

SALEM COUNTY CAREER AND TECHNICAL
HIGH SCHOOL
2018-2019



Student/Parent Handbook



SALEM COUNTY VOCATIONAL TECHNICAL SCHOOLS

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Salem County Vocational Technical Schools

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**Home of the Chargers!
CAREER AND TECHNICAL HIGH SCHOOL**

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Table of Contents

Mission Statement	1	CTHS Lockers	26
Philosophy	1	Closed Campus	27
Disclaimer	2	IT Acceptable Usage Policy	27
Chapter 2		Chapter 6	
Activities and Organizations	3	General School Information	
Athletics	3	Participation in Class Trips and Club Activities	28
FFA	3	Senior Trip and Overnight Trips	28
HOSA	4	Activity Restriction	28
NTHS	4	School Activities Related to Animal Dissection	28
Skills USA	4	Student Automobile Parking Policy	28
DuPont Academic League	4	Building Evacuation Drills	29
AFJROTC Drill Team	4	Building Maintenance and Damage	29
Mock Trial	5	Passes	29
BRAVO Card	5	Smoking, Tobacco Use and /or Possession	30
Student of the Month	5	Emergency Forms	30
Chapter 3		Emergency School Closing	30
Attendance		Student Lunch Information	30
Lateness	6	Power Lunch	30
Absence	6	Title One Information	31
Excused Absence	6	Chapter 7	
Written Verification	6	Harassment and Affirmative Action	
Share-Time Students Retained at Home School District	7	Affirmative Action	32
Make-Up of Assignments	7	Sexual Harassment Policy	32
Homebound Instruction	7	Bullying	32
Absence for Religious Reasons and Awards	8	Chapter 8	
Vacation	8	Student Services	
Lateness/ Early Dismissal (Release)	8	Contact Information	38
Early Dismissal	8	Grade Scale	38
Mandatory Attendance Credit Recovery	8	Graduation Requirements	39
Truancy	8	GPA Calculations	39
Loss of Credit for Habitual Absence	9	Class Rank	40
Habitual Absence from Class and Notification	9	Academy Maintenance Criteria	40
Appeal Procedure and Process	9	Eligibility for Honors Level Courses	40
Appeal Options	10	CTHS Distinguished Student	
Perfect Attendance	10	Graduation Speaker	40
Blackboard Connect	10	Grade Appeal	41
Chapter 4		Progress Reports, Report Cards and Parent-Teacher Conference	41
Schedule		Incomplete Grading	41
Bell Schedule Full Day	11	Power School	41
Bell Schedule Half Day	11	NCAA Athlete Eligibility	41
School Calendar	12	Cooperative Education (Co-Op)	41
Chapter 5		State Testing	45
Discipline Code		Awards/Recognition Programs	46
Student Code of Conduct	13	Transportation	46
Career and Technical Education Program Attire	13	Health Services	46
AT, ACRT, CT, ET	14	Insurance	46
COS, AH	14	National and Community Resources	46
Culinary Arts, CO, WT	14		
Air Force JROTC	14		
Physical Education Classes	14		
Career Orientation Classes	14		
Dress Code & ID Badges	15		
Academic Dishonesty	16		
Cell Phones/Electronic Devices	16		
Class Attendance	17		
Food and Cafeteria Issues	18		
Computer/Network/Internet	19		
Misconduct	19		
Due Process	24		
Definition of Terms	25		
All Inclusive	26		

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. 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 July, 2018. Changes may occur through administrative/Board of Education action.

Chapter 2

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 and shared time students the following opportunities exist at the Salem County Career and Technical High School and are available for eligible students. Each promotes a variety of special projects, which enhance career opportunities, leadership, communication, and scholarship.

ATHLETICS

For the 2018 - 2019 school year the Career and Technical High School will offer high school athletics for the first time. The school is a standing member of the New Jersey State Interscholastic Athletic Association (NJSIAA). For this school year all athletics will be offered on a junior varsity level. All athletic teams will play under the nickname "Chargers". The Chargers will play as an independent for this upcoming athletic year and will also be a member of the New Jersey Technical Athletic Conference (NJTAC).

Fall Season

Boys Cross Country
Girls Cross Country
Girls Volleyball

Winter Season

Boys Basketball
Girls Basketball

Spring Season

Boys Volleyball

All full time students should participate in athletics at the Career and Technical High School. Students are permitted to participate in athletics at their resident high school in sports not offered at the Career and Technical High School. For the 2017-2018 school year students can participate in varsity level athletics at their resident school since not being offered at the Career and Technical High School.

Shared time students must participate in athletics at their home school.

Many of the core academic courses at the Career and Technical High School are approved by the NCAA Clearinghouse for scholarship eligibility.

Further information about the school's athletics program including student athlete academic and conduct expectations can be found in the Student Athlete Handbook.

FFA

FFA provides a wide variety of programs and activities for students enrolled in agriculture classes at the Career and Technical High School. Members have the opportunity to meet students with similar interests from across the state and nation. The organization is devoted to the advancement of agriculture, the development of leadership, communication and social skills, scholarship, and career opportunities. Students must be enrolled in an agricultural science class in order to be eligible.

HOSA

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. Members are eligible to compete in state and national competitions.

NATIONAL TECHNICAL HONOR SOCIETY

Students, during the fall, will have the opportunity to apply for membership into the National Technical Honor Society.

National Technical Honor Society - Inductees for the National Technical Honor Society must be a member of the sophomore, 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 3.25 or higher in their career and technical program. Students must be in good attendance and have not received any internal or external suspensions, or have received any academic dishonesty violations. Students must be recommended by their career and technical teacher and receive a majority vote of the Faculty Council. Membership dues are \$40.00 for the first year and \$25.00 for each year following (until graduation). Students will also be expected to complete a minimum of ten (10) service hours a year.

