WELCOME

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

The administration reserves the right to change, update, revise, or delete any item in this student handbook at any time.

<table>
<thead>
<tr>
<th>Property of:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom Teacher:</td>
<td></td>
</tr>
<tr>
<td>Homeroom Number:</td>
<td></td>
</tr>
<tr>
<td>Career Program:</td>
<td></td>
</tr>
<tr>
<td>Career Teacher:</td>
<td></td>
</tr>
<tr>
<td>Grade Level:</td>
<td></td>
</tr>
<tr>
<td>TABLE OF CONTENTS</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td></td>
</tr>
<tr>
<td>Welcome ................................................... 1</td>
<td></td>
</tr>
<tr>
<td>Mission Statement ........................................ 3</td>
<td></td>
</tr>
<tr>
<td>CCTS Board of Education ................................. 4</td>
<td></td>
</tr>
<tr>
<td>Important Addresses/Phone Numbers ................. 4-5</td>
<td></td>
</tr>
<tr>
<td>2018-19 High School Calendar ............................ 6</td>
<td></td>
</tr>
<tr>
<td>Affirmative Action .......................................... 7</td>
<td></td>
</tr>
<tr>
<td>Assembly Rules ............................................... 7</td>
<td></td>
</tr>
<tr>
<td>Attendance ................................................... 7-10</td>
<td></td>
</tr>
<tr>
<td>Late Arrival/Early Dismissal ......................... 9</td>
<td></td>
</tr>
<tr>
<td>Truancy .................................................... 9</td>
<td></td>
</tr>
<tr>
<td>Recognized Absences .................................... 9-10</td>
<td></td>
</tr>
<tr>
<td>Extracurricular Activities .............................. 10</td>
<td></td>
</tr>
<tr>
<td>Perfect Attendance Award Criteria ........................ 10</td>
<td></td>
</tr>
<tr>
<td>Notification .................................................. 10</td>
<td></td>
</tr>
<tr>
<td>Behavior/Conduct/Discipline Policies .................. 11-25</td>
<td></td>
</tr>
<tr>
<td>Bell Schedule/Pennsauken .................................. 26</td>
<td></td>
</tr>
<tr>
<td>Books .................................................................. 26</td>
<td></td>
</tr>
<tr>
<td>Care of School Property ..................................... 27</td>
<td></td>
</tr>
<tr>
<td>Cars and Parking ............................................. 27</td>
<td></td>
</tr>
<tr>
<td>Change of Custody or Guardian ............................ 27</td>
<td></td>
</tr>
<tr>
<td>Comprehensive Equity Plan .................................. 27</td>
<td></td>
</tr>
<tr>
<td>Computer Policies ........................................... 28-30</td>
<td></td>
</tr>
<tr>
<td>Drug Free School and Campuses Act ...................... 31</td>
<td></td>
</tr>
<tr>
<td>Emergency Closings .......................................... 31</td>
<td></td>
</tr>
<tr>
<td>Emergency Situations ....................................... 31-32</td>
<td></td>
</tr>
<tr>
<td>Extracurricular Activities/Clubs and Athletics ........ 32-34</td>
<td></td>
</tr>
<tr>
<td>Field Trips ..................................................... 35</td>
<td></td>
</tr>
<tr>
<td>Fines .................................................................. 35</td>
<td></td>
</tr>
<tr>
<td>Graduation Requirements .................................... 35-36</td>
<td></td>
</tr>
<tr>
<td>Grades/Report Cards ......................................... 43-45</td>
<td></td>
</tr>
<tr>
<td>Pupil Grievance Procedure ................................ 37-38</td>
<td></td>
</tr>
<tr>
<td>Homework and Makeup Work ................................ 39</td>
<td></td>
</tr>
<tr>
<td>Identification Cards ......................................... 39</td>
<td></td>
</tr>
<tr>
<td>Insurance ....................................................... 39</td>
<td></td>
</tr>
<tr>
<td>Integrated Pest Management .................... 39</td>
<td></td>
</tr>
<tr>
<td>Library/Instructional Materials Center .................. 40</td>
<td></td>
</tr>
<tr>
<td>Locks and Lockers ............................................. 40</td>
<td></td>
</tr>
<tr>
<td>Lost and Found ................................................ 40</td>
<td></td>
</tr>
<tr>
<td>Lunch Rules ..................................................... 40</td>
<td></td>
</tr>
<tr>
<td>Nurse ............................................................ 41-42</td>
<td></td>
</tr>
<tr>
<td>Parent Portal ................................................... 42</td>
<td></td>
</tr>
<tr>
<td>Passes ............................................................ 42</td>
<td></td>
</tr>
<tr>
<td>Peer Mediation/Conflict Resolution .................. 42-43</td>
<td></td>
</tr>
<tr>
<td>Physical Education and Health ............................ 43</td>
<td></td>
</tr>
<tr>
<td>Project Child Find ............................................. 43</td>
<td></td>
</tr>
<tr>
<td>Report Cards/Grades ......................................... 43-45</td>
<td></td>
</tr>
<tr>
<td>Safety .............................................................. 45</td>
<td></td>
</tr>
<tr>
<td>School Colors ................................................ 45</td>
<td></td>
</tr>
<tr>
<td>School Counseling .......................................... 46</td>
<td></td>
</tr>
<tr>
<td>Section 504 .................................................... 46</td>
<td></td>
</tr>
<tr>
<td>Sexting ............................................................ 47</td>
<td></td>
</tr>
<tr>
<td>Sexual Harassment ........................................... 47</td>
<td></td>
</tr>
<tr>
<td>Support Services .............................................. 47</td>
<td></td>
</tr>
<tr>
<td>Star Achiever Program ....................................... 48</td>
<td></td>
</tr>
<tr>
<td>Telephones ....................................................... 48-49</td>
<td></td>
</tr>
<tr>
<td>Title IX .......................................................... 49</td>
<td></td>
</tr>
<tr>
<td>Transfers ......................................................... 49</td>
<td></td>
</tr>
<tr>
<td>Transportation .................................................. 49-50</td>
<td></td>
</tr>
<tr>
<td>Uniform Attire ................................................ 50-51</td>
<td></td>
</tr>
<tr>
<td>We Tip Hotline .................................................. 52</td>
<td></td>
</tr>
<tr>
<td>Youth Helpline of New Jersey ......................... 52</td>
<td></td>
</tr>
</tbody>
</table>

