy programs, and the resident school district. The following organizations are available for eligible students. Each promotes a variety of special projects, which enhance career opportunities, leadership, communication, and scholarship.

FFA

The National Future Farmers of America (FFA) Organization provides a wide variety of programs and activities for students enrolled in the Academy of Biological and Medical Sciences program. Members have the opportunity to meet students with similar interests from across the state and nation. The club stresses proper stewardship of natural resources, advancement of agriculture, development of leadership, communication and social skills, scholarship, and career opportunities.

HEALTH OCCUPATIONS STUDENTS OF AMERICA

Health Occupations Students of America (HOSA) provides students in the health and medical occupations program with an opportunity to develop leadership qualities and to meet with other students from around the state who are enrolled in Health and Medical Arts programs.

NATIONAL HONOR SOCIETY, NATIONAL ART HONOR SOCIETY, AND THE NATIONAL TECHNICAL HONOR SOCIETY

Students, during the spring, will have the opportunity to apply for membership into one of the following:

National Honor Society - Inductees for the National Honor Society must be a member of the junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester. The national standard for scholarship shall be a cumulative scholastic average of a 3.25 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

National Technical Honor Society - Inductees for the National Technical Honor Society must be a member of the junior or senior class. Candidates must have been in attendance at the school the equivalent of one semester in a career and technical program of study. Students must have a cumulative GPA of 3.0 and 3.25 GPA in their career and technical program. Students must be in good attendance and have not received any internal or external suspensions. Students must be recommended by their career and technical teacher and receive a majority vote of the Faculty Council.

National Art Honor Society - Inductees for the National Art Honor Society must be a member of the junior or senior class. Candidates must have been in attendance in the Academy of Creative and Performing Arts for at least one year and have earned minimally ten credits in Academy of Creative and Performing Arts coursework. Eligibility criteria includes: a minimum GPA of 3.25, recommendation of academy teacher, and demonstration of positive role model characteristics. The selection of each member to the chapter shall be by a majority vote of the Faculty Council.

STUDENT COUNCIL

The Student Council is the student government of the school. The main objectives of this organization are to provide an open forum for student expression, develop a procedure to ensure fair treatment for individual students, promote better student/faculty understanding, and assist in school management of student affairs and activities.

SKILLS USA

The Skills USA is a national organization serving trade, industrial and technical education students. The chapter of Skills USA incorporates leadership, citizenship, character development programs, and activities into the skill training offered at the vocational school. As a local affiliated club, members are eligible to participate in state, national, and international competition related to their specific vocational or technical program.

NJSIAA

Because the district serves both full-time and shared-time students who participate in interscholastic activities through their resident district, it is important for the district to have standing and be able to speak on matters relevant to student participation and/or eligibility in the NJSIAA sanctioned interscholastic activities.

Although the district does not field, nor does it plan to field, any athletic teams, the membership does provide access to changes in NJSIAA rules and regulations. Further, it provides the district with voting rights and to represent district schools and students.

- CL 1 A high school student is a regularly enrolled student as defined by the Department of Education.
- CL 2 Shared-Time – When a student is carried on the Official Register and attends some classes at a school, but also attends additional classes at another school, he/she is eligible for interscholastic athletics at the school where he/she is carried on the Official Register. If a student is carried on both Official Registers, the student may choose the school at which he/she wishes to participate in all sports on a full-year basis.
- CL 3 Full-Time – If a Vocational/Technical High School does not offer the particular sport in which one of its full-time students desires to participate, that student may participate in that sport at his/her sending school upon agreement of both Principals, regardless of the number of sports programs offered at the Vocational/Technical High School.
- CL 4 When a student elects to transfer to or from a Vocational/Technical High School to or from the district school where the student resides the student is eligible immediately provided such assignment is by the Board of Education of the district where the student resides and the student satisfies all other eligibility regulations.

DUPONT ACADEMIC LEAGUE

The DuPont Academic League runs academic competitions similar to those of the Rutgers Bowl competition. Teams from all six Salem County schools compete at the Junior Varsity and Varsity level each year. The competitions are made up of questions in content areas such as math, history, English, literature, current events, entertainment, and sports. Teams of four compete at each competition to earn points for the most correct answers. The teams in first and second place compete in a championship match at the end of the year.

AFJROTC DRILL TEAM

The Air Force Junior ROTC Drill Team meets regularly throughout the school year to hone their skills in marching and formation. Additionally, the students learn how to properly present the colors at various events. The cadets also learn numerous maneuvers to perform with their parade rifles. As the school year moves on, the cadets will have the opportunity to participate in drill team competitions with other schools.

REBEL

REBEL focuses on educating other students and the community about the harmful effects of tobacco. This education and promotion is conducted by a student led campaign and efforts that include but are not limited to the development of materials, information sessions, special events and the “Not for Sale” campaign.

YEARBOOK

The purpose of the organization is to produce a yearbook for the high school including freshman, sophomores, juniors and seniors. The yearbook club requires no eligibility requirements other than being able to attend a weekly meeting after school and during deadline weeks being able to commit more time. The staff is comprised of a mix of students from all grades. Students do not need computer or photography skills to participate because the yearbook advisor instructs the staff members on layout, design, digital photography, scanning and software and the yearbook software application.

Chapter 3

ATTENDANCE

The Board of Education fully recognizes that it is the responsibility of the administration and faculty to provide instructional programs that will motivate students. However, the responsibility for regular attendance rests upon the student and, to the extent that the law provides, the parent and/or guardian. Student participation in all regularly scheduled classroom-learning activities in each area of the prescribed curriculum is essential in order for the student to receive the maximum benefits of a thorough and efficient educational program. Therefore, the Board of Education cannot condone, excuse, or encourage any absence by pupils.

Students who miss class for any reason must complete missed assignments. For special and unusual circumstances, in which every reasonable effort has been put forth by the student, the superintendent or designee after review with the teacher and principal, and with the concurrence of the board may assign a final grade if the student has completed eight-ninths (8/9) of the school year and all minimal skill levels. The board recognizes that the schools are run for the benefit of the students and every effort shall be made to identify the habitual truant, investigate the cause(s) of his/her behavior, and consider modification of his/her educational program to meet his/her particular needs and interests.

LATENESS

Students who arrive late to school must sign in at the main office and obtain a pass before reporting to class. Students are also expected to report to class on time. Students who are repeatedly late may be disciplined according to the Salem County Career and Technical High School discipline policy.

To avoid truancy charges, students must present a written note upon return. A physician's note, death in the immediate family, approved religious holiday, or court appearance (by summons) are considered excused absences, but are included as part of the student's attendance record.

ABSENCE

The principal of each school operated by the Board of Education shall require from the parent or guardian of each pupil, or if the pupil is 18 years of age or older from the pupil, a written statement of the reason for each absence. The principal shall pursue the necessary means to assure the validity of all written reasons.

EXCUSED ABSENCE

1. The only excused absences from class or school are listed below. All other absences are considered unexcused.
2. Personal illness, injury or quarantine with proper verification from a licensed physician. This verification shall include the actual dates for which the absence is authorized for medical reasons, along with a statement as to the illness, injury, or reason for the quarantine.
3. Death in the immediate family. Immediate family is defined as mother, father, sibling, grandparents, and all persons who reside under the same roof as the pupil.*
4. Religious holiday as specified by the New Jersey Commissioner of Education.*
5. Court appearance when the student is summoned to appear.*
6. The Board of Education does not provide for excused absences for a student to attend a job interview or for college or technical school visitation. The board does, however, provide for a curriculum in action option so that a student who must during instructional

time, schedule a job interview directly related to his/her career cluster or college visitation related to his/her academy or career cluster, may do so under certain circumstances without it being considered an unexcused absence. For this circumstance to occur the student must present a written request to the principal for an individualized curriculum in action field trip, for a job interview directly related to his/her career or academy cluster, or for a college visitation related to the student's career or academy cluster. To be considered for this option, the student must be in good standing, meaning a GPA of B or higher, 95% overall attendance for the year regardless of the reason (excused or unexcused) and must not have been suspended during the year. All of the student's teachers must have the opportunity to approve or deny such visitation and/or job interview by signing off. The student's teachers and principal should only approve the visitation or employment interview if it presents the opportunity for a meaningful educational experience and cannot be scheduled at any other time. This experience may be in the form of having the student write an essay to compare the curriculum and/or advantages of the college or university that he/she will interview at or to outline the job and benefits of the job for which he/she is being interviewed. Final approval of these assignments is at the sole discretion of the Career and Technical High School Principal. All such assignments, however, must be graded so that the student can be given credit for the day or portion of the day he/she has missed. The approved student must also make up all work that was assigned or reviewed during the day he/she was participating in the curriculum in action field trip.

*Documentation required.

WRITTEN VERIFICATION

Written verification for absences specified above shall be submitted to the office of the principal in the following format:

1. Student name (printed)
2. School, program, or course
3. Date(s) of absence
4. Reason for absence
5. Telephone number where parent can be reached during the day if the pupil is under 18 years of age
6. Signature of the parent or guardian or the student's signature if the pupil is 18 years of age or older
7. Verification should be stapled to the note i.e. doctor's certification, death notice, court summons, etc.

It is the student's responsibility to provide written verification as stated above upon return to school. Failure to do so will result in an unexcused absence being recorded.

SHARED-TIME STUDENTS RETAINED TO ATTEND PROGRAMS AT THEIR RESIDENT HIGH SCHOOL DISTRICT

Based on a waiver granted by the State Board of Education, for a shared-time career and technical student retained at his/her resident district high school for instructional reasons and whom a properly certificated person supervises, an absence shall not be recorded or charged against the student. Further, absences for these purposes shall not be included in the determination of the student's attendance when computing the total number of days absent. The student will be marked absent from SCVTS with the designation of "G" indicated on the attendance record. The student is personally responsible for completing all missed classwork. The "G" will indicate "excused absence for sending or resident district controlled reasons".