Benefits of membership include:

- membership materials including: custom certificate, presentation folder, member pin, ID card, window decal and white tassel
- Access to the secure online career center for a period of one year after graduation.
- NTHS scholarship opportunities including the Jon H. Poteat scholarship and others through our career/technical student organization partners.
- Access to requesting specific letters of recommendation for employment, college, or scholarships for a period of one year after graduation.
- Always listed in our national registry for recruitment opportunities by top U.S colleges and corporations.
- Official commencement accessories and NTHS logo gear available for purchase

SKILLS USA

Skills USA is a national organization serving trade, industrial and technical education students. The CTHS 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 and national competition related to their specific vocational or technical program.

DUPONT ACADEMIC LEAGUE

Teams from all six Salem County schools compete at the Junior Varsity and Varsity level each year in academic competitions. The competitions are made up of questions in content areas such as Math, History, English, literature, current events, entertainment, and sports. Teams of four different students compete in each of three rounds to earn points for the most correct answers. The schools 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 leadership, marching and flight formation. Additionally, the students learn how to properly present the Colors at various school and civic/community 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.

MOCK TRIAL

Mock Trial introduces students to the American legal system and provides a challenging opportunity for personal growth and achievement. As part of the CTHS Law Enforcement program, students will exercise their critical thinking and teamwork skills, as well as the basic skills learned in the classroom.

BRAVO CARD

Students showing good character may receive teacher recognition through the BRAVO card System. BRAVO stands for "Being Respectful and Valuing Others". When teachers identify students as good role models or positive peer leaders, they submit their recommendations to the office. The office, in turn, reaches out to both students and parents, and informs them about the recognition. Students also receive a certificate and written copy of the teacher recommendation, their picture on the monthly BRAVO bulletin board and an invite to the bi-yearly BRAVO breakfast.

STUDENT OF THE MONTH

Recognized BRAVO students will be eligible to become Student of the Month. Each Student of the Month will receive recognition by the Principal and Superintendent of Schools.

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.

ATTENDANCE CALL OUT LINE

(856)769-0101 x5368

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 shall require from the parent or guardian of each student 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

The only excused absences from class or school are listed below. All other absences are considered unexcused.

1. 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.
2. 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.*
3. Religious holiday as specified by the New Jersey Commissioner of Education.*
4. Court appearance when the student is summoned to appear.*
5. College visitations or career related activities may also be an excused absence, with permission from the principal.

*Documentation required.

Parent call outs and notes are accepted as notification – but not an excused absence.

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. Date(s) of absence
3. Reason for absence
4. Signature of the parent or guardian or the student's signature if the pupil is a postsecondary student 18 years of age or older
5. 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 within one week 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.

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.

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.
3. When a student is absent from class for any reason they are given 1 (one) day to make-up and submit assignments for each day they are absent. A student absent 2 (two) days may receive 2 days to submit missed work and assignments. A student who is absent from class 3 (three) days or more will have a maximum of three days to submit missed work and assignments. Students granted extensions through 504 plans or individualized education plans will be granted that extended time and those plans will be adhered to.
4. It is understood that certain classroom activities cannot be made up when a student is absent. In this case, a student may be given an alternative assignment of equal weight or be exempted by the instructor

HOMEBOUND INSTRUCTION

If a student is under 18 years of age, homebound instruction may be available for long term absence due to medical reasons with proper medical documentation. 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. 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. 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.

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.

ABSENCE FOR RELIGIOUS REASONS AND AWARDS

A student 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 student's religion.

VACATION

Family vacations are not considered an excused absence from school. The Career and Technical High School recognizes that due to parents' work schedules, vacations may occur during the school year. If a parent is taking a student from school for vacation, the student is responsible for all missed assignments. The student must obtain a vacation assignment form from the high school main office. The student will take the form to each teacher and have them initial they are aware of the days that the student will miss and that the student is aware of the work they are responsible for.

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 11 for the Career and Technical High School bell schedule.

EARLY DISMISSAL

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 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/leaving campus without permission.

MANDATORY ATTENDANCE CREDIT RECOVERY

If a student has earned four unexcused absences in a semester and then accumulates a fifth (5) unexcused absence they will be required to attend and complete an after school attendance recovery program. The attendance recovery program is a three (3) day six (6) hour program. The program will run from 3:00 – 5:00 p.m. on school days. If a student accumulates a fifth unexcused absence they will complete this six-hour program in addition to attending school. Participation in attendance recovery will also be mandatory for each additional unexcused absence in that semester. Failure to attend attendance recovery will result in external school suspension and a mandatory re-entry meeting with the student, parent and the building principal or designee.

Please refer to the previous section as to which absences are excused or unexcused.

TRUANCY

The Career and Technical High School administration will file truancy charges on any student who has ten (10) consecutive unexcused days from school or fifteen cumulative unexcused absences in a given semester. The truancy charges will be filed in the student and guardian's resident municipality and may result in a monetary fine or appearance in municipal court.

LOSS OF CREDIT FOR HABITUAL ABSENCE

The school operates under a block schedule and all courses are offered on a semester basis 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.

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 may lose credit for the program, course, or courses for which these absences occurred.

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 principal who will initiate a warning notice.
2. Warning Notices
 - A. School authorities will initiate notification to parents for students for absences as follows:
 1. Global Connect – The Salem County Career and Technical High School utilizes the Global Connect communication system. When a child is absent from school and a phone call or notification was not made by a parent or guardian, the school will initiate a Global Connect phone call to the student's home to inform parent(s) of the absence.
 2. Written notification to parent/guardian on the third (3rd) unexcused absence.
 3. On the fifth (5th) unexcused absence, written notice will be sent certified mail to notify the parent or guardian or the student that credit has been forfeited for all courses in which five (5) unexcused absences have occurred, subject to an appeal hearing before the principal.