2
MISSION STATEMENT

The mission of the Camden County Technical School District is to:

- Ensure all students are proficient in the Department of Education Curriculum Content Standards.
- Prepare all students for career and college success.
- Develop ethical character.
- Provide a safe, secure, and caring environment.

CCTS Vision Statement

- The Camden County Technical School District is dedicated to student success through college & career readiness in an ever-changing world environment.

- Students will develop into ethical citizens who demonstrate active inquiry, effective problem solving, while fostering creativity, communication, and collaboration skills. The student experience will include the core values of environmental awareness, emotional and social development, self-respect, and respect for others.

- This vision will be achieved through a collaborative effort of students, parents and guardians, the staff, the greater Camden County community and the Board of Education.
CCTS BOARD OF EDUCATION

Dr. William T. Mink, President
Mr. Jack Conners, Board Member
Mr. Michael Fuhrman, Board Member
Mr. Louis Vizoco, Vice President
Dr. Lovell Pugh-Bassett, Interim Executive County Superintendent/Board Member
Mr. Scott Kipers, Business Administrator/Board Secretary

Freeholder Liaison
Ms. Carmen Rodriguez

CCTS CENTRAL ADMINISTRATION
343 Berlin Cross Keys Road • Sicklerville, NJ 08081-4000
856-767-7000

Extension

Superintendent, Ms. Patricia Fitzgerald .............................................................. 5401
Assistant Superintendent for Curriculum, Instruction, Assessment and Grants
Ms. Karen DiGiacobbe ................................................................................ 5414
School Business Administrator/Board of Education Secretary,
Mr. Scott Kipers ........................................................................................... 5400
Assistant to the School Business Administrator/Board of Education Secretary,
Mrs. Denise Kinney ..................................................................................... 5409
Director of Special Education, Mr. Leo Lampman ........................................ 5301
Title 504 Officer, Mr. Leo Lampman, ......................................................... 5301
Supervisor of Planning, Research, and Evaluation, Ms. Lois Bucholski ... 5417
Supervisor: Career Technical Education, World Languages, Art, and Music,
Mr. Rob Bryan ........................................................................................... 5299
Supervisor: Career Technical Education and Financial Literacy,
Mr. Sean Kendall ......................................................................................... 5381
Supervisor: English Language Arts and Social Studies,
Ms. Teri Hardmeyer .................................................................................... 5414
Supervisor: Math and Science, Dr. Tonya Davenport .................................. 5299
Supervisor of Assessment, Data, and Instruction, Mrs. Lara Hilaman .... 4822
District Project Director/Day Care, Mr. Anthony DePrince ......................... 5419
Affirmative Action Officer, Mrs. Kathleen Cassidy ...................................... 5438
Title IX Officer, Mrs. Kathleen Cassidy ......................................................... 5438
Chief Technology Officer, Mr. Dino Valentino ........................................... 5580
District Facilities/Operations Manager ............................................................ TBD
Chief Buildings & Grounds Officer, Mr. Dino Acevedo ................................. 5200
Chief Security Officer, Mr. Tyrone Nock ...................................................... 5260
Manager of Human Resources, Mrs. Kathleen Cassidy .............................. 5438
Job Development Coordinator, Co-op Coordinator, Admissions/Interim
Mrs. Cathy Quattrone .................................................................................. 5265
Admissions, Public Relations Officer, Mrs. Suzanne Golt ......................... 5424
Student Assistance Coordinator, (Pennsauken Campus)
Mr. Charles Short ....................................................................................... 7255
Student Assistance Coordinator (GTC)/District Anti-Bullying Coordinator,
Mrs. Dawn Sponheimer .............................................................................. 5434
PENNSAUKEN CAMPUS
6008 Browning Road • Pennsauken, NJ 08109
856-663-1040