In addition to the above, resident district emergency school closings, required testing, field and/or class trips, will be considered excused when properly documented. All sending/resident school controlled reasons must, however, be verified by the resident/sending district principal or his/her designee. Without such verification, all such absences will be considered unexcused.

MAKE-UP OF ASSIGNMENTS

The Board of Education provides the opportunity for a student who misses a class for any reason to make up work. Teachers shall provide make up assignments for this purpose. Within a week of returning to school, a student who has missed an assignment must have obtained, completed, and submitted the assignment to the appropriate teacher. For students who are absent on a long-term medical basis, the principal may provide, upon the written request of the student, an extension of time.

1. All pupils who are absent, regardless of the reason, must complete all assignments.
2. When a student is absent from school, it is the student's responsibility to obtain and make arrangements with the teacher to make-up all assignments, tests, quizzes, and homework. The instructor will establish firm guidelines and timelines for each student within policy and regulation guidelines.
3. Teachers are responsible to provide an opportunity for all absent pupils to make up assignments at an appropriate time. This includes all tests, quizzes, and homework assignments that are missed due to absence.
4. It is understood that certain classroom activities cannot be made up when a student is absent. A student's failure to participate in these classroom activities will therefore have a negative impact on the student's grade since certain hands-on applied activities cannot be duplicated. Students will be exempted from the participation portion of the grade for any excused absence, which will be designated by an "EX" in the grade book. Students will receive a zero for participation for all unexcused absences unless an alternative assignment is given by the instructor.

HOMEBOUND INSTRUCTION

Each building principal is responsible for notifying the pupil and the pupil's parent/guardian, if the pupil is under 18 years of age that homebound instruction may be available for long term absence due to medical reasons. This service for shared-time students is usually provided by the resident school district. For shared-time students, work will be sent to the resident district for inclusion in the homebound instruction. For full-time students, this service may be provided by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem or resident district.

For shared-time students who experience long-term absence due to medical reasons, homebound instruction should be requested from the resident school district. Written verification of placement on homebound instruction should be communicated to SCVTS as soon as such status occurs. Due to the applied hands-on learning nature of most employment orientation, occupational, career and technical programs, homebound instruction may not always be appropriate for these programs or courses.

ABSENCE FOR RELIGIOUS REASONS AND AWARDS

A pupil shall not be deprived of an award or eligibility to compete for an award because of a verified absence occasioned by the observance of the pupil's religion.

LATENESS AND/OR EARLY DISMISSAL (RELEASE)

Lateness and early dismissal (release) requires written verification in the same manner as absence to determine their excused or unexcused status. Lateness of more than a half-hour for a block scheduled shall result in a recorded absence for the entire class.

*See page 12 for the Career and Technical High School bell schedule.

EARLY DISMISSAL

Students need to be in school to fully benefit from the educational program provided. On rare occasions, a student may need an early dismissal for a doctor visit or important family business. In order to obtain an early dismissal, a parental note must be delivered to the office at least 24 hours prior to the dismissal. The note should explain the reason for the request, a phone number, and a parent signature.

Early dismissals to go to work are unacceptable and illegal. If an early dismissal is approved, it is the responsibility of the student to obtain any missed class work, homework, tests, or quizzes. Parents should pick students up in the office. The student will be required to report to the office in order to be dismissed. Any student leaving school early without authorization from the office will be disciplined for cutting class.

LOSS OF CREDIT FOR HABITUAL ABSENCE

Because the district operates under a college type block schedule, all courses are offered on a semester basis with the exception of those courses offered at the Regional Day School. Loss of credit for habitual absence therefore is based upon a semester long course. A student therefore could lose credit in one semester and still earn credit in the next semester or vice versa.

No secondary or postsecondary student shall receive credit for a course unless all obligations have been completed. Regular attendance is considered part of these obligations. Any student who accumulates five (5) or more unexcused absences per semester will lose credit for the program, course, or courses for which these absences occurred.

It should be clearly understood that this policy does not provide or allow for five (5) unexcused absences per semester since all absences will impact on the students ability to receive the maximum benefit from their educational program. It is recognized, however, that there may be reasons for a student to be absent other than for those specified as excused absences. These may include employment interviews, college visitations, and/or special family events.

HABITUAL ABSENCE FROM CLASS AND NOTIFICATION

Habitual absence from class and failure to complete all make up assignments, does not allow the student to meet his/her educational responsibilities. Continual disregard on the student's part of their educational responsibilities may result in removal from the program.

1. Remedial Action
 - A. The teacher shall be the person initially concerned with a student who is showing habitual truancy or tardiness. The teacher shall attempt to remedy the problem through conferences with the student and/or the parents/guardians of the student and shall document all such efforts. If this effort is unsuccessful, the teacher shall notify the counselor who will initiate a warning notice and copy it to the principal.
2. Warning Notices
 - A. School authorities will initiate written notification to parents for students under eighteen(18) years of age or directly to the student if eighteen (18) years of age or older for absences as follows:
 1. Written notification to parent/guardian or, if the student is over eighteen (18), to the student on the second (2nd) unexcused absence.

2. On the third (3rd) unexcused absence, written notice and a request for conference with the parent/guardian. Possible academic probation.
3. On the fifth (5th) unexcused absence, written notice will be sent certified mail to notify the parent or guardian or the student, if eighteen (18) years or older, that credit has been forfeited for all courses in which five (5) unexcused absences have occurred, subject to an appeal hearing before the principal.

B. For Post Secondary Students

The same attendance and lateness procedures shall be followed as for secondary students over eighteen (18) years of age.

APPEAL PROCEDURE AND PROCESS

Recognizing that there may be situations where there are unforeseen factors or circumstances that should be considered when assessing a student's attendance record, an appeal procedure to allow for a full hearing has been established. Any student or for any student under eighteen (18) years of age, a parent/guardian may request an appeal hearing. The hearing process is as follows:

1. **Level I** - The procedure for requesting such an appeal is as follows:
 - a) An appeal conference may be requested in writing to the building principal if the student's absences reach five (5) or more unexcused absences in a semester and the student has been notified of a loss of credit.
 - b) The written appeal must be submitted to the building principal within ten (10) days after notification of the loss of credit.
 - c) The appeal must state the reason and any extenuating circumstances that the person making the appeal will present to the principal. The appeal may be processed by an individual student or, if under eighteen (18) years of age, by the parent(s) or guardian(s).
 - d) The student's total attendance record will be considered, as will all extenuating circumstances that are presented and documented.
 - e) The principal will notify the parent/guardian of his/her decision in writing within ten (10) days of the appeal hearing.
2. **Level II** - The student, or if the student is under eighteen (18) years of age his/her parent/guardian, is not satisfied with the decision of the building principal, may appeal in writing within ten (10) days to the Superintendent of Schools. The Superintendent will arrange for an appeal hearing within fifteen (15) days of receipt of the request for a Level II hearing.
3. **Level III** - If not satisfied with the Superintendent's written response, the student, or if the student is under eighteen (18) years of age his/her parent/guardian may appeal to the Board of Education within ten (10) days of the date of the Superintendent's written decision. All such requests must be submitted in writing. The Board of Education will schedule a hearing within thirty (30) days and will render a decision within ten (10) days of the hearing.

APPEAL OPTIONS

At any level of the appeal process, the Principal, Superintendent, Board of Education may consider:

1. Reinstatement of credit
2. Sustaining the loss of credit
3. Removal from the program or course
4. Expulsion (This action may only be taken by the Board of Education.)

If recommendation is for expulsion, the Superintendent shall order a screening by the Child Study Team to determine if the student is handicapped as defined by New Jersey Statute and Administrative Code.

Regular daily attendance and punctuality are the responsibility of the individual student and as applicable his/her parent or guardian in accordance with New Jersey statutes annotated, Title 18A:38-23. Any student who misses even one day of instruction for any reason is receiving less than the maximum educational benefit of the program or course for which he or she is enrolled. Based on this philosophy, the Salem County Board for Vocational Education will not excuse any student absence from school for any reason not specified by New Jersey State and/or Administrative Code. The Board, therefore, directs the Superintendent of Schools to promulgate rules and regulations to insure the intent of this policy is carried out. (Please refer to attendance regulation R4-2.1 and the grading policy P3-6.1).

POTENTIALLY MISSING

If daily attendance records indicate a student is absent and the parent/guardian has not called, the Principal's office shall contact the parent/guardian. If no telephone contact can be made, the principal or designee shall investigate.

CONNECT-ED

In order to enhance communication with parents of students who attend the Salem County Vocational Technical Schools, we are pleased to announce that we may use the *Connect-Ed* communication system. In addition to helpful reminders and event updates, this system will enable our staff to contact you at up to six (6) phone numbers in case of an emergency by making one phone call. Additionally, this system will also be used to contact parents when their child is absent from school.