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 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 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 should be submitted to the building principal within ten (10) days after notification of the loss of credit.
 - c) The written appeal must state the reason and any extenuating circumstances that the person making the appeal will present to the principal.
 - 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** – If the student or 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 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.)

PERFECT ATTENDANCE

Perfect attendance is defined as a student who is present at school each day and is late to school less than three times. The only missed days that will not infringe upon perfect attendance are those days approved by the Principal. A student who earns perfect attendance during their freshman or sophomore year will receive a certificate of achievement at the end of the school year. A student who earns perfect attendance during their junior or senior year may be eligible for a monetary award through the SCVTS Educational Foundation based on availability of funds.

BLACKBOARD CONNECT

The Salem County Career and Technical High School uses the Blackboard Connect communication system. In addition to attendance, 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	10:01 AM	
Lunch 2A	10:04 AM	10:29 AM	
2	10:32 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	10:29 AM	
Lunch 2B	10:32 AM	10:57 AM	
2	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

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 2C	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	11:06 AM	
4	11:09 AM	12:09 PM	
	12:09 PM	12:30 PM	Teachers at Assigned Duty Posts - Students Depart



Salem County Vocational Technical School
And
Salem County Special Services School District



School Calendar 2018-2019

Board Approved 3/27/18

SEPTEMBER '18				
M	T	W	T	F
3	4*	5*	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

OCTOBER '18				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- Sept. 3 Labor Day
- Sept. 4 Convocation
- Sept. 5 Staff In-Service
- Sept. 6 School opens for students
- Oct. 8 Columbus Day
- Nov. 8-9 NJ Teacher's Convention
- Nov. 12 Veteran's Day Observed
- Nov. 22-23 Thanksgiving Holiday
- Dec. 24-Jan. 1 Winter Break
- Jan. 21 Dr. Martin L. King, Jr. Day
- Feb. 1 Staff In-Service
- Feb. 15-18 President's Weekend
- Mar. 15 County-wide In-service
- Apr. 18-23 Spring Break
- May. 10 Staff In-Service
- May. 27 Memorial Day
- Jun. 18 Last day staff & students
SCVTS Graduation

NOVEMBER '18				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

DECEMBER '18				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

JANUARY '19				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY '19				
M	T	W	T	F
				1*
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

Pupil Attendance

Sept. 17	Feb. 17
Oct. 22	Mar. 20
Nov. 17	Apr. 18
Dec. 15	May 21
Jan. 21	Jun. 12

Total Student Days 180

Total Staff Days 185

MARCH '19				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15*
18	19	20	21	22
25	26	27	28	29

APRIL '19				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY '19				
M	T	W	T	F
		1	2	3
6	7	8	9	10*
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JUNE '19				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

School Closed for Students	
Early Dismissal	
Staff In-Service Days	*
Last Day for Students	
Snow Days	X

The first three snow days will be taken on June 19th, 20th and 21st. Additional days will be taken from Spring break if necessary.

Every attempt will be made to finalize the June calendar by April 1, 2019.

Request for personal leave will not be granted during state assessment testing and spring break.

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.

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 Career and Technical High School. The Salem County Career and Technical High School is a public school of choice. Students who do not conform to the code of conduct, therefore, may be returned to their resident district, dependent upon the nature of the infraction.

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, teacher detentions, before, lunch or after school detentions, exclusions from class, probation contract, in school suspensions, out of school suspensions and removal from the Career and Technical High School.

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.

B. CAREER AND TECHNICAL EDUCATION PROGRAM UNIFORMS AND DRESS CODE

- The following 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. 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.
- 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.

- 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.

- 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 follow the CTHS dress code, 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 during all practical and demonstration lessons and/or as directed by the teacher.

- d. Allied Health Professionals
Allied Health Professional students may wear “scrubs” 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. 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 crew neck t-shirt with shorts, which do not come below the knees when worn at the natural waist. Sweatshirt/sweatpants may also be worn. Sneakers must have a non-marking bottom.

- i. Career Orientation Classes
Due to the nature of the program Career Orientations students will abide by the CTHS uniform as well as the CTE specific attire according to which programs they shadow each week.

- j. Law Enforcement, CADD, Graphics, Childcare Early Childhood Education
Students will adhere to dress code requirements. Activity specific requirements may be required by the program instructor.

Dress Code & Identification Badges

SCVTS, as a center of learning, shall provide for the development of habits and attitudes conducive to acceptable wearing apparel for both full time and shared time students. The **Principal or the Principal’s designee has the final authority for interpreting whether a student’s apparel conforms to the dress code.** When it is determined that a student’s clothing does not comply with the dress code, a parent/guardian may be asked to bring an appropriate change of clothes to school. If the violation of dress code cannot be rectified the student will be subject to disciplinary consequences. The SCVTS dress code policy is as follows:

All students must wear a collared shirt.

1. Students may not wear shorts, skirts or dresses.
2. Students may not wear t-shirts, sweatshirts, tank tops, sleeveless or cut off or ripped shirts.
3. Students may only wear a hoodie in the building if unzipped and a collared shirt is on underneath.
4. Students may not wear flip flops, sandals or slippers.
5. No headwear or hoods can be worn inside the building.
6. Inappropriate clothing or shirts are not permitted. Inappropriate can be defined but not limited to clothing depicting vulgar language, symbols or logos pertaining to drug paraphernalia, alcohol, negative images of race or weaponry.
7. Low cut shirts, midriff-bearing and torn clothing is also considered inappropriate and in violation of the school’s dress code.
8. Pants must be worn at the natural waist (sagging pants are not permitted).