Extension
Principal, Mr. Brett Fetty.............................. 7210
Assistant Principal/Anti-Bullying Specialist, Ms. Charene Scheeper .... 7201
Assistant Principal, Mr. Matthew Hallinan ........................................... 7253
Director of Athletics/Activities, Ms. Alice Conley .................................... 7264
Director of school counseling Services, Mr. Joseph Jacob ...................... 7263
School Counselor, Mrs. Denise Fleig .................................................. 7225
School Counselor, Mr. DaJuane Collins ................................................ 7226
School Counselor, Ms. Monique Randolph ............................................. 7240
School Counselor, Mrs. Denise Fleig .................................................. 7225
School Counselor, Mr. DaJuane Collins ................................................ 7226
Principal, Mr. Brett Fetty........................................................................ 7210
Assistant Principal/Anti-Bullying Specialist, Ms. Charene Scheeper .... 7201
Assistant Principal, Mr. Matthew Hallinan ........................................... 7253
Director of Athletics/Activities, Ms. Alice Conley .................................... 7264
Director of school counseling Services, Mr. Joseph Jacob ...................... 7263
School Counselor, Mrs. Denise Fleig .................................................. 7225
School Counselor, Mr. DaJuane Collins ................................................ 7226
School Counselor, Ms. Monique Randolph ............................................. 7240
School Counselor, Mrs. Denise Fleig .................................................. 7225
School Counselor, Mr. DaJuane Collins ................................................ 7226

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

Extension
Director of Special Education, Mr. Leo Lampman .................................. 5301
School Psychologist, Mr. James Murtaugh ............................................. 5313
School Psychologist, Mrs. Kimberly Schwartz ...................................... 5304
School Psychologist, Mrs. Christine Swider .......................................... 5311
School Social Worker, Mrs. Grace Nuzzi-Chabot ................................. 5314
School Social Worker, Ms. Suzanne Rea ............................................. 5315
School Social Worker, Mrs. Stacey Whelan ........................................ 5310
Learning Disabilities/Teacher Consultant, Mr. Gregory Hammer .......... 5312
Learning Disabilities/Teacher Consultant, Mrs. Mary Beth Donohue .... 7386/5318
Learning Disabilities/Teacher Consultant, Ms. Ruthann Moffitt .......... 5309
Speech Language Specialist, Ms. Megan McKay ................................. 5276
# 2018-2019 HIGH SCHOOL CALENDAR

<table>
<thead>
<tr>
<th>Month</th>
<th>Date(s)</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>3</td>
<td>School Closed—Holiday</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>School Closed</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td><strong>First Day of School/New Students Only</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Early Dismissal/Students)</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td><strong>First Day of School/All Students Report</strong></td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>School Closed – Staff In-Service</td>
</tr>
<tr>
<td>October</td>
<td>3</td>
<td>Early Dismissal (students and staff) – Parents’ Night</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>Early Dismissal (students and staff) – Parents’ Night</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Inclement Weather Date)</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>November</td>
<td>8-9</td>
<td>School Closed—NJEAA</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Early Dismissal (students and staff)</td>
</tr>
<tr>
<td></td>
<td>22-23</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>December</td>
<td>21</td>
<td>Early Dismissal (students and staff)</td>
</tr>
<tr>
<td></td>
<td>24-28</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td></td>
<td>31</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>January</td>
<td>1</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>School Closed – Staff In-Service</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>February</td>
<td>6</td>
<td>Early Dismissal (students and staff) – Open House</td>
</tr>
<tr>
<td></td>
<td>7</td>
<td>Early Dismissal (students and staff) – Open House</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(Inclement Weather Date)</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>March</td>
<td>22</td>
<td>School Closed – Staff In-Service</td>
</tr>
<tr>
<td>April</td>
<td>10-12</td>
<td>Early Dismissal/Testing Days (students)</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>Early Dismissal (students and staff)</td>
</tr>
<tr>
<td></td>
<td>19-26</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>May</td>
<td>27</td>
<td>School Closed – Holiday</td>
</tr>
<tr>
<td>June</td>
<td>17-19</td>
<td>Early Dismissal (students)</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>Tentative Last Day for Students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Early Dismissal (students and staff)</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>Tentative Last Day for Teachers</td>
</tr>
</tbody>
</table>