Chapter 4

SCHEDULE

Bell Schedule Full Day

Block	Start Time	End Time	Activity
	7:45 AM	7:55 AM	Teachers at Assigned Duty Posts - Students Enter
	7:55 AM	8:00 AM	Students Released from Designated Area - External Doors Locked
1	8:00 AM	9:27 AM	
2	9:30 AM	10:30 AM	
Lunch 2A	10:30 AM	10:55 AM	
2	10:58 AM	11:25 AM	
3	11:28 AM	12:54 PM	
4	12:57 PM	2:23 PM	
	2:23 PM	2:30 PM	Teachers at Assigned Duty Posts - Students Depart

Block	Start Time	End Time	Activity
	7:45 AM	7:55 AM	Teachers at Assigned Duty Posts - Students Enter
	7:55 AM	8:00 AM	Students Released from Designated Area - External Doors Locked
1	8:00 AM	9:27 AM	
2	9:30 AM	10:57 AM	
Lunch 2B	11:00 AM	11:25 AM	
3	11:28 AM	12:54 PM	
4	12:57 PM	2:23 PM	
	2:23 PM	2:30 PM	Teachers at Assigned Duty Posts - Students Depart

Bell Schedule Half Day

Block	Start Time	End Time	Activity
	7:45 AM	7:55 AM	Teachers at Assigned Duty Posts - Students Enter
	7:55 AM	8:00 AM	Students Released from Designated Area - External Doors Locked
1	8:00 AM	9:00 AM	
2	9:03 AM	10:03 AM	
3	10:06 AM	10:39 AM	
Lunch 2A	10:39 AM	11:06 AM	
3	11:09 AM	11:34 AM	
4	11:37 AM	12:37 PM	
	12:37 PM	12:45 PM	Teachers at Assigned Duty Posts - Students Depart

Block	Start Time	End Time	Activity
	7:45 AM	7:55 AM	Teachers at Assigned Duty Posts - Students Enter
	7:55 AM	8:00 AM	Students Released from Designated Area - External Doors Locked
1	8:00 AM	9:00 AM	
2	9:03 AM	10:03 AM	
3	10:06 AM	11:06 AM	
Lunch 2B	11:09 AM	11:34 AM	
4	11:37 AM	12:37 PM	
	12:37 PM	12:45 PM	Teachers at Assigned Duty Posts - Students Depart

SCHOOL CALENDAR 2009-2010

SALEM COUNTY VOCATIONAL TECHNICAL SCHOOLS

Salem County Career & Technical High School, Arts, Science and Technology Academies*

SEPTEMBER '09

M	T	W	Th	F
	1	2	3	4
7	8*	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

OCTOBER '09

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26*	27	28	29	30

NOVEMBER '09

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

DECEMBER '09

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JANUARY '10

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

FEBRUARY '10

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

MARCH '10

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

APRIL '10

M	T	W	Th	F
			1	2
5	6*	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

MAY '10

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JUNE '10

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18*
21	22	23	24	25
28	29	30		

Sept. 9	School Opens - Students
Oct. 12	Columbus Day
Oct. 26	In-Service – Teaching Staff
Nov. 5-9	NJEA Professional Development/ Veterans' Day
Nov. 25	12:37 p.m. Student Dismissal
Nov. 26-27	Thanksgiving Holiday
Dec. 22	Quality Cup
Dec. 23	12:37 p.m. Student Dismissal
Dec. 24-27	Winter Recess
Jan. 1	
Jan. 18	Dr. Martin L. King, Jr. Day
Feb. 12	Lincoln's Birthday
Feb. 15	Washington's Birthday
April 1	12:37 p.m. Student Dismissal
April 2-5	Spring Recess
April 6	In-Service-Teaching Staff
May 31	Memorial Day
June 18	12:37 p.m. Dismissal & Last Day for Students
June 18	In-Service – All Staff & Teacher Check-out

PUPIL ATTENDANCE DAYS

Sept.	16	Feb.	18
Oct.	20	March	23
Nov.	16	April	19
Dec.	17	May	20
Jan.	19	June	14

Total Student Days 182
Teacher Work Days 187

School Closed for Students

Early Student Dismissal

Staff in-service and June 2009 teacher checkout

Chapter 5

Student Code of Conduct

Students enrolled in programs administered by the Board of Education are required to follow and conform to all rules and regulations of the Board of Education, administration and staff. Therefore a Student Code of Conduct has been developed. An advisory group made up of administration, staff, students, and parents was created to help implement, review and suggest ways in which to further enhance a nurturing and safe learning environment.

The following code of conduct applies to all students who are enrolled in any and all programs at the Salem County Career and Technical High School. For the Salem County Arts, Science and Technology High School programs that are administered off site by host site districts, the host site district code of student conduct shall apply.

The Student Code of Conduct is designed to implement the district's mission as follows:

A. STUDENT CODE OF CONDUCT

Students enrolled in programs offered by the Board of Education are required to adhere to and follow the student code of conduct. Students who have difficulty adhering to the code of conduct may jeopardize their opportunity to attend the Salem County Vocational Technical Schools and the programs that are operated through the schools. The Salem County Vocational Technical Schools are a public school of choice. Students who do not conform to the code of conduct, therefore, will be returned to their resident district to any educational program they may be entitled to under state statute and/or administrative code.

The Student Code of Conduct offenses provided herein is not considered all-inclusive. Any student who violates the Student Code of Conduct shall be subject to disciplinary action. When appropriate, as required by statute or code and/or the administration, a student shall be referred to a human and/or social service agency and notification of appropriate law enforcement authorities shall occur.

The penalties for Student Code of Conduct offenses presented herein represent the minimum action to be taken. Subsequent offenses may result in additional penalties including, but not limited to, written warnings, before, lunch or after school detentions, in school suspensions, out of school suspensions and removal from SCVTS. Depending upon the severity of the student misbehavior, the board reserves the right through its agents to administer the penalty that is considered most appropriate to the incident.

The SCVTS Board of Education and SCVTS administration regard the initial issuance and receipt of the Student Code of Conduct Student/ Parent Handbook to parents and students as a written warning.

Uniform and Identification Badges

- **Uniform/Dress Code Violations** – Failure to follow the student dress code approved for the school building and/or for the career and technical education program in which the student is enrolled will result in disciplinary action. If available, a temporary uniform may be provided for the student to enter class.

- **Identification Badges-** All Career and Technical High School students will be issued an identification badge, which should be displayed at all times while on campus and must be produced if asked by any staff member. Once the student has been issued an identification badge, it must be worn in the manner prescribed by the Student Code of Conduct. Badges are not to be altered or purposely damaged in any way. Failure to produce the CTHS ID badge will result in disciplinary actions. Additional badges may be purchased for a nominal fee.

Cell Phones and Electronic Devices

- The CTHS administration understands that the use of cell phones have become a normal part of life in today’s society. However the administration requires that all students put their cell phones on silent during the school day in order to keep class disruptions to a minimum. Students are not to use their cell phones during school hours (phone calls or text/ instant messages) without approval.
- At no time are students allowed to use the cell phones (or any other electronic devices) built in camera or microphone to record audio/video or take pictures on campus or school events held off campus.
- Continual use/ abuse of cellular phones and/or electronic devices during school hours may result in confiscation of the cellular phone and/or electronic device and a parent must pick up the confiscated item.

Academic Dishonesty

- Students found guilty of academic dishonesty will be placed on Academic Probation and receive a “0” on the assignment in question. A mandatory meeting will also take place between the student, teacher and parents to discuss the issue.

Late to School/Class and Truancy and Class Cutting

- Being late to class three (3) or more times will result in a detention for each subsequent offense. Additionally, lateness to first block if a full-time or AM shared-time student, or third block if a PM shared-time student may result in the loss of parking privileges for one full marking period. For a student who does not currently have parking privileges, there may be a marking period delay once he/she becomes eligible and applies.
- Truancy shall be considered an absence from school without authorization. Each absence will be considered unexcused. (See *Policy 4-2.3*) Truancy may result in loss of credit.
- Cutting a class or failing to be in a defined area – absence from any assigned class or area without authorization shall be considered absence without approval (class cut). This includes, but is not limited to, failure to properly follow sign-in/sign-out procedures, failure to report to a cooperative education internship experience, classroom assignment and/or to be present in the assigned area during an approved academic release. Any classes cut will be counted as an unexcused absence.

First Offense	Second Offense	Third Offense
1 day ISS	2 days ISS, mandatory parent conference with CTHS Assistant Principal. Establishment of attendance Contract	3 days ISS, mandatory parent conference with CTHS Principal

- Leaving campus without permission

First Offense	Second Offense	Third Offense
2 days ISS	3 days ISS, mandatory parent conference with CTHS Assistant Principal	3 days ISS, mandatory parent conference with CTHS Principal

Food and Cafeteria Issues

- Food or beverage outside of the cafeteria/in the classroom
- Inappropriate conduct in the cafeteria – persons who disrupt the orderly operation of the cafeteria (i.e. failure to clean-up and removing food from the cafeteria.)

First Offense	Second Offense	Third Offense
1 detention	2 detentions	1 day ISS

- Throwing food in the cafeteria

First Offense	Second Offense	Third Offense
1 detention	2 days ISS	3 days ISS, mandatory parent conference with CTHS Principal

- Inappropriate access/use of one's own or another student's lunch account.

First Offense	Second Offense	Third Offense
1 detention and reparations	2 detentions and reparations	1 day ISS and reparations

Computer, Network and Internet Issues

- Internet violations (*See Regulation 3-7.8*) - 2 detentions per violation
- Computer Network Violations (*See Regulation 3-7.8 prohibited activities*)

First Offense	Second Offense	Third Offense
1 day ISS and reparations*	2 day ISS, mandatory parent conference with CTHS Assistant Principal*	3 day OSS, mandatory parent conference with CTHS Principal*

***May also include loss of computer/network privileges.**

Misconduct

- **General misconduct** – including but not limited to inappropriate conduct in the cafeteria or general meeting place, use of inappropriate language, verbal or physical threats or any general disruption of the education process and/or for the orderly operation of the school.

First Offense	Second Offense	Third Offense
1 detention	2 detentions	3 detentions

- Inappropriate public display of affection

First Offense	Second Offense	Third Offense
Warning	Parent conference	1 day ISS referred to counselor

- Pass abuse/loitering – failure to report to a designated area as noted on a written pass by a faculty and/or staff member and/or failure to reach a destination by the most direct route.

First Offense	Second Offense	Third Offense
1 detention	2 detentions	3 detentions

- Profanity – Use of inappropriate language

First Offense	Second Offense	Third Offense
Warning	1 detention	1 day ISS

- Transportation Violations – riding/driving to school without proper authorization

First Offense	Second Offense	Third Offense
1 detention	1 day ISS and possible loss of parking privileges	1 day OSS and loss of parking privileges

- Safety Violations (*See Policy 4-4.12*)

First Offense	Second Offense	Third Offense
1 detention	1 day ISS	1 day OSS

- Theft/Possession of Stolen Property Major (over \$101)

First Offense	Second Offense	Third Offense
3 days ISS, reparations, SBYS referral and notification of State Police	5 days ISS, reparations, SBYS consult, conduct probation, notification of State Police and mandatory parent meeting with the Principal	5 days ISS, reparations, SBYS consult, notification of State Police and mandatory parent meeting with the BOE for possible expulsion hearing

- Theft/Possession of Stolen Property Minor (under \$100)

First Offense	Second Offense	Third Offense
2 days ISS, reparations, SBYS referral	3 days ISS, reparations, SBYS consult, conduct probation and mandatory parent meeting with the Assistant Principal	5 days ISS, reparations, SBYS consult, and mandatory parent meeting with the Principal

- Forgery of parental note

First Offense	Second Offense	Third Offense
1 day ISS	2 days ISS	3 days ISS, mandatory parent meeting with the Principal

- Altering of teacher or administrator pass

First Offense	Second Offense	Third Offense
1 day ISS	2 days ISS	3 days ISS, mandatory parent meeting with the Assistant Principal

Acts of Insubordination

- Insubordination (disobedient to authority) or disrespect to another student, staff person, or guest
- Vulgar and/or abusive language directed towards a student, staff member or guest.