Students may wear chino pants, blue or black denim jeans or black pants. Pants cannot be ripped or torn. Students may not wear shorts, skirts or dresses.

Students may wear boots or sneakers or closed toe dress shoes. Students may not wear sandals, flip flops or slippers.

First Offense	Second Offense	Third Offense	Fourth Offense
Administrative Warning	1 detention and parent notification	2 Detentions and parent notification	In School Suspension, mandatory parent conference with CTHS Principal

*Further offenses beyond a fourth offense may result in out of school suspension.

- **Identification Badges-** All Career and Technical High School students will be issued an identification badge which is not to be altered or purposely damaged in any way. Additional badges may be purchased for a nominal fee. Staff may ask individuals they are unfamiliar with to produce their CTHS ID badge to verify that they are authorized to be on campus.

Academic Dishonesty

- The Board of Education believes that honesty and specifically academic honesty is a trait that is expected from all students who attend the 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 or will not be tolerated.
- Specific Acts of Academic Dishonesty
 - Passing off (the ideas or words of another) as one's own or to use (another's creation) without crediting the source.
 - Presenting as new and original an idea or product derived from an existing source. (Committing literary theft)
 - Copying another student's answer(s) during in class examinations, take-home examinations, laboratory work, homework, or class assignments.
 - Discussing answers during in-class examinations or take-home examinations.
 - Using crib notes (cheat sheets), or other types of unauthorized material or instruments.
 - Attempting to secure a future examination or information regarding the contents of a future examination.
 - Being in possession of a teacher copy of a test or testing materials of any kind.
- It is the student's responsibility to learn how to attribute work properly by citation (summarization and direct quoting), footnotes/endnotes and reference/work cited pages.
- **A mandatory meeting will take place between the teacher, parent and student to discuss the issue prior to administrative referral.** Students found guilty of academic dishonesty will receive a "0" on the assignment in question. Depending on the severity of the offense the CTHS administration may impose probation and/or suspension of participation in extracurricular activities for any student found guilty of academic dishonesty. Subsequent offenses may result in additional disciplinary actions.

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 in class (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. Additionally, any student found using the cell phone inappropriately (sexting, bullying/harassment, illegal activities etc.) will have the phone confiscated and face additional disciplinary consequences.
- 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.

First Offense	Second Offense	Third Offense
1 detention, cell phone is returned to the student at the end of the day	1 detention, cell phone must be retrieved by a parent/guardian.	2 detentions, cell phone must be retrieved by a parent/guardian.

Late to School/Class and Truancy and Class Cutting

- Late to school

Third Offense	Fourth Offense	Fifth Offense	Sixth Offense
Detention	2 Detentions	In School Suspension, mandatory parent conference with CTHS Principal	In School Suspension, mandatory parent conference with CTHS Principal

- Late to class

Third Offense	Fourth Offense	Fifth Offense	Sixth Offense
Administrative Warning	Detention	2 Detentions	In School Suspension, mandatory parent conference with CTHS Principal

*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 additional administrative consequences determined by the principal or his designee. This includes but is not limited to additional In School Suspensions, Out of School Suspensions, and 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.

- Late to Class
 - Being late to class three (3) or more times will result in a detention for each subsequent offense
- Truancy shall be considered an absence from school without authorization. Each absence will be considered unexcused. 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 report to a cooperative education internship experience. 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.	3 days ISS, mandatory parent conference with CTHS Principal

- Leaving class without permission

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

- Leaving campus without permission

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

Food and Cafeteria Issues

- Food or beverage in the classroom without teacher permission
- 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 lunch detention	2 lunch 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 - 2 detentions per violation
- Computer Network Violations

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 detention

- 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

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

- Conduct Unbecoming a Student (willful disregard for Code of Conduct)

First Offense	Second Offense	Third Offense
1 detention	1 day ISS, possible parent meeting with Assistant Principal	2 days ISS – mandatory meeting with Principal

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

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

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

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

- 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.
- Inappropriate contact or actions.

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 Disrespect to Student
- 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), hookah pens and electronic cigarettes (e-cigs).

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

- Under the influence of alcohol, steroids and/or other dangerous controlled substance(s).
Admission of guilt supersedes any drug test results.

First Offense	Second Offense	
5 days OSS, drug testing and State Police notification, loss of eligibility to participate in or attend extra-curricular activities for at least 90 days, mandatory parent meeting with the Principal*	10 days OSS, drug testing and State Police notification, loss of eligibility to participate in or attend extra-curricular activities for 1 calendar year, 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, conduct probation and possible notification of State Police.	5 days OSS, 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, conduct probation, 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	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 conference, conduct probation	5 days OSS, mandatory parent meeting with the Assistant Principal	5-10 days OSS, 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, parent meeting and meeting with district affirmative action officer.	5 days OSS, 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, 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.

C. 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.

D. DISCIPLINE APPEAL PROCESS

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. Parents must through written notification (letter/email) notify the CTHS Administration that they wish to appeal the consequence for lesser offences prior to the start of the assigned detention, ISS or OSS.

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 out of school (OSS) from the Salem County Career and Technical High School, the suspension shall also apply at the resident district high school. The Salem County Career and Technical High School 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 Career and Technical High School 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 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.

D. 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

Probation/Restriction

Parents/guardians of any student placed on probation/restriction will be notified at the beginning of the probationary period. Any student placed on probation/restriction will be ineligible for any extracurricular and school 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 a minimum 30 calendar days.

Probation - Academic, Behavior, Attendance

At the determination of the administration of the Career and Technical based on a student's academic performance or violations of the student code of conduct, a student may receive a probation agreement. The agreement would be facilitated with a meeting with a building administrator, the student and a parent. The agreement would identify the terms of probation, consequences and expectations of the student going forward. The agreement will be signed by the administrator, student and parent.