Parents' Night (10/3/18 or 10/4/018), Open House (2/6/19 or 2/7/19), the day before Winter Break (12/21/18), the day before Spring Break (4/18/19), and the last 4 days of school are early dismissal as noted above.

In the event of an emergency closing(s), days will be made up on these dates in this order: 6/21 through 6/28; and 4/26, 4/25, 4/24, and 4/23/19.

The above information is subject to change.
AFFIRMATIVE ACTION

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

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

ASSEMBLY RULES

1. Teachers are to accompany students to and from the assembly site and remain with students during the assembly.
2. Students are to be seated as soon as they reach their assigned places.
3. Behavior such as talking, calling out, whistling, slouching in the seat etc. is not permitted and will be addressed.

ATTENDANCE

To report a student absent from school, call Mrs. Joy Perez, Attendance Secretary at (856)663-1040, ext. 7258.

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

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

Excellence in school attendance is the acceptable policy. The Camden County Technical School District does not condone unexcused absence from school. A pupil who is absent up to 14 days during the school year and/or can provide legitimate documentation will receive the credit earned. It is the responsibility of the parents/adult student to work cooperatively for an effective educational system.

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

Pupils who exceed 14 days absence during the school year must present a physician’s note to document the cause and duration of illness absences. The physician’s note shall be submitted within 30 days of the date of the illness absence, when such absences occur during the months of September through April. A physician’s note must be presented within one day for illness absences occurring during the months of May and June.

To receive credit, a pupil must not exceed 14 days absence from school. A pupil who exceeds 14 days absence will be required to attend credit completion in the summer (underclass students) or for several hours after school in May/June (seniors). A pupil participating in a school-sponsored or recognized activity and missing time from school shall not be considered absent from school. Exceptions to this attendance policy may be dealt with on an individual basis by the attendance review board and/or child study team.

Pupils who exceed 14 days absence for the school year will not have completed the course of study as prescribed. The pupil will not qualify to receive the (assigned) credit unless the pupil has attended credit completion in the summer (underclass students) or for several hours after school in June (seniors) and can successfully demonstrate course proficiency. A pupil may regain credit by completing credit completion in the summer (underclass students) or for several hours after school in June (seniors) or appropriate alternative education programs acceptable to the Director of Special Education.

To receive a grade for a course, a pupil must make up any assignment missed during any absences. A pupil who is truant or cuts class will not be given the opportunity to make up work that is missed and will receive the lowest possible grade for work missed.

A pupil exceeding 20 days absence within a school year as determined by the attendance review board may not receive credit and may have to repeat the school year with Superintendent permission. A pupil exceeding 25 days absence within a school year as determined by the attendance review board may be dropped from the rolls and will not be permitted to enroll again during the school year and shall be dropped only upon the approval of the Superintendent.

The attendance review board shall consist of the principal/director of special education or his/her designated representative, the pupil’s school counselor, the school nurse and other appropriate school personnel as may be deemed necessary by the principal. Decisions of the attendance review board and/or child study team may be appealed by using the parent and/or pupil grievance procedures.
LATENESS/EARLY DISMISSAL

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

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

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

<table>
<thead>
<tr>
<th>Students Arriving at School</th>
<th>Students Leaving School</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:39am to 10:00am (LATE)*</td>
<td>7:39am to 10:00am (ABSENT FULL DAY)</td>
</tr>
<tr>
<td>10:01am to 11:59am (ABSENT HALF DAY)</td>
<td>10:01am to 11:59am (ABSENT HALF DAY)</td>
</tr>
<tr>
<td>12:00pm to 2:30pm (ABSENT FULL DAY)</td>
<td>12:00pm to 2:30pm (EARLY DISMISSAL)*</td>
</tr>
</tbody>
</table>

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

TRUANCY

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

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

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

RECOGNIZED ABSENCES

The board considers the following as recognized absences:

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

RECOGNIZED ABSENCES (continued)

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

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

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

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

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

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

EXTRACURRICULAR ACTIVITIES

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

PERFECT ATTENDANCE AWARD CRITERIA

In order to qualify for a Perfect Attendance Award, the only acceptable excused absence is documentation of a religious holiday observance.