First Offense	Second Offense	Third Offense
1 day ISS	3 days ISS, mandatory parent meeting with the Assistant Principal	3 days OSS, mandatory parent meeting with the Principal

- Gross Insubordination to Staff (outright and gross defiance to follow a teacher's directions after repeated warnings)
- Gross Disrespect to Staff (degrading comments made to staff)
- Threatening Remarks (making remarks threatening the physical or emotional well being of a person)

First Offense	Second Offense	Third Offense
3 days ISS *	3 days OSS, conduct probation and mandatory parent meeting with the Assistant Principal*	5 days OSS, mandatory parent meeting with the BOE for possible expulsion hearing*

*Final determination of consequences will be based on a thorough investigation

Tobacco and Drug Possession /Distribution

- Possession and/or use of tobacco products and materials, including but not limited to smoking and loose tobacco (snuff/chewing tobacco). (See Policy 2-13)

First Offense	Second Offense	Third Offense
3 detentions and SBYS referral, participation in Tobacco Cessation Program	3 days ISS, SBYS consult, mandatory parent meeting with the Assistant Principal	5 days OSS, conduct probation and mandatory parent meeting with the Principal

- Use of alcohol, steroids and/or a dangerous controlled substance (See Policy 4-3.4)

First Offense	Second Offense	Third Offense
3 days OSS, conduct probation, SBYS referral, parent conference, drug testing and State Police notification. *	5 days OSS, conduct probation, SBYS consult, parent conference, drug testing and State Police notification, mandatory parent meeting with the Principal*	5 days OSS, parent conference, drug testing State Police notification, mandatory parent meeting with the BOE for expulsion hearing*

*Re-admittance after OSS will be based on written physicians' approval and outcome of parent conference.

- Possession/ Distribution of alcohol, steroids and/or a dangerous controlled substance (See Policy 4-3.4)

First Offense		
10 days OSS, parent conference, drug testing State Police notification, mandatory parent meeting with the BOE for expulsion hearing		

Bullying and Harassment

- Bullying/Harassment

First Offense	Second Offense	Third Offense
3 days OSS, parent meeting, SBYS referral, conduct probation and possible notification of State Police.	5 days OSS, SBYS consult, possible notification of State Police and mandatory parent meeting with the Assistant Principal	10 days OSS, State Police notification, mandatory parent meeting with the BOE

Acts of Violence, Vandalism and Gambling

- Defacing School Property minor (under \$50)

First Offense	Second Offense	Third Offense
1 day ISS and reparations	2 days ISS, reparations mandatory parent meeting with the Assistant Principal	2 days OSS, reparations mandatory parent meeting with the Principal

- Defacing School Property major (Over \$51)

First Offense	Second Offense	Third Offense
2 days OSS, parent meeting and reparations	3 days OSS, reparations, conduct probation, mandatory parent meeting with the Assistant Principal	5 days OSS, reparations mandatory parent meeting with the Principal

- Gambling - participation in games of chance for money and/or any object of value.

First Offense	Second Offense	Third Offense
1 day ISS, conduct probation and SBYS referral	3 days ISS, mandatory parent meeting with the Assistant Principal	5 days ISS, mandatory parent meeting with the Principal

- Simple Assault - unprovoked violence against another student attempting to do bodily harm
- Fighting - any physical conflict between two or more individuals

First Offense	Second Offense	Third Offense
3 days OSS, parent meeting, conduct probation, SBYS referral	5 days OSS, SBYS consult, mandatory parent meeting with the Assistant Principal	5-10 days OSS, SBYS consult, mandatory parent meeting with the Principal and BOE expulsion hearing

- Aggravated assault - unprovoked violence against another student causing bodily harm

First Offense	Second Offense	Third Offense
3-10 days OSS, State Police notification, mandatory parent meeting with the BOE		

- Offensive touching and/or inappropriate sexual behavior – touching another student with a part of the body or with an instrument thereby causing offense, a perceived offense and/or alarm. Any action by one or more persons involving the use or display of those parts of the body generally referred to as “private.”

First Offense	Second Offense	Third Offense
3 days OSS, conduct probation, SBYS referral, parent meeting and meeting with district affirmative action officer.	5 days OSS, SBYS consult, mandatory parent meeting with the Assistant Principal and affirmative action officer	5-10 days OSS, State Police notification, mandatory parent meeting with the BOE

- Extortion, attempted extortion or any threat directed toward a student, staff member or guest which demands or request money, goods or services

First Offense	Second Offense	
3 days OSS, conduct probation, SBYS referral and possible State Police notification	5-10 days OSS, State Police notification, mandatory parent meeting with the BOE	

- Aggravated assault with a weapon – attempted or actual physical attack upon a student, staff member or guest with a dangerous controlled weapon or any instrument.
- Arson – any act in which fire, fireworks or explosives, which cause alarm or danger to life and/or willful or malicious burning or attempt to burn school property or its contents or the personal property of a staff member, another student and/or guest.
- Terroristic Threat – a statement of intention by a student to another student, staff member or guest in which it is implied or a direct threat is made of bodily harm, mental anguish or personal property damage.
- False Fire Alarm/Bomb Threat
- Sexual Assault – forced sexual contact without consent committed on school property.
- Weapons - possession, concealment and/or use of a dangerous controlled weapon (including switchblades, gravity or ballistic knives, stun guns, metal knuckles, etc.) or use of any instrument as a weapon/instrument. (See Policy 4-3.4 2b)

First Offense
10 days OSS, State Police notification, mandatory parent meeting with the BOE and other sanctions as provided by law

*If a student is found to be in possession of a small Swiss Army type knife/small pocketknife, the knife will be seized and returned to the parent/guardian.

The consequence for failing to attend an assigned detention will be two (2) detentions; if the student fails to attend the two (2) detentions the student will be assigned an In School Suspension.

B. DUE PROCESS

Before any offense leads to disciplinary action, the student shall be entitled to a hearing with the principal and/or his/her designee.

A parent(s) and/or guardian(s) shall be notified of all suspendable offenses as soon as he/she can be reached for all students less than eighteen years of age and/or who live in the domicile of a parent or guardian. Written verification will also be sent as follow-up by the principal. An appeal process is granted for all suspendable offenses; however, the suspension will immediately be administered without delay for all offenses involving possession and or distribution of alcohol, tobacco, dangerous controlled substances, possession or use of a weapon, fighting, assault and any other act deemed to constitute a threat to a safe and nurturing learning environment.

A student who is serving an out of school suspension who enters school district property or a school sponsored event shall be considered a trespasser and charges may be filed with the New Jersey State Police. For shared-time students suspended from the Salem County Career and Technical High School, the suspension shall also apply at the resident district high school. The Salem County Vocational Technical Schools recognizes and fully honors all out of school suspensions of the resident high school district. Such students shall not be permitted to attend the Salem County Vocational Technical Schools or school related functions or activities while under an out of school suspension at his/her resident school district. This purpose shall not apply to in-school suspension.

Students serving an in-school suspension at the Salem County Vocational Technical Schools' Career and Technical High School are permitted to attend their resident district high school program. Students who are suspended internally from their resident high school program are expected and are required to attend classes at the Salem County Career and Technical High School. (**See Policy 4-3.16**)

C. DEFINITION OF TERMS

Affirmative Action officer – Investigates allegations of discrimination based on race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, disability, or socioeconomic status (See Policy P2-11).

Conduct Probation (Attendance, Academic or Behavior) – Parents/guardians of any student placed on probation will be notified at the beginning of the probationary period. Any student placed on conduct probation will be ineligible for any extracurricular activities on or off the school site (e.g. dances trips, Career and Technical Education leadership clubs, student council, etc.) The building principal and/or his/her designee may alter this length, however. Any student assigned probation shall be under such probation for up to 30 calendar days during which time he/she will be required to participate in mandated weekly in-house counseling session.

Detention – Detentions will be held on Tuesdays and Thursdays.

Times are as follows:

- AM Detention: 7:25 am - 7:55 am
- Lunch Detention: during the students assigned lunch period
- PM Detention: 2:30 pm - 3:00 pm

All students scheduled for detention shall report to the detention and be prepared to work at the beginning of the appointed start time of the detention. Detentions shall normally be 30 minutes in duration. The building principal, however, may modify the length of the detention.

****Arrangements for transportation for students assigned to detention are the responsibility of the parent and student.***

Exclusion – long term removal from classes or the Salem County Vocational Technical High School and return to resident district.

Expulsion – permanent removal from the Salem County Vocational Technical Schools district and return to resident district.

In-house counseling – provided by the Salem County Career and Technical High School student services staff. This may include, but is not limited to, peer mediation.

ISS (In-School Suspension) – students will be removed from their regular classroom and placed in a monitored location. Students are responsible for all missed class work and assignments.

OSS (Out of School Suspension/ External Suspension) – students will be prohibited from attending classes at the Career and Technical High School. Students are responsible for all missed class work and assignments.

School Based Youth Services Referral (SBYS / Youth Mall) – minimally will include an assessment by SBYS staff. Recommendations for a follow-up course of action will be determined by SBYS and SCCTHS administration.