Student Suspected Under the Influence of a Illegal Drug or Substance

If a building administrator has reasonable suspicion that a student may be under the influence of an illegal drug or substance, the student will be required to submit to a drug test off site within 24 hours. A parent can elect to use their own physician or use the school district physician. Failure to take the drug test within this time will result in the student receiving consequences for being under the influence as outlined in the student code of conduct.

Detention

Administrative 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

*Teacher Detentions may also be assigned at the discretion of the individual teacher prior to administrative referrals and will take place with the teacher in their classroom.

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

The consequence for failing to attend an assigned administrative detention will be two (2) detentions; if the student fails to attend the two (2) detentions the student will be placed on restrictions and must attend a mandatory parent meeting with the Principal. The consequence for failing to attend an assigned teacher detention will be an administrative detention.

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

Exclusion

Long term removal from classes at the Salem County Career and Technical High School and return to resident district.

Expulsion

Permanent removal from the Salem County Vocational Technical School district and return to resident district.

In-house counseling

Counseling provided by the 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.

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.

E. 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.

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.

CTHS Lockers

All lockers are the property of SCVTS and are subject to a regular inspection. Use of such lockers or storage areas is subject to all conditions established by the Board of Education.

Students are expected to only use assigned district lockers and locks. 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) with or without the students knowledge or consent. Any authorized school district employee may inspect a locker whether or not the student is present. Fines may be assessed for damage to lockers.

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.

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.

IT Acceptable Usage Policy

It is the responsibility of all users of the SCVTS IT services to read and understand this policy.

Unacceptable use of district computers and network resources may be summarized as:

- Sharing user account and password information with others;
- Attempts to access or use any user account, e-mail address, or computers, which is not authorized to the user, are prohibited;
- Sending e-mails that purport to come from an individual other than the person actually sending the message;
- Attempts to break into or damage computer/network systems hardware or data held thereon;
- The distribution, installation, use, or storage by any means of pirated unlicensed copyright software, music, video, or other material;
- Installation of personal software or hardware on a workstation or the network;
- Connecting an unauthorized device (computer, notebook, portable media device) to the district network without permission;
- Associating any device to network Access Points, including wireless, for which the user is not authorized;
- Circumvention of Network Access Control (bypassing user restrictions on PCs and web filtering on the Internet);
- Non-academic activities which generate heavy network traffic, especially those which interfere with others' legitimate use of IT services or which incur financial costs;
- The deliberate viewing and/or printing of violent and pornographic images;
- Use of printers for non educational purposes and wasting district printer resources (ink and paper);
- The posting of defamatory comments about staff or students on virtual classroom or social networking sites;
- Actions or inactions which intentionally, or unintentionally, aid the distribution of computer viruses or other malicious software;
- Unauthorized resale of district services or information.
- Any illegal activities

Other uses may be unacceptable in certain circumstances. It should be noted that individuals may be held responsible for opening an attachment, received via unsolicited e-mail, especially if clearly unrelated to work or study, which leads to widespread virus infection, may result in disciplinary action being taken.

Chapter 6

GENERAL SCHOOL INFORMATION

PARTICIPATION IN CLASS TRIPS AND CLUB ACTIVITIES

The Career and Technical High School plans and coordinates several trips and activities during the course of the school year. The purpose of these trips vary from education to enrichment. Since students may miss class in order to participate in these activities, students must be in good academic and attendance standing and clear of any major discipline issues.

SENIOR TRIP AND OVERNIGHT TRIPS

Participation in Senior Trip to Walt Disney World and other overnight trips is a privilege. This privilege comes with additional responsibility and a higher accountability of students. With this in mind rule violations or criminal acts could result in loss of participation in other activities, immediate return home at the parents' expense or loss of participation at graduation. Prior to these trips where these consequences are at stake, parents will be required to review trip expectations and consequences and sign their permission in order for their child to participate. For the Senior Trip to Walt Disney World there will also be a Parent Information Meeting.

ACTIVITY RESTRICTION

Any student on the school's Restricted List could be excluded from participation in class trips, club activities, athletics or specific activities such as Prom and Senior Trip. Students may be placed on the Activity Restricted based on discipline infraction, attendance violation, habitual lateness, or academic negligence. Parents will be notified in writing of any student placed on Activity Restriction.

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 part.

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 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 for shared time students 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. Full time students need only the permission of the Career and Technical High School principal.
2. When the lot cannot accommodate all persons who wish to use it, space will be allotted on a first-come, first-served basis.
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 in the student lot. There is to be no student parking in restricted or reserved areas.
5. All students parking on school property must obtain a school parking decal. Decals may be obtained from the school office for a fee.
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 not 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. This includes students operating a vehicle on a farmer's license. 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.

FIRE AND SECURITY DRILLS

Fire drills and security drills (active shooter, non-fire evacuation, bomb threat etc.) will be conducted 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 also to provide the necessary supervision so that students can be provided with emergency directions should such be required.

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.

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.

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, through Global Connect with a phone call home, and posted on the district website (ww.scvts.org) and the district Facebook page (Salem County Vocational Technical Schools).

STUDENT LUNCH INFORMATION

It is the policy of the Salem County Board for Vocational Education to allow students in the High School to charge a meal on the occasion when they may have lost or forgotten their lunch money.

The following procedures will be followed in the high school cafeteria:

A. On the first occasion, the student will be served the meal of their choice.

- B. On the second and third occasions, the student will be served a cheese sandwich, fruit, vegetable, and milk.
- C. If charges have not been paid after the third charge, a phone call will be made to the student's parents or guardians.
- D. Any further charges will only be allowed on a case by case basis as determined by the Food Service Manager and the Principal.
- E. Please be aware that Power Lunch is one component of Power School that will allow you to deposit money into a lunch account for your child.