NOTIFICATION

The principal shall communicate the attendance policy and procedure to parents/guardians, and pupils via the parent, pupil, folder, handbook, via daily public address system announcements. The policy also shall be mentioned to parents on “Parents’ Night” and at enrollment sessions.
BEHAVIOR

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

Discipline administered for inappropriate student behavior includes a range of consequences including conferences with students, parents, teachers, school counselors and administrators. School rules apply to all students on school property and during off-campus school-sponsored activities. Each program area also has a set of rules which must be strictly adhered to for safety purposes.

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

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

DETENTION

Students may be assigned after school detention by teachers and administrators. Students assigned to after school detention may be given written notice 24 hours prior to the detention. After school administrative detentions are held from 2:35 p.m. to 3:05 p.m. Students are responsible for their own transportation home after these detentions.

An extended after school/Character Development Program may also be assigned by administrators. Transportation home will be provided for students at the end of this program.

BEHAVIOR DEVELOPMENT PROGRAM

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

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

EXTERNAL SUSPENSION

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

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

MISCONDUCT THAT WARRANTS ADMINISTRATIVE DISCIPLINARY ACTION

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

1. Altercation
2. Arson
3. Assault
4. Attempting to fight/Fighting/Instigating a fight
5. Bomb threat
6. Bullying incident/Harassment/Intimidation
7. Burglary
8. Bus misconduct
9. Computer misuse
10. Creating a disturbance
11. Cutting administrative detention
12. Cutting class and/or teacher detention
13. Dangerous physical contact/Dangerously inappropriate behavior
14. Defacing/Destruction of property
15. Disrespect to staff member
16. Disruptive behavior
17. Electronic device violation (Campus rules will be distributed annually)
18. Endangering the safety and welfare of self/others
19. Explosive device
20. Extortion
21. Failure to cooperate with staff/administration
22. Fire alarm violation
23. Forgery
24. Gambling
BEHAVIOR (continued)

MISCONDUCT THAT WARRANTS ADMINISTRATIVE DISCIPLINARY ACTION (continued)

25. Hitting a student
26. ID violation
27. Inappropriate behavior
28. Inappropriate comment
29. Inciting a group disturbance
30. Intentional unsafe/dangerous use of shop tools
31. Late to class(es)
32. Leaving campus
33. Leaving class without permission
34. Parking violation
35. Possession of tobacco product(s)/fireworks
36. Possession/sale/use/distribution of alcohol/weapon(s)
37. Possession of stolen property
38. Profanity
39. Pushing a staff member or student
40. Robbery
41. Sexual inappropriateness
42. Smoking violation
43. Speeding violation
44. Substance Abuse
45. Theft
46. Threats
47. Throwing Object(s)
48. Uniform violation
49. Unauthorized area violation
50. Other offenses that may occur but may not be listed

EXPULSION

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

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

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

EXPULSION (continued)

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

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

CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored Activities

EXPECTED BEHAVIOR

The Camden County Technical School District Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

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

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

The Board believes the best discipline is self-imposed and is the responsibility of the school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils’ abilities to grow in self-discipline.
CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses &
School Sponsored Activities (continued)

EXPECTED BEHAVIOR (continued)

General guidelines for pupil conduct will be developed by various committees in conjunction with teaching staff, recommended to school level administrators and subsequently to the superintendent and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parents and other community representatives, school employees, volunteers, pupils and administrators.

These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

Present student handbooks as Code of Conduct shall remain in place unless the administration determines otherwise.

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the principal/assistant principal or school/district bullying specialist(s).

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each principal/assistant principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Board directs teachers to teach proper deportment in the classroom, hallways, and in common areas, and to act as productive team members, to act with respect, to learn social behaviors to succeed in the workforce and to refrain from behaviors that are rude, disrespectful, dishonest; students shall be taught integrity, honor, respect and self-pride. These are behaviors we expect from our students.
CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses &
School Sponsored Activities (continued)

EXPECTED BEHAVIOR (continued)

The school administrators will annually review and update the Code of Student Conduct. This process shall include: Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Report System.

The principal shall annually:
A. Disseminate the Code of Student Conduct to all staff, students and parents. It shall be made clear in word, deed and orally that the harassment, intimidation and bullying policies and procedures are a part of the code of student conduct;

B. Report on the implementation of the Code of Student Conduct to the Board of Education at public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv; and

C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the superintendent or designee for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil’s suspension.
CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses &
School Sponsored Activities (continued)

DRUGS, ALCOHOL, TOBACCO - SUBSTANCE ABUSE (#5530 & #5533)
(The entire current policy and regulation is posted on the CCTS website.)