Weapon – any device or item within the meaning of N.J.S.A. 2C: 39-1r including any device readily capable of inflicting serious bodily injury (See Policy 4-3.4 2b)

D. ALL INCLUSIVE

Regulations established for the Student Code of Conduct are not intended to be all-inclusive and may be supplemented from time to time by the administrative staff and/or by state or administrative code. Consequences are also supplemented by board policy and regulations regarding the use and/or distribution of tobacco, tobacco products, alcohol, dangerous controlled substances and/or anabolic steroids and possession or use of a weapon. The latter policies and/or regulations supersede the consequences as defined herein.

E. STUDENT DRESS/UNIFORM

1. General guidelines established for student attire are as follows:

- a) In Career and Technical Education Programs, students shall wear attire and/or the uniform approved for their appropriate program. This may include laboratory coats, uniforms, coveralls and special clothing/shoes and/or safety equipment.
- b) Students are expected to take care of their own uniform(s) and/or clothing and to ensure that they are washed and/or cleaned regularly.
- c) No sandals, flip-flops or open-toed/open back shoes shall be worn in laboratory and/or Career and Technical Education courses/programs due to potential safety hazards. A hard-toe work shoe shall be worn in all trade and industrial shops.
- d) Hair must be a length that does not present a safety hazard. Extreme hairstyles not reflective of the work place are prohibited. For Career and Technical Education programs where fire and/or rotating equipment may cause a hazard, hair must be kept at a length that does not create a safety hazard for the student or others.
- e) Students without the required eye protection shall not be permitted to participate in the Career and Technical Education and/or laboratory program and shall be considered unprepared for class and receive a “0” for participation. Safety Glasses may be purchased at the school store.
- f) Outer Apparel and Lockers - Students are expected to only use assigned district lockers and are not permitted to wear outer garments in the classroom.
- g) Under no circumstances are shorts, capris, tank tops, undershirts, sundresses, dresses or skirts with severe slits or skirts or blouses with low cut necklines, flip flops, torn jeans or pants or clothing with inappropriate messages, jesters, derogatory symbols (i.e. Confederate flags, swastikas, etc.) or language be permitted on school property. No sweat pants of any type are to be worn during instructional hours, except for Physical Education classes, Law Enforcement and Public safety classes and/or Junior Air Force ROTC classes when directed and approved by the responsible teacher.

2. Student Uniform Code by Program

- All Career and Technical High School (CTHS) students should arrive and leave campus in uniform.
- Full-time students are required to wear the CTHS uniform (see below) in addition to their Career and Technical Education (CTE/“shop”) uniform (see below).

- Shared-time students are required to wear the specific CTE/“shop” uniform described below and **are not required to wear the CTHS uniform***.
 - For those shared-time students whose districts have a school uniform requirement (i.e. Salem, Penns Grove) those uniforms will be permitted in lieu of the CTHS school uniform if no specific CTE uniform is described below.
 - Students are not permitted to change in the student parking lot and/or on the busses, but only in the designated shop areas.
- a. The **Career and Technical High School (CTHS) uniform** shall consist of the following and may not be altered:
- i. **Shirt:** A maroon collared golf style shirt. The shirt shall be long enough to be tucked in at the waistband of the pants (no bare midriffs.), but not below the waist if not tucked in. The shirt may be long or short sleeved. In cold weather, maroon sweaters or sweatshirts may be worn.
 - ii. **Pants:** Khaki (Dockers style) pants for male and female students or khaki skirts for female students should be worn. Full-length pants and skirts are to be worn at the natural waist. Skirts shall be worn at the natural waist and be below the knee when the student is standing erect with her arms down at her sides in a relaxed position. Short pants, capri’s, and pants that are too wide or too long are considered a safety hazard and/or a security risk and are strictly prohibited.
 - iii. **Shoes:** Shoes should have a hard surface on both top and bottom and a low non-marking sole. Sandals or similar footwear are not to be worn to classes. For physical education classes, students shall wear sneakers with a non-marking sole. Open toe/open back footwear is not permitted due to safety concerns.
 - iv. **Eyewear** must be prescription or safety in nature.
 - v. **Hats/bandanas/head wraps** are not permitted inside the school buildings.

3. **Career and Technical Education (CTE aka “shop”) Program Uniforms**

The following specific uniform requirements apply to all Career and Technical Education programs as identified.

Students are permitted to change into shop-specific personal protective clothing once they are in their respective shop.

- a. Automotive Collision Repair Technology, Automotive Technology
Students in these programs are required to wear dark blue coveralls during all hands-on activities and related instruction. Students shall wear hard surface, non-marking, hard-toed boots. Safety goggles and other safety equipment may also be required.
- b. Construction and Electrical Technology
Students shall wear the CTHS maroon shirt and blue jeans/work pants, hard surface, non-marking, hard-toed boots. Safety goggles, hard hats and other safety equipment may also be required.
- c. Cosmetology
Cosmetology students shall wear a black smock as a lab coat over their CTHS uniform during all practical and demonstration lessons and/or as directed by the teacher.

- d. Allied Health Professionals
Allied Health Professional students may wear “scrub” tops over their CTHS uniform during all practical and demonstration lessons and/or as directed by the teacher. A low heeled, closed-toe, non-skid shoe should also be worn.
- e. Culinary Arts
Culinary students shall wear a white chef’s coat or coat shirt, an apron, white chef’s hat and black (hard top) non-skid, closed toed, low-heeled dress shoes while in the Culinary Arts shop.
- f. Air Force JROTC
AFJROTC uniforms shall be worn on designated AFJROTC uniform days as prescribed by the AFJROTC instructors in lieu of the regular CTHS uniform otherwise the regular CTHS uniform shall be worn. The day of the week designated by the AFJROTC instructor to be the official AFJROTC uniform day shall be communicated to the CTHS building principal in writing prior to the beginning of the school year. AFJROTC physical training gear should only be worn during the appropriate physical training class of the AFJROTC program.
- g. Welding Technology
Welding students may wear the specialized welding jackets and/or leathers and blue jeans/work pants*. (Polyester coveralls are not permitted in the Welding shop.) Hard surface, non-marking, hard-toed boots are also to be worn in addition to safety goggles, hard hats, welding masks and other safety equipment as required by the instructor.
*Clothing must be 100% cotton.
- h. Physical Education Classes
The approved school uniform shall consist of a grey colored crew neck shirt (t-shirt) with black or grey shorts, which do not come below the knees when worn at the natural waist. Baggy shorts are not permitted.
A grey sweatshirt and black or grey sweatpants may also be worn. Sneakers must have a white non-marking bottom.

***If no specific CTE (“shop”) uniform is listed students are to wear the CTHS uniform during their CTE classes.**

(18A:37-1)

The Board of Education recognizes that postsecondary and adult students have achieved the age of responsibility. Students therefore shall be expected to conduct themselves accordingly. A student whose behavior is contrary to school policies, rules, or regulations may be asked to withdraw from a program.

The administration shall have the right to exclude at any time a student whose conduct is judged to be undesirable. In such cases, no part of the fees paid by the student will be refunded.

1. Interrogations and searches by staff

Student lockers

Lockers are loaned to students by the Board of Education and remain the property of the Board. Use of such lockers or storage areas is subject to all conditions established by the Board of Education.

Students will use only school assigned locks on lockers. Any lock found on a student's locker, which has not been issued by the school, shall be removed. Periodically through the year, the school administration shall arrange for locker inspection(s) for the purpose of:

- Checking on housekeeping and contents
- Retrieving textbooks not assigned to the student
- Finding lost textbooks
- Finding other lost or missing items (tools, materials, and clothing) that belong to the school or individuals.

Administrators will make the inspection. In the case of a public emergency or if there is a suspected danger to the well-being of student(s) or staff member(s), any authorized school district employee may inspect a locker whether or not the student is present.

All unaccounted items located shall be turned into the school office and books and tools returned to the appropriate shop. Fines will be collected on unassigned books and materials found in a student's locker. Fines may be assessed for damage to lockers. Students may be required, by the principal, to sign a statement of understanding concerning the conditions for use or conditions established herein with or without the student's knowledge, presence or consent.

2. Closed campus

The Career and Technical High School operates on a closed campus basis. Students shall not be permitted to leave the campus during the school day except in such instances as they are leaving for various forms of on-the-job training.

ACADEMIC DISHONESTY

The Board of Education believes that honesty and specifically academic honesty is a trait that is expected from all students who attend programs administered by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem, including but not limited to those who attend the Salem County Career and Technical High School. Acts of academic dishonesty, including but not limited to plagiarism, forgery, violation of procedural instruction for a test, assignment or project; and/or copying another student's work and/or assignment, either manually or electronically, is unacceptable behavior and will not be tolerated. The Board of Education recognizes that most students are honest and that most students want to be graded based on their ability and not someone else's. Those students, however, who do not exhibit the trait of honesty or more specifically are academically dishonest, will be subject to disciplinary action and/or dismissal.

DEFINITIONS

Plagiarism - plagiarism is the presentation or submission of another's information, ideas, or paraphrase as one's own; including copying someone else's work. This refers to the improper documentation of research through footnotes, endnotes, or parenthetical citations. Quoting and/or citing exact statistics or fact, (i.e., giving credit where credit is due) is the expected academic procedure. Plagiarism includes presenting a researched

oral report as one's own, using another person's words or, sentences as if they were one's own, or putting another's work in one's own words without giving proper credit.

Paraphrasing - paraphrasing is not the changing by a sentence of one or two words in a quoted passage and then identifying it as his/her own thought or work. Paraphrasing is the synthesis of what is read or researched by the student and then expressed in one's own style and vocabulary with proper documentation. Violating the rules of an assignment includes submitting the same term or research paper for different assignments or falsifying research data for a report.

Copyright infringements - copyright infringements pertain to original works of authorship fixed in any tangible medium of expression now known or, later developed, from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. Thus, copyright law not only regulates print media, but other media as well.