POWER LUNCH

Power Lunch is one component of PowerSchool that will allow you to deposit money into a lunch account for your child. Students have been issued their ID badges which will function similarly to a debit card. Each time your child scans their personal student ID badge; their purchase will be deducted from their lunch account. An e-mail will be sent home each time the student account falls below a predetermined level.

If you wish to participate in this program, please send money or a check in with your child. Have your child report to the cafeteria cashier or main office before or after lunch to deposit the funds into their account. Students with a negative balance will not be served hot lunch without proper funds.

Lunches for the 2017-2018 school year are \$3.50. National School Lunch Program reduced rate for those eligible is \$.40 per lunch. If you wish to prepay for a specific period of time the following totals apply. (Breakfast not included)

Per Month

September \$63.00 Reduced \$7.20
October \$70.00 Reduced \$8.00
November \$59.50 Reduced \$6.80
December \$59.50 Reduced \$6.80
January \$66.50 Reduced \$7.60

February \$63.00 Reduced \$7.20
March \$77.00 Reduced \$8.80
April \$59.50 Reduced \$6.80
May \$73.50 Reduced \$8.40
June \$42.00 Reduced \$4.80

Per Semester

1 \$315.00 Reduced \$36.00
2 \$315.00 Reduced \$36.00

Breakfasts for the 2017-2018 school year are \$2.25. National School Breakfast Program reduced rate for those eligible is \$.30 per breakfast.

Also, be sure to provide the school with your current e-mail address. You may e-mail your information to Linda Dunn at ldunn@scvts.org. Please be advised that all students are required to wear their student ID badges at all times in the school.

You may contact Roland Carter, Food Service Director, at 856-769-0101, ext. 5324 if you have any questions.

TITLE ONE INFORMATION

The Salem County Career and Technical High School is fortunate to have resources through Title I federal funding under *The Elementary and Secondary Education Act* to provide additional academic support in Language Arts and Math for students.

The ESEA Act is our country's most important federal education law. This law was designed to make changes in teaching and learning that will help increase academic achievement in our schools. The law requires that all schools receiving Title I funds inform parents of their right to ask schools about the qualifications of their child's teachers.

If you are interested in learning more about Title I services or if you feel that you need additional advice or clarification of the policies or guidelines that affect you, please do not hesitate to contact the Principal's Office at the Career and Technical High School. You may also access important information regarding Title I services on the district's website at www.scvts.org under parent information.

Chapter 7

HARASSMENT AND AFFIRMATIVE ACTION

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 Officer, Bonnie Baker at 769-0101 x5391.

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.

Definition of HIB under N.J.S.A. 18A:37-14:

- Any gesture, written, verbal or physical act, or electronic communication, whether a single incident or series of incidents,
AND
- That is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic,
AND
- That takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school
AND that:
- Any gesture, any written, any verbal or physical act...and that:
 - (a) a reasonable person should know...will have the effect or physically or emotionally harming a student or damaging the student's property, or placing

- the student in reasonable fear of physical or emotional harm to his person or...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;
 - (c) creates a hostile environment at school for the student; or
 - (d) infringes on the rights of the student at school.

***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.

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.

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.

Chapter 8

STUDENT SERVICES

CONTACT INFORMATION

Katie Belutty, School Counselor (x5317)
 Lacey DeBellis, School Counselor (x5318)
 Melanie Jones, School Counselor (x5386)
 Mark Kasubinski, Student Information Coordinator (x5370)
 Patricia Scioli, Guidance Secretary (x5366)

GRADE SCALE

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

GRADING CATEGORIES			
CTE / Vocational Programs		Category %	Suggested
Program to use this setup			
Tests / Hands-on / Projects	40%		All CTE Programs
Participation (with rubric)	40%		Computer Apps
Quiz / CW / HW	20%		
Final Exam	100%	Hands on and written	
PE Program		Category %	Suggested
Program to use this setup			
Participation (with rubric)	75%		All Gym Classes
Test/Quizzes	15%		
Classwork/Homework	10%		
Final Exam	100%		
Academic		Category %	Suggested
Program to use this setup			
Tests	40%		All Academics
Projects / Quiz / Lab	30%		Health Classes
Class work / HW	20%		English, Math, History
Participation (w/rubric)	10%		Science and Electives
Final Exam	100%	Written	
College Set Up		Category %	Suggested
Program to use this setup			
Homework	20%		Science, Nursing, Energy
Lab/Quiz	35%		College Math , English 101
Test	45%		
Final Exam	100%	Written	

FINAL EXAM OPT-OUT OPTION:

Students walking into a final exam with a semester grade of an "A" will have the opportunity to "opt out" of a written final (their semester grade at finals would = their written final exam grade). If a student with an "A" still wanted to take the exam hoping to earn a few extra points, he would be permitted to take the written exam. If his final exam grade, though, wound up lower then his semester grade, the grade entered as the final exam grade would be the semester grade; this way, the student with an "A" would not be penalized for trying to improve his overall class grade by taking the final exam.

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 principal may grant an administrative waiver. All such requests must be submitted 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

The reason students need to recover failed courses and remain within five credits each year of graduation is that due to the course requirements and sequencing of career and technical classes, students are not afforded additional elective credits to make-up failed courses. Students who fail courses can recover credits through summer course offerings or online classes. Students who do not meet the minimum credits for advancement to the next grade may be removed from the program and return to their resident high school.