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of prescribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

WEAPONS OFFENSES (#5611 & #5613)
(The entire current policy and regulation is posted on the CCTS website.)

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

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

Teaching staff members and other employees of the board having authority over pupils shall take such lawful means as may be necessary to control the disorderly conduct of pupils in all situations and in all places where such pupils are within the jurisdiction of the board.
CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses &
School Sponsored Activities (continued)

HARASSMENT, INTIMIDATION OR BULLYING (HIB) (#5512)
(The entire current policy and regulation is posted on the CCTS website.)

The Camden County Technical School District Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe, secure and caring environment in school is necessary for pupils to learn and achieve high academic standards. It is our mission. Harassment, intimidation, or bullying like other disruptive or violent behaviors, is conduct that disrupts both a pupil’s ability to learn and a school’s ability to educate its pupils in disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act or any electronic communication 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, sexual affection, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that a reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil’s property or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property and that has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Harassment, intimidation, or bullying is intentional.

“Electronic communication” means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). It is important that students, parents and staff understand that instances of HIB can occur on school grounds and off school grounds when the incident disrupts the learning environment.
HARASSMENT, INTIMIDATION OR BULLYING (HIB) (continued)

This policy talks about consequences for acts of harassment, intimidation or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic wireless devices to harass, intimidate, or bully), to the extend this policy complies with the provisions of N.J.A.C. 6A:16:-7.6, Conduct Away from School Grounds, and the district’s code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil’s physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

The Board requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation or bullying consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils’ histories of inappropriate behaviors, per the code of pupil conduct. For a list of factors for determining consequence, remedied measures and environmental considerations, the complete policy can be found on the CCTS web site.
CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses &
School Sponsored Activities (continued)

HARASSMENT, INTIMIDATION OR BULLYING (HIB) (continued)

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspensions and/or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil’s history of problem behaviors and performance and must be consistent with the district’s code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act and take corrective action for documented systemic problems related to harassment, intimidation and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

For a list of what the consequences and remedial measures maybe, the complete policy can be found on the CCTS web site.

DISABLED

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

A. The pupil’s behavior is not primarily caused by his/her educational disability; and

B. The program that is being provided meets the pupil’s needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.
CONDUCT/DISCIPLINE/  
HARASSMENT, INTIMIDATION OR BULLYING (HIB)  
At School, On School Grounds, On School Buses &  
School Sponsored Activities (continued)  

REPORTING PROCEDURE (#5512)  

Complaints alleging violations of this policy shall be reported to the principal/assistant principal, or school/district bullying specialist(s). All school employees, as well as other members, of the school community including pupils, parents/guardians, volunteers and visitors are required to report alleged violations of this policy to the principal/assistant principal or school/district bullying specialist(s). While submission of an Incident/Misconduct Report Form to the principal/assistant principal and/or school/district bullying specialist(s) is not required, the reporting party is encouraged to use the Incident Report Form available from the principal/assistant principal or available at the school district’s administrative offices or the reporting party may use a district’s web-based reporting system. Oral reports to the principal shall be considered official reports. Pupils and staff will be asked to submit written reports. Reports may be made anonymously only by calling the We Tip Hotline at 1-800-782-7463, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

The principal/assistant principal or school/district bullying specialist(s) is responsible for determining whether an alleged act constitutes a violation of this policy. The principal/assistant principal or school/district bullying specialist(s) will conduct a prompt, thorough and complete investigation of the alleged incident. The principal/assistant principal or school/district bullying specialist(s) will maintain a record of each investigation regarding allegations of harassment, intimidation or bullying. All parties will communicate with one working day about the incident and the determination of the incident.
RESPONSE TO AN INCIDENT OF HARASSMENT, INTIMIDATION OR BULLYING (HIB) (#5512)

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.


In considering whether a response beyond the individual level 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. The school district’s responses can range from school surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district’s responses may also include participation of parents/guardians and other community members and organizations, small or large group presentations for fully addressing the actions and the school district’s response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement offices, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation or bullying, including, but not limited to, school counseling services and environmental modifications.
REPRISAL OR RETALIATION PROHIBITED (#5512)

The Board prohibits reprisal or retaliation 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 principal/assistant principal or school/district bullying specialist(s) 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. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment (see contracts). The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

CONSEQUENCES FOR FALSE ACCUSATION (#5512)

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying may range from a positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37.1 et seq., 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-7.5, Expulsions.