Specific Acts of Academic Dishonesty

1. Copying another student's answer(s) in class examinations, take-home examinations, laboratory work, homework, or class assignments.
2. Discussing answers during in-class examinations or take-home examinations.
3. Using crib notes (cheat sheets), prepared tests, or other types of unauthorized material or instruments, and by looking at another student's paper.
4. Attempting to secure a future examination or information regarding the contents of a future examination.
5. Being in possession of a teacher copy of a test or testing materials of any kind.
6. Speaking out during an examination, test or quiz.
7. Forging any academic report, interim report, or progress notification, and/or forging a parent's signature on an official school document.
8. Changing a school document in any way, including the changing of a grade or comment on a progress or interim report.
9. Resubmitting of previous work for a new course without instructor's permission, submitting of the same paper in two or more courses without specific authorization from all faculty members involved.
10. Impeding the academic progress of other students, including unauthorized removal or misplacement of reference material, theft or damage to equipment, and stealing or defacing another student's work.
11. Any other acts not listed which may be construed as academic dishonesty.

PROCEDURES TO BE FOLLOWED FOR STUDENTS SUSPECTED OF ACADEMIC DISHONESTY

Students suspected of academic dishonesty shall be provided a hearing in the same manner that is provided for students who violate the school's disciplinary code. A parent or guardian shall be notified in the same manner as is utilized for other disciplinary infractions. The decision of the building principal is considered final.

PARTICIPATION IN SCHOOL ACTIVITIES RELATED TO ANIMAL DISSECTION

In accordance with the provisions of Chapter 35-4.24 and 4.25 of Title 18A of the New Jersey Statutes a student enrolled in the Salem County Career and Technical High School may refuse to dissect, vivisect, incubate, capture, or otherwise harm or destroy animals or any parts thereof as part of a secondary educational course of instruction.

The CTHS shall notify students and their parents or guardians at the beginning of each school year of the right to decline to participate in the activities enumerated in subsection a. of the section and shall authorize parents or guardians to assert the right of their children to refuse to participate in these activities. Within fourteen (14) calendar days of the receipt of the notice, the students, parents or guardians shall notify the school in writing if the right to decline participation in the enumerated activities will be exercised. If the parent or guardian fails to notify the school within the fourteen (14) calendar day period to decline participation in school activities related to animal dissection and determined at a later time to assert this right, the parent or guardian may file a written appeal with the building principal for consideration within fourteen (14) calendar days, otherwise he/she will have forfeited their right to decline participation in school activities related to animal dissection.

Any student who chooses to refrain from participation in or observation of a portion of a course of instruction in accordance with this regulation shall be offered an alternative education project for the purpose of providing the student with the factual knowledge, information or experience required in the secondary educational course of study (curriculum). A student may refuse to participate in an alternative education project which involves or necessitates any harmful use of an animal or animal parts.

A student shall not be discriminated against, by grading or in any other manner, based upon a decision to exercise the rights afforded pursuant to this statute.

STUDENT AUTOMOBILE PARKING PRIVILEGES

The Board of Education by policy does not grant students the privilege to drive a motor vehicle to or from the Salem County Career and Technical High School. Permission must be obtained through the resident school district for shared-time students. The Board of Education does under certain conditions provide parking spaces that may be utilized by students. Students in good standing, meaning a grade point average at the Career and Technical High School of 80 or higher, who is in complete compliance with the district attendance policy and who has no external suspensions during the current year, may under the conditions listed-below apply for a parking permit.

Failure to maintain any of the above criteria will result in the immediate revocation of any parking permit that has been issued. The following regulation is established for the safety of all persons using school parking lots and for the maximum protection of all vehicles. The Board of Education however accepts no liability for vehicles parked on its property. All persons who park on school grounds do so at their own risk.

1. Written consent from the principal of the resident high school is to be presented to the principal of the Salem County Career and Technical High School at which time consideration will be made for the issuance of a parking permit to a shared-time student.
2. When the lot cannot accommodate all persons who wish to use it, space will be allotted on a first-come, first-served basis as follows:
 - a) Beginning with seniors, juniors, sophomores, and freshman students who have documented child care and/or medical care responsibilities.
 - b) Beginning with seniors, juniors, sophomores, and freshman students who have documented employment directly before or after school hours.
 - c) Beginning with seniors, juniors, sophomores, and freshman students who have interscholastic athletic commitments at their resident high school district.
 - d) All other secondary students.

3. All students must enter and exit school grounds by using the entrance on Cheney Road.
4. Students may park only in the area assigned to them for parking in Lot C. There is to be no student parking in restricted or reserved areas.
5. All students parking on school property must obtain a school parking placard. This placard must be positioned on the rearview mirror of the registered vehicle in a manner so that it can easily be seen from outside the vehicle. Placards may be obtained from the school office under the conditions defined herein for a fee that is determined annually by the administration.
6. Repairs on cars may not be made while the car is parked in the lot except with written permission from the principal.
7. Students who park on school property must have their vehicles properly registered with the New Jersey Department of Motor Vehicles. Students driving vehicles that are not registered or without proper permission are subject to disciplinary action. In conjunction with the school disciplinary policy and regulation, parking violations and/or misuse of automobiles on school property will result in the following:
 - a) First offense - a non-moving violation such as not having a proper driver's license or having the vehicle properly registered will result in the immediate notification of the New Jersey State Police, a written warning, and the appropriate school disciplinary code violation penalty.
 - b) Second offense for a motor vehicle violation - notification of the New Jersey State Police that a motor vehicle violation has occurred. The vehicle must immediately be removed from school premises or it will be towed from the school premises at the owner's expense. For second and all subsequent parking violations the vehicle will be towed from school premises at the owner's expense. In both scenarios the student will also be subject to the district's code of conduct policy and regulation.
 - c) Third and subsequent offenses - all of the penalties outlined in B above and permit revocation for parking privileges on school district property.

No one under the age of 17 shall be issued a school district parking permit or shall be permitted to park on school property during school hours of operation. When driving and/or parking on school property, students will follow all rules of the road and traffic signs on school grounds and will drive in a safe manner. Violators will be subject to all of the penalties outlined in #8 above.

BUILDING EVACUATION DRILLS

At the sound of the alarm, all occupants will leave the building by the regularly assigned exits.

Fire drills will be conducted twice monthly by the building principal. All staff and students are expected to exit facilities in an orderly manner following established procedures. The classroom teacher is to take his/her grade book to check attendance of students. The classroom teacher is also to provide the necessary supervision so that students can be provided with emergency directions should such be required. In the event that a student who is in attendance on that date is missing, immediate steps should be taken to report the student to the building principal or the nearest supervisor in charge.

As per Board policy P4-4.5, each building principal shall be responsible to develop fire and emergency exit procedures for their building. These procedures are to be submitted to the superintendent for review annually, prior to the opening of school. The principal shall be responsible:

- For fire and emergency exit procedures in each classroom and space that is utilized by students.

- To ensure that all classrooms and areas utilized by students have properly posted fire exit procedures.
- To ensure that fire drills are conducted in accordance with Title 18A:41-1.
- To ensure that fire and smoke doors are closed in accordance with Title 18A:41-2.
- To report all fires to the local fire department in accordance with Title 18A:45-4.

BUILDING MAINTENANCE AND DAMAGE

All students are expected to cooperate in keeping the building clean and in good condition. Carelessly discarding paper on floors, marking walls and lockers, and spilling of food makes the job of keeping the building clean more difficult. There is to be no food or drink permitted outside of the cafeteria without proper authorization from the building-level administration.

CAFETERIA

The cafeteria is a comfortable environment for students to dine and socialize. Well-balanced, economical, and enjoyable meals are available, as well as a la carte items. Students may elect to bring their own bag lunch from home. Courtesy and cooperation will make lunch a pleasure. Of course, **FOOD AND BEVERAGES ARE TO REMAIN IN THE CAFETERIA. AT NO TIME MAY A STUDENT BE IN A CAR DURING LUNCH. ALL SCHOOL RULES APPLY DURING LUNCH, INCLUDING DRESS CODE AND ID BADGES.**

PASSES

Students are not permitted in the halls during class time without a pass from a teacher. Students are not to wander to other areas of the building, but are to reach their destination by the most direct route.

SMOKING, TOBACCO, USE AND /OR POSSESSION

Smoking is prohibited anywhere on school grounds by order of the Board of Education. Students shall not possess, smoke, or use tobacco products at school, on the school bus, or at any school-related activity, or on school grounds. State law prohibits smoking in school buildings and violators are subject to fines and disciplinary action.

SUSPENSION OF STUDENTS

If a student is suspended from the home high school or from SCVTS the student shall be automatically suspended from both schools for the length of the external suspension period. Depending on the nature of the offense, a student may be assigned to the Internal Suspension Program housed in the Salem County Career and Technical High School.

SEARCH AND SEIZURE

School lockers are the property of the district even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations, and search by law enforcement officials on presentation of a proper warrant. Students shall be informed of this policy when lockers are assigned.

A student's locker and possessions may be searched by school officials provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent or scope of the search will be reasonably related to the objectives of the search and not excessively intrusive.

If illegal objects or controlled dangerous substances are found, the superintendent of schools and the local police shall be notified immediately. The student will be disciplined according to the board policy and may be prosecuted in accordance with the law.

Each student shall have the privilege of using a locker for personal belongings. The locker is designed for the use of one student only. Combinations should be kept private and not shared with other students. It is expected that lockers are to be kept clean and free of debris. The hallway is not to be used to store personal items, books or bags.

AFFIRMATIVE ACTION

The Board of Education of the Special Services School District and the Vocational School District of the County of Salem affirms its responsibility to ensure all students in public schools of the Salem County Vocational Technical Schools shall not be discriminated against for admission to, or in obtaining any advantages, privileges or courses of study of the school by reason of sex, race, color, creed, religion, ancestry, national origin, social, economic, political affiliation, marital status, sexual orientation, or non-applicable handicap. (18A 36:36-20 and U.S. Title IX – Prohibiting Sex Discrimination)

If you believe that you have been discriminated against, contact the Affirmative Action Officers, Frank Maurer at 769-0101 x 361 or Lorraine Green at 935-7363.