GRADE POINT AVERAGE (GPA) CALCULATIONS

Grade point averages are calculated on two scales. GPA is stated as simple or weighted.
GPA formula (simple)

Simple GPA

Grade points multiplied by potential credit divided by earned credit
Grade points multiplied by potential credit earned divided by sum of potential credit
GPA formula (weighted)

Weighted GPA

Grade points plus added value multiplied by potential credit divided by earned credit
Grade points plus added value multiplied by potential credit = calculation
Calculation divided by potential credit = weighted GPA

GPA Points

A = 4

B = 3

C = 2

D = 1

F = 0

Added Value

College classes receives 1 additional GPA point on scale

Honors classes receives 0.5 additional GPA point on scale

CLASS RANK

The class rank is based upon a student's weighted GPA. Class rank for full time students is considered on the number of full time students at the Career and Technical High School in that grade level regardless of academy or program. If the weighted GPA of two students is identical higher rank is determined by numeric calculation.

ACADEMIC MAINTENANCE CRITERIA

Due to the specific course sequencing of academy and career and technical programs it is imperative that students pass classes, earn credits and remain in good academic standing to remain in line with their projected graduation. Students who fail courses will not be able to recover them in lieu of their chosen career and technical program.

In order to be eligible for honors level or dual credit college classes the student's performance in previous classes and standardized testing will be taken into consideration with final determination made by the CTHS Principal.

In order to receive credit in a dual credit college class a student must receive a grade of 73% or better. A student cannot enter a 200 level college class without the prerequisite 100 level class.

1. Review after 9th grade year and subsequent years to determine if student should proceed to the college classes
 - If student has a D or F in 9th grade classes, student will need to choose a Career and Tech program
2. A student cannot enter 200 level college courses without prerequisite 100 level courses.

ELIGIBILITY FOR HONORS LEVEL COURSES

For students wanting to move up to an honors level class after freshmen or subsequent years:

- An average of 90% for the year in the subject
- Teacher recommendation

From Middle school to High school for Career and Tech students:

- Highest emphasis based on Test scores, student should be advanced proficient
- A's and B's in classes middle school
- Availability/class size here at the high school

CAREER AND TECHNICAL HIGH SCHOOL VALEDICTORIAN GRADUATION SPEAKER

The valedictorian student speaker at graduation will be the top ranked student in the graduating class who has been enrolled full time at the Career and Technical High School for four years. A student's rank is determined by the weighted grade point average. If a salutatorian is selected to speak at graduation, it will be second ranked student.

GRADE APPEAL PROCESS

1. Each teacher is responsible for the determination of the grade a pupil receives for participation in the teacher's course of study.
2. If a grade is challenged by a pupil or a parent(s) or legal guardian(s), the teacher will convene a conference and will explain the grading system and the reasons for the final grade.
3. If the parent(s) or legal guardians(s) or pupil is not satisfied by the teacher's explanations, he/she may appeal in writing or by email within 5 school days the grade to the Principal, who will consult with the teacher and the pupil in an attempt to resolve the dispute. The Principal will give every reasonable deference to the teacher's professional judgment.
4. If the Principal determines that the grade should be changed, he/she will alter the grade on all records and indicate by whose authority the grade has been changed.

PROGRESS REPORT, REPORT CARDS AND PARENT-TEACHER CONFERENCES

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 student progress. 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 and sent home. The principal will certify all grades. For full-time students, report cards and progress reports will be sent home. Parent-teacher conferences will be arranged on the basis of individual student need and parental or teacher request and will be scheduled when possible between the student and parent. 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. Grades can also be viewed at anytime in Power School.

POWER SCHOOL

Power School is a leading Web-based Student Information System where students and parents can access grades, attendance, and online educational sources. Additionally, PowerSchool give parents the opportunity to see teacher's e-mail addresses and communicate with them. Other school information such as lunch balance and school bulletin information can be accessed through Power School.

INCOMPLETE GRADING

An incomplete grade may be temporarily issued when due to extenuating circumstances, assignments are outstanding and it is not feasible to give a student a final grade for a marking period. In complete grades must be made up within a specified time period, generally two weeks, as determined by the teacher and principal. Upon completion of the work the grade will be rectified and notification will be sent. Work that remains incomplete after the designated time period will be entered and calculated as a zero.

NCAA STUDENT ATHLETE ELIGIBILITY

Although there are not athletic programs at the Career and Technical High School, many students participate in sports at their home school. To that extent the Career and Technical High School has courses approved through the NCAA Clearinghouse. The courses are listed below followed by a description of the NCAA Eligibility Center and what needs to be completed year by year for a student athlete.

CAREER AND TECHNICAL HIGH SCHOOL APPROVED COURSES

English

ENGLISH 10
ENGLISH 10 HONORS
ENGLISH 11
ENGLISH 11 HONORS
ENGLISH 12
ENGLISH 12 HONORS
ENGLISH 9
ENGLISH 9 HONORS
ENGLISH COMPOSITION 101

Social Science

US HISTORY I
US HISTORY I HONORS
US HISTORY II
US HISTORY II HONORS
WESTERN CIV
WORLD HISTORY
WORLD HISTORY HONORS

Mathematics

ALGEBRA I
ALGEBRA II
CALCULUS 101
GEOMETRY
HONORS ALGEBRA I
HONORS ALGEBRA II
HONORS GEOMETRY
HONORS PRE CALCULUS
PRE CALCULUS

Natural/Physical Science

ANATOMY AND PHYSIOLOGY 220
ANATOMY AND PHYSIOLOGY 221
BIOLOGY
CHEMISTRY
CHEMISTRY 101
CHEMISTRY 102
ENVIRONMENTAL SCIENCE
HONORS BIOLOGY
THE SCIENCE OF FORENSICS

Additional Core Courses

SPANISH I

SPANISH II

NCAA ELIGIBILITY CENTER

The NCAA Eligibility Center certifies the academic and amateur credentials of all college-bound student-athletes who wish to compete in NCAA Division I or II athletics. By accessing the NCAA Eligibility Center's resource page on its website at www.eligibilitycenter.org, clicking on "Resources" and then selecting the type of student you are. You can then navigate through the resources to find helpful information.