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

Consequences and appropriate remedial actions for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the principal/assistant principal or school/district bullying specialist(s), after consideration of the nature, severity and circumstances of the act which may include a report to appropriate law enforcement officials.
CONDUCT/DISCIPLINE/
HARASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses &
School Sponsored Activities (continued)

POLICY/PUBLICATION (#5512)

This policy will be disseminated annually to all school staff, pupils and parents/guardians along with a statement explaining the policy applies to all applicable acts of harassment, intimidation or bullying that occur on school property, at school-sponsored functions or on a school bus. The superintendent shall ensure notice of this policy appears in any publication of the school district that sets forth the comprehensive rules, procedures and standards for schools within the district, in any pupil handbook that includes the Pupil Code of Conduct. This notice shall also indicate the district’s Harassment, Intimidation and Bullying Policy (HIB) is posted on the district website.

HARASSMENT, INTIMIDATION OR BULLYING (HIB) PREVENTION PROGRAMS (#5512)

Pursuant to N.J.S.A. 18A:37-17(c) and N.J.A.C. 6A:16-7.9(d) 1.i, information regarding the district’s Harassment, Intimidation and Bullying Policy (HIB) shall be incorporated into a school’s employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation and Bullying Policy, procedures, programs and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the finding of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.
HARASSMENT, INTIMIDATION OR BULLYING (HIB) PREVENTION PROGRAMS (#5512) (continued)

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this policy shall be transmitted to the Executive County Superintendent of Schools.


DISTRICT AND SCHOOL BASED BULLYING SPECIALISTS (#5512)

Annually, the Board of Education shall appoint a district anti-bullying specialist(s) who will be trained in HIB prevention to coordinate district programs and work with the school based HIB teams.

Annually, the principal shall make a recommendation to the Board of Education to appoint a school based anti-bullying specialist(s), for the campus, who will be trained in HIB Prevention Teams in each school to coordinate school programs and work with the staff. These positions shall be a part of the daily job description of either a member of the administration, child study team, school counseling office who agrees to accept this at no additional stipend. These positions shall be effective beginning September, 2011.

 Adopted: September 17, 2014

The contents of these policies are subject to change.
**BELL SCHEDULE**

7:34 a.m. - Opening Bell

7:39 a.m. - Period1/Homeroom: Pledge of Allegiance,
(Late Bell) Announcements and Reading Time

7:50 a.m. - 8:30 a.m. ....................... PERIOD 1

8:35 a.m. - 9:15 a.m. ....................... PERIOD 2

9:20 a.m. - 10:00 a.m. ....................PERIOD 3

10:05 a.m. - 10:45 a.m. ..................PERIOD 4

10:50 a.m. - 11:30 a.m. ..................PERIOD 5

11:35 a.m. - 12:15 p.m. ..................PERIOD 6

12:20 p.m. - 1:00 p.m. .................... PERIOD 7

1:05 p.m. - 1:45 p.m. ..................... PERIOD 8

1:50 p.m. - 2:30 p.m. ..................... PERIOD 9

2:35 p.m. - Administrative Detention Starts

3:05 p.m. - Administrative Detention Ends

**BOOKS**

1. Students are responsible for their own books. Students must pay for any books damaged, lost, or stolen. Students will be fined for damaged books. The amount of the fine will be determined by the extent of damage but will not exceed the cost of the book.

2. A student who loses a book may obtain a replacement from his/her subject teacher. The teacher will complete the necessary information on a fine card for the student and forward one copy of the fine card to the school counseling office. Payment should be made by the student in the main office so that the fine may be removed.

3. All books must be covered.

4. If a book is lost, remember to check in the lost and found (refer to the "Lost and Found" section in this book for locations).
CARE OF SCHOOL PROPERTY

1. Students who damage or destroy school property will be disciplined and will pay for the cost of repairs and/or replacement. The school may file charges against students who damage school property.

2. Students who are issued textbooks, calculators and other school property for the school year must return these items on the last day of school in attendance. Students who lose or damage any or all of these items will be required to pay for them.

3. Students must use waste baskets and/or other appropriate containers to discard trash.

CARS AND PARKING

1. Students must not drive in an unsafe manner on school property.

2. Students who drive to school must park on school property in the designated area(s). Students must observe the single white parking lines and park between those lines. Students must leave their vehicle immediately after it is parked.

3. Students are not permitted to go to their vehicles or drive them off campus between the time of their arrival in the morning and departure at dismissal. Violation of this rule will result in suspension as well as a loss of driving privileges to school.

4. All traffic signs on school property are to be obeyed; the speed limit is 5 miles per hour.

5. Students who drive onto school property while their parking privileges are revoked, or who park in unauthorized spaces may have their vehicles towed at their own expense.