SEXUAL HARASSMENT POLICY

The Board of Education of the Special Services School District and the Vocational School District of the County of Salem shall continue to maintain a working and school environment that is free from sexual harassment. Students and staff must report any instance of sexual harassment to the Affirmative Action Officer who, in turn, will carry out a thorough investigation. The investigation will be protected, as will the rights of both the person making the complaint and the alleged harasser. Findings of discrimination in the form of sexual harassment will result in appropriate action.

BULLYING

In accordance with the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9(a) 2, the Board of Education of the Special Services School District and the Vocational School District of the County of Salem prohibits acts of harassment, intimidation or bullying. Further, the Board of Education recognizes that it and all of its employees are responsible for implementation of this policy and the accompanying regulation. The Board of Education therefore holds all employees, student, visitors or guests to its facilities or properties under the jurisdiction of the Board of Education to this standard of accountability.

For the purpose of this policy, harassment, intimidation, or bullying is defined as any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any act or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on school property at any school-sponsored function or on a school bus that is operated by the Board of Education that:

- a) a responsible person should know, under the circumstances, what will have the effect of harming a student or damaging the student's property, or placing a student in a reasonable fear of harm to his/her person or damage to his/her property; or
- b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school. N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9(a)2.

Some acts of bullying are not based on the motivating factors cited in the statute but rather with one person exercising power and control over another either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

These acts are prohibited and will be addressed appropriately in accordance with the SCVTS Student Code of Conduct.

***Electronic Communication – means a communication transmitted by means of electronic device, including, but not limited to, a telephone, a cellular telephone, computer, or pager.**

The following regulation has been developed to prohibit any such acts, remediate such acts, and to provide consequences for anyone committing such acts.

1. Student Code of Conduct, Behavior and Demeanor. Students of the SCVTS schools are expected and required to follow the Student Code of Conduct, Expected Student Behavior and Demeanor as provided for in Regulation R4-3.1a and b.

Students are prohibited from harassing, intimidating or bullying others traveling to and from school, while at school, and at all school functions or any function sponsored and/or sanctioned by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem. For students transported by vehicles owned or contracted by another Board of Education, any such acts of harassment, intimidation, or bullying shall be reported to that Board of Education.

Students are encouraged to support other students who:

- Walk away from acts of harassment, intimidation, or bullying when they see them;
- Constructively attempt to stop acts of harassment, intimidation, or bullying; and
- Report acts of harassment, intimidation, or bullying to the designated school staff.

2. Remedial Actions and/or Support. A remedial plan shall be developed for all students who commit an act of harassment, intimidation or bullying. The plan will be administered in accordance with the SCVTS Student Code of Conduct, R 4-3.1, see Unacceptable Behavior, number 14.

The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences or remedial measures for each act of harassment, intimidation or bullying by students. Appropriate consequences or remedial actions are those that are graded according to the severity of the offenses, consider the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the Student Code of Conduct.

Factors for Determining Consequences:

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;

- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

- Personal
- Life skill deficiencies;
- Social relationships;
- Strengths;
- Traits;
- Interests;
- Extra-curricular activities;
- Classroom participation; and
- Academic performance.

Environmental

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Family situation.

The consequences and remedial measures may include, but not limited to, the examples listed below:

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension (short-term or long-term);
- Legal action; and
- Expulsion.

Examples of Remedial Measures

- Personal
- Restitution and restoration;
- Mediation;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;

- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
 - Behavioral management plan, with benchmarks that are closely monitored;
 - Assignment of leadership responsibilities (e.g., hallway or bus monitor);
 - Involvement of school “disciplinarian;”
 - Student counseling;
 - Parent conferences;
 - Student treatment; or
 - Student therapy.
 - Environmental (Classroom, School Building or School District)
 - School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
 - School culture change;
 - School climate improvement;
 - Adoption of research-based, systemic bullying prevention programs;
 - School policy and procedures revisions;
 - Modifications of schedules;
 - Adjustments in hallway traffic;
 - Supervision of student before and after school, including school transportation;
 - Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 - Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
 - General professional development programs for certificated and non-certificated staff;
 - Disciplinary action for school staff who contributed to the problem;
 - Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
 - Parent conferences;
 - Family counseling;
 - Involvement of parent-teacher organizations;
 - Involvement of community-based organizations;
 - Development of a general bullying response plan;
 - Recommendations of a student behavior or ethics council;
 - Peer support groups;
 - School transfers; and
 - Law enforcement (e.g., school resource officer, juvenile officer) involvement.
3. Reporting and Receiving Complaints. In each school operated by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem, the Principal and/or the Affirmative Action Officer is responsible for receiving complaints alleging violations of board policy for harassment, intimidation or bullying. All school employees are required to report all violations or alleged violations of this policy to the principal and/or Affirmative Action Officer via a form provided for this purpose or by any other acceptable communication means as established by the building principal and/or the Affirmative Action Officer. All other members of the SCVTS school community including students, parents, volunteers, and visitors are expected to report any act of harassment, intimidation or bullying that may be a violation of this policy. While

submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district's central office, or the reporting party may use the district's web-based reporting system. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. N.J.S.A. 18A:37-15 (3) (b) (5) and N.J.A.C. 6A:16-7.9(a)2vii

4. Investigation Hearing, Disciplinary Action or Follow-up. The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy. The principal may request and/or utilize all available facts including reports available from the Affirmative Action Officer. The principal may also request that the Affirmative Action Officer provide input with regard to the violation or alleged violation. All parties to any such investigation shall respect and maintain the confidentiality of information obtained as part of and/or related to any such investigation. The principal or his/her designee shall conduct a prompt, thorough, and complete investigation of any reported alleged violation of this policy. Such an investigation shall not exceed ten (10) days.

The district board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals 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:37-1, 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:16-7.5, Expulsions.

In considering whether a response beyond the individual is appropriate, the administrator 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 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 school resource officers. . N.J.S.A. 18A:37-15(3)(b)(6) and N.J.A.C. 6A:16-7.9(a)2viii N.J.S.A. 18A:37-15(3)(b)(7) and N.J.A.C. 6A:16-7.9(a)2ix

5. Reprisal or Retaliation. The Board of Education prohibits reprisals or retaliations against any person 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. N.J.S.A. 18A:37-15(3)(b)(8) and N.J.A.C. 6A:16-7.9(a)2x

6. False Accusations. Any person who shall be found to have falsely accused another person of harassment, intimidation or bullying shall be subject to disciplinary procedures.

Students – The consequences and appropriate remedial action for a student found to have falsely accused another as a means 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:37-1, 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., Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

School Employees – Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements.

Visitors or Volunteers – Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

7. Publicizing. The Board of Education requires school officials to annually disseminate the policy to all school staff, students and parents, along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus. The chief school administrator shall post the policy on the school district's website as well as annually notify students and parents that the policy is available on the district's website. The chief school administrator shall develop and implement a process for annually discussing the school district policy on harassment, intimidation and bullying with students.

STUDENT SERVICES

AWARDS/RECOGNITION PROGRAMS

Each year the Salem County Vocational Technical Schools recognize and present awards to deserving students from each program. The recognition program is designed to recognize the most outstanding student from each class and to recognize the student who has demonstrated the greatest progress in each program. The Educational Foundation, which has a three part mission, supports district scholarships, student award programs, and provides assistance through the purchase of tools, equipment, and uniforms for needy students. Actual selection of scholarship and award recipients is the responsibility of the SCVTS Administration. The scholarship and award criteria are designed to award students for excellence and exemplary performance and can be obtained from the students' guidance counselors.

CAREER AND TECHNICAL HIGH SCHOOL DISTINGUISHED STUDENT GRADUATION SPEAKERS

Up to one distinguished speaker may be selected from each academy including both Career and Technical High School and host site academies and up to one distinguished speaker may be selected from a career and technical program to speak at the annual commencement exercise. For an academy student to be eligible for consideration, the student must have been continuously enrolled in the same academy program for four years. For a student to be considered to represent the Career and Technical Education programs, he/she must have been enrolled continuously in a sequential career and technical education program for four years.

Consideration may be given to transfers into an academy or career and technical education program if, in the sole judgment of the Career and Technical High School principal, courses that appear on an official transcript are equivalent to SCVTS academy and/or career and technical education courses in the prescribed four-year curriculum. The principal may request assistance through the establishment of a committee of administrative and student personnel services staff. The final decision on equivalency, however, shall reside with the Career and Technical High School principal.

To be selected for this honor, the distinguished speaker must have no out of school suspensions and must meet the general criterion for the National Honor Society and/or the National Technical Honor Society membership, be of good character and have the highest four-year grade point average for the academy for which he/she is being distinguished or all courses enrolled in. For a career and technical education program student to represent all career and technical education programs, the same criterion shall apply, except the distinguished student must have the highest career and technical program GPA for all courses enrolled in.

Once the distinguished speaker is nominated by the principal, he/she will be presented to the superintendent of schools for approval and for presentation to the Board of Education. If the nominated student declines to participate as a distinguished speaker, the principal may recommend the student with the next highest grade point average who meets all other criterion as outlined herein.

COLLEGE PLANNING

Counselors will meet with students and parents during the junior and senior years to discuss in detail the college admissions process. These meetings will consist of both group and individual conferences.

COOPERATIVE INDUSTRIAL EDUCATION (CIE)

Students attending the Salem County Career and Technical High School who have maintained a B average or higher in their program are eligible to participate in the Cooperative Industrial Education (CIE) Program. The program is designed for students who excel in their curriculum and demonstrate outstanding achievement and completion of a major portion of their specific program prior to graduation. This program allows students to work in business or industry during the time that classes are normally attended. The students are supervised by a teacher-coordinator who observes and counsels the students.

EMERGENCY FORMS

At the beginning of each school year, and during the year for new students, each individual is to complete an emergency form. This is a brief form requesting parental names, addresses, phone numbers, family physician, and a relative or friend who could substitute for the parent in the event of an emergency. Students are expected to completely fill in these forms, as they are extremely important to the school authorities when an emergency situation arises. It is the responsibility of the parent/guardian and student to revise information when necessary.