Freshmen and Sophomores

- Start planning now!
- Work hard to get the best grades possible.
- Take classes that match your high school's list of NCAA courses. (Search Salem County VOTECH, CEEB Code 311643) The NCAA Eligibility Center will use only approved core courses to certify your initial eligibility.
- You can access and print your high school's list of NCAA courses at www.eligibilitycenter.org. Click the NCAA College- Bound Student-Athlete link to enter and then navigate to the "Resources" tab and select "U.S. Students" where you will find the link for the list of NCAA courses.
- If you fall behind, use summer school sessions before graduation to catch up.

Juniors

- At the beginning of your junior year, complete your online registration at www.eligibilitycenter.org.
- Register to take the ACT, SAT or both and use the NCAA Eligibility Center code "9999" as a score recipient. Doing this sends your official score directly to the NCAA Eligibility Center.
- Double check to make sure the courses you have taken match your school's list of NCAA courses.

Name _____

Block _____

Date _____

Academic Participation Rubric

<u>Category</u>	<u>20 points</u>	<u>15 points</u>	<u>10 points</u>	<u>5-0 points</u>	<u>Total Points</u>
Preparation	Almost always prepared for class with assignments and required class materials.	Usually prepared for class with assignments and required class materials.	Sometimes prepared for class with assignments and required class materials.	Almost never prepared for class with assignments and required class materials.	
Attentiveness	Almost always pays attention in class.	Usually pays attention in class.	Sometimes pays attention in class.	Rarely pays attention in class.	
Behavior	Almost never disruptive in class.	Rarely disruptive in class.	Sometimes disruptive in class.	Often disruptive in class.	
Cooperation / Class Work	Almost always follows directions, is on-task, tries his/her best on every project or assignment, works very well with his/her group, and maintains a positive attitude.	Usually follows directions and stays on-task, usually tries his/her best on most projects or assignments, usually works well with his/her group, and usually maintains a positive attitude.	Sometimes follows directions and stays on-task, does not appear to give best effort on projects or assignments, often does not work well in his/her group, and sometimes does not present a positive attitude.	Rarely follows directions and stays on-task, does not complete projects or assignments, works poorly in groups, and displays a negative attitude or disposition.	

Level of Engagement	Almost always contributes to class by offering ideas, asking questions and participating in class discussions.	Usually contributes to class by offering ideas, asking questions and participating in class discussions.	Sometimes contributes to class by offering ideas, asking questions and participating in class discussions.	Almost never contributes to class by offering ideas, asking questions and participating in class discussions.	
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TOTAL: _____ / 100 pts

- Ask your high school counselor to send an official transcript to the NCAA Eligibility Center after completing your junior year. If you have attended more than one high school, the NCAA Eligibility Center will need official transcripts from all high schools attended. **(The NCAA Eligibility Center does NOT accept faxed transcripts or test scores.)**
- Before registering for classes for your senior year, check with your high school counselor to determine the amount of core courses that you need to complete your senior year.

Seniors

- Take the ACT and/or SAT again, if necessary. The NCAA Eligibility Center will use the best scores from each section of the ACT or SAT to determine your best cumulative score.
- Continue to take college-prep courses.
- Check the courses you have taken to match your school's list of NCAA courses. • Review your amateurism responses and request final amateurism certification on or after April 1 (for fall enrollees) or October 1 (for spring enrollees).
- Continue to work hard to get the best grades possible.
- Graduate on time (in eight academic semesters).
- After graduation, ask your high school counselor to send your final transcript to the NCAA Eligibility Center with proof of graduation.

COOPERATIVE EDUCATION (CO-OP)

The cooperative education program is designed for students who excel in their career and technical program and want to pursue work in their field of study. In order to be eligible, students must have a cumulative "B" average in their career and technical program and demonstrated exemplary attendance and have not demonstrated any major discipline infractions. Cooperative education must be approved by the building principal. The cooperative education placement can be arranged and scheduled during school hours and the student will receive credit hours and grades towards high school graduation or the completion of their career and technical certificate. In order to be considered a cooperative education placement for credit hours the job must be related to their career and technical program of study.

ACADEMIC RELEASE

A student should first meet with their school counselor to review selections and obtain the necessary permission forms. Upon receipt of approval from the CTHS Principal, a student may be released during the school day to take college classes through an institution of higher education. Consideration will be given to students in line for graduation.

STATE 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. The required examination will be the Partnership for the Assessment of Readiness for College and Careers (PARCC), which will include sections from Math and Language Arts. Students will have the opportunity to prepare for these examinations in their regular classes before taking the PARCC.

In addition to the PARCC students will also be administered NJ DOE created End of Course Examinations in Biology.

AWARDS/RECOGNITION PROGRAMS

Each year the Salem County Career and Technical High School 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. 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.

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. Students are NOT permitted to board or ride unassigned busses. Any problems regarding transportation should be directed to the resident school district.

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.

When a student is ill enough to be sent home, a parent will be notified. It is the responsibility of the parents to make arrangements for transportation. 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

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 5309.

NATIONAL AND COMMUNITY RESOURCES

Depression, Mental Health and Counseling:

- Center for Family Services 935-8919
- Connected Experiences 624-3175
- Healthcare Commons Crisis Hotline 299-3001
- Healthcare Commons 299-3200
- National Suicide Prevention Lifeline 1-800-273-8255
- Robin's Nest 358-9710

Substance Abuse:

- SODAT 935-0441
- Maryville 935-9305
- Alanon 547-0855

- Addiction Hotline 1-800-322-5525
- Daytop Village of NJ 358-4111

Sexual Assault:

- Women's Services 935-6655

Pregnancy:

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

Abuse:

- DCPD Hotline 1-888-NJABUSE

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