6. Student vehicles on school property are subject to search and seizure procedures.

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

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

CHANGE OF CUSTODY OR GUARDIAN

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

COMPREHENSIVE EQUITY PLAN

Copies of the Comprehensive Equity Plan are located in the Information Commons Center (ICC/Library).
COMPUTER POLICIES

ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (#2361)
(The entire current policy and regulation is posted on the CCTS website.)

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

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

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

Standards for Use of Computer Networks

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

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

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

C. Using the computer networks in a manner that:
   1. Intentionally disrupts network traffic or crashes the network;
   2. Degrades or disrupts equipment or system performance;
   3. Uses the computing resources of the school district for commercial purposes, financial gain, or fraud;
   4. Steals data or other intellectual property;
COMPUTER POLICIES continued

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

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

Internet Safety Protection

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

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

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

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

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

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

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

Consent Requirement

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

Violations

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

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

DATE CREATED: SEPTEMBER, 2014
DATE EDITED: SEPTEMBER, 2014
DRUG FREE SCHOOLS AND CAMPUSES ACT

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

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

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

STANDARDS OF CONDUCT

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

STATE AND FEDERAL LAWS REGULATING DRUGS AND ALCOHOL

Driving while under the influence (drugs or alcohol) may result in loss of driver’s license, fines, and/or imprisonment. Federal penalties for violation of laws regarding possession of a controlled substance are as follows:

Conviction for possession will result in imprisonment and fines. Subsequent convictions will result in imprisonment and fines. The possession of crack cocaine will result in compulsory imprisonment (minimum - 5 years) and a fine of up to $250,000.

Certain convictions could also result in the forfeiture of personal and real property including motor vehicles or other means of transportation.

EMERGENCY CLOSINGS

This district has been assigned the number 569. This number will be used by television and radio stations to indicate that CCTS is closed or will be closing. Listen for the number on radio station KYW (1060 AM). School closing information will also be aired on local news stations and on the website www.kyw.com (log on and type in 569 where indicated). CCTS also uses “Real Time” as a way to inform parents and students of school closings via a telephone call to their home or cell number, text message, or an email. Please make sure that the school counseling office has your current contact information on file.

EMERGENCY SITUATIONS

EVACUATIONS

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

LOCKDOWN

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

EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS

The Board of Education approved the policy below regarding academic eligibility for student participation in extracurricular activities at CCTS. Participation is a privilege, not a right. This policy mandates that students achieve certain minimum levels of academic performance. Students who participate in extracurricular activities will be those who have earned that opportunity through their educational progress. Students who are assigned to the Behavior Development Program or external suspension may be dismissed from an extracurricular activity.

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

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

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

1. Fall and Winter Seasons: Students must pass 30 credits at the conclusion of the preceding school year.

2. Spring Seasons: Students must be passing 30 credits at mid-year and may not be failing more than two subjects.

3. Eligibility for students transferring into this school district will be the same as stated above.
EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS (continued)

4. A student cannot become academically ineligible during a current sport season.

5. New Jersey requires a complete physical done by the student’s home doctor or the school doctor.

6. An athletic pre-participation health history questionnaire form must be completed by the parent or guardian for each sports season. Note: only one physical is needed each year, but the health history form is required for each sports season.

7. Fall sports physicals are done during the spring and summer months. Winter sports physicals are done during the fall months. Spring sport physicals are done during the winter months.

8. Discipline measures (related to the student behavior whether connected to sports or not) may result in the removal of a student from extracurricular activities at the discretion of the principal or designee.

ACTIVITIES AND CLUBS

Creative and Performing Arts Club  School Newspaper (Tornado Times)
Interact Club  Student Council
Gay Straight Alliance Club  Student Advisory Committee
Journalism Club  Student Ambassadors
National Honor Society  Students Against Destructive Decisions (SADD)
National Technical Honor Society  Yearbook
Peer Mediation  Weight Training
Practical Politics  After School Programs

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

NATIONAL HONOR SOCIETY (NHS)

In addition to an Academic (G.P.A.) requirement, the following criteria are required for membership in the National Honor Society:
Leadership, Service, and Character.
EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS (continued)

ACTIVITIES AND CLUBS (continued)

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)
NTHS is designed to recognize students who excel in their career programs.

CAREER AND TECHNICAL STUDENT ORGANIZATIONS (CTSOs)

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

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

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

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

SkillsUSA (Vocational Industrial Clubs of America) is the national organization for students enrolled in vocational programs. It is an integral part of the curriculum that promotes leadership skills, development in one’s trade, and a true desire to be the very best that one can be in his/her vocation.

ELECTED OFFICER QUALIFICATIONS

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

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

ATHLETICS

Fall