EMERGENCY SCHOOL CLOSING

In the event it becomes necessary to close school for inclement weather or an emergency, the announcement will be made from the Emergency Communication Headquarters in Philadelphia. Philadelphia and local radio and TV stations will then be notified. Students are to listen to the stations listed and are not to call the school or the local police. (The SCVTS Code Number is 905.)

School closings will be announced over KYW News radio 1060, KYW-TV3, 6ABC, NBC10, Fox29, and cancellations.com.

EMPLOYMENT OPPORTUNITIES

The primary goal of the Salem County Vocational Technical Schools educational program is to ensure that each student completing a program can be successfully placed into a position commensurate with his or her knowledge, skill, and abilities. Businesses, industry, and professional employers are keenly interested in employing well-qualified students who complete programs at the Salem County Career and Technical High School and the Salem County Arts, Science and Technology Academy programs. The teacher and counseling staff have the responsibility to aid students in finding gainful employment. Interested students should make an appointment with their school counselor.

GRADING

Grades are issued on the basis of 0-100. Grades can be equated to 93-100 = A, 86-92 = B, 76-85 = C, 69-75 = D, 68-Below = F.

GRADUATION REQUIREMENTS

In order to receive a core technical certificate for an occupational, technical or vocational education program, a student must earn a minimum of 40 credits. Full-time students, in order to graduate, must earn 140 credits and meet all New Jersey Core Curriculum Content Standards. All shared-time students must carry a minimum of ten credits each semester and 20 credits for each year. All full-

time students must carry a minimum of 20 credits per semester and 40 credits per year. For students in specialized programs that are approved by the Board of Education, the superintendent may grant an administrative waiver. All such requests must be through the student's building principal in writing. If the building principal approves the request, he/she will process it to the superintendent with a recommendation. Minimum credits for advancement to the next grade shall be as follows:

Grade 10 – 35 credits including all NJDOE Core Curriculum Content Requirements

Grade 11 – 70 credits including all NJDOE Core Curriculum Content Requirements

Grade 12 – 105 credits including all NJDOE Core Curriculum Content Requirements

To graduate – 140 credits including all NJDOE Core Curriculum Content Requirements

Students who do not meet the minimum credits for advancement to the next grade may be removed from the program.

INCOMPLETE GRADING

At the discretion of the teacher and with the approval of the Principal, a student may be issued an "incomplete" in lieu of a marking period grade. An incomplete grade may be issued when, due to extenuating circumstances, assignments are outstanding and it is not feasible to give a student an appropriate grade for that marking period. Incomplete grades must be made up within a specified period of time, usually two weeks, as determined by the teacher and the counselor.

Upon completion of the work, the grade will be changed and notice of the grade change will be sent home to the parent or guardian. If the student does not make up the missed work within the specified period of time, the student will receive zeros for that work and the appropriate grade will be assigned.

MID-MARKING PERIOD REPORT

In the middle of each marking period, each student will be given a report stating academic progress in each course. These are not final or marking period grades, but are definite indicators of how you are doing.

REPORT CARDS AND PARENT-TEACHER CONFERENCES

For shared-time students, grades from the Salem County Career and Technical High School will be sent to the student's sending high school for placement on the report card. The principal will certify all grades. For full-time students, report cards and progress reports will be mailed home. Parent-teacher conferences will be arranged on the basis of individual student need and parental request and will be provided wherever possible through the sending high school. For post secondary students, grades will be distributed directly to students by the principal or mailed home. It is the responsibility of each teacher to provide the principal with student grades that have been earned in accordance with Board of Education Policy.

HEALTH SERVICES

The health services at SCVTS are available to any student who becomes ill or injured during school hours.

All first aid procedures afforded the students will be that which conform to policies advocated by the school physician and state regulations. The school is not permitted to supply aspirin in any form.

A student must first obtain a pass from the classroom teacher to the main office before he/she will be seen. When a student is ill enough to be sent home, a parent will be notified, as well as the home high school. It is the responsibility of the parents to make arrangements for transportation. If the parents are not home, a neighbor or relative should be designated to assume the responsibility for the emergency removal of a student. This should be noted on the "Emergency Health Forms" which every student completes during the first week of school. No student will be sent home to an empty home.

INSURANCE

Insurance for shared-time students is provided in most cases by the resident high school district. The Board of Education of the Special Services School District and the Vocational School District of the County of Salem does annually purchase a blanket student insurance policy for full-time and shared-time students actively participating in SCVTS programs and host site academies. This policy provides benefits in addition to the parent/guardian's policy. For specific information regarding student eligibility, please contact the business office for the Board of Education at (856) 769-0101, extension 309.

HSPA TESTING

The State of New Jersey requires that all public high school students pass a proficiency examination in order to be eligible for high school graduation. Beginning with the Class of 2003, the required examination will be the High School Proficiency Assessment (HSPA), which will include sections from all academic disciplines. Students will have the opportunity to prepare for these examinations in their regular classes before taking the HSPA in their junior year.

TECHNOLOGY USE REGULATION

The Board of Education has been committed to providing students and staff with access to current technology to promote the achievement of the district's mission which is to prepare students for employment, for higher education leading to employment and for lifelong learning. Over the past 18 years, there have been significant changes in both the technology that is available and in the technology that has been acquired by the Board of Education to achieve its mission and to enhance student learning. To address abuses of district technology, the district's Information Technology Center supervisor has worked with members of the district's leadership team to develop revisions in Regulation R3-7.8 Instructional Use of Computers and Technology.

Prohibited Activities

Permitted use of SCVTSNet (Salem County Vocational Technical School's Network) is solely to promote the exchange of information in order to further enhance each student's education and the research skills that are consistent with the mission of the Board of Education for the district.

The following actions are prohibited and will result in disciplinary actions; Violators will be prosecuted to the fullest extent of the law.

1. Use of the computer network, computers, video systems and the Internet shall be for educational purposes. Use of AOL, Hot Mail, Instant Messenger, and third party e-mail is prohibited.
2. Use of the computer network, computers, video systems and the Internet shall not be for illegal purposes of any kind.
3. The computer network, computers, video systems and the Internet shall not be used to transmit threatening, obscene or harassing material in any form.
4. The student will not disrupt the computer network, computers, video systems and the Internet services by any unauthorized personal action.

5. The student will not attempt to gain access or access any computer sites or files for which they do not have authorization. Students will not engage in file sharing or downloading of file-sharing programs, harming school property, and/or attempt to bypass the school's filtering system.
6. The student will not copy information in any form to which individuals or organizations hold copyright, without specific written permission from those individuals or organizations
7. The students will not engage in game playing on computer networks except when authorized to do so for educational purposes.
8. The student will print materials for educational purposes only to authorized printers.
9. The student will not engage in other activities that do not advance the educational purposes for which computer network/computers are provided.
10. Students will not engage, install, or configure any software unless specifically authorized by the district.

LOCKERS

Each student will be assigned a locker. Locker inspections will be conducted for reasons of health, safety, and the possession of all dangerous controlled substances prohibited by New Jersey statutes. Students will keep books and personal belongings in this locker. At no time should valuables be locked in the locker. The school is not responsible for items which might somehow be removed from the locker. Students are advised not to give their combination to friends and to securely lock their lockers when they leave them. Lockers must be kept clean. All lockers are the property of SCVTS and are subject to a regular inspection and a student may be assessed a maintenance fine at the conclusion of the school year for damage or defaced lockers.

POWER SCHOOL

Power School is a leading Web-based Student Information System where students and parents can access grades, attendance, and online educational sources in real time. Students and parents will be better able to track progress with a touch of a button.

QUALITY CUP OF EXCELLENCE

The Quality Cup of Excellence is designed as the culminating activity to the first semester of the school year. The Quality Cup of Excellence provides an opportunity for each student to demonstrate excellence, quality, and pride in a chosen program of study. The competition is held annually prior to the winter recess. Judges from the business and industrial community, the General Advisory Board, the State Department of Education, and members of the staff review each program. Points are awarded for student participation, classroom displays of student work and bulletin boards, safety practiced by students under actual working conditions, oral program introduction and written statement of goals, cleanliness of the shop under actual working conditions, and student attendance for the month of December.

SCHOOL BASED YOUTH SERVICES CENTER

This is a free service operated by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem. Students who believe they may be at risk of dropping out of school and/or who may want to discuss any type of concern may schedule a visit to the School Based Youth Services Center. Interested students should schedule a visit to the center with a request through a teacher, counselor, or principal.

SCHOOL COUNSELORS

The counselors at SCVTS are to be of service to parents, teachers, students, community, and sending districts. Students and parents are urged to avail themselves of services offered by these individuals. Conferences are made by appointment.

TRANSPORTATION

Student bussing is the responsibility of the sending district. Students must ride their assigned bus to and from the Salem County Career and Technical High School and the Salem County Arts, Science and Technology Academy programs operated on this site. Students are NOT permitted to board or ride unassigned busses. Any problems regarding transportation should be directed to the resident school district.

NATIONAL AND COMMUNITY RESOURCES

Depression, Mental Health and Counseling:

- Youth Mall (School Based Youth Services) 935-7365
- Healthcare Commons Crisis Hotline 299-3001
- Healthcare Commons 299-3200
- National Suicide Prevention Lifeline 1-800-273-8255

Substance Abuse:

- SODAT 935-0441
- Maryville 935-9305
- Alanon 547-0855
- Addiction Hotline 1-800-322-5525

Sexual Assault:

- Women's Services 935-6655

Pregnancy:

- Salem County Health Department 935-7510
- Teen Pregnancy Prevention Hotline 1-800-843-5437

Abuse:

- DYFS Hotline 1-877-652-2873

Eating Disorders 1-800-624-2268

Gay and Lesbian National Hotline 1-888-843-4564

Legal Resources:

Salem County Bar Association
51 Market St
Salem, NJ 08079
935-5629



Salem County Career and Technical High School
PO Box 350
880 Route 45
Woodstown, NJ 08098
(856) 769-0101
www.scvts.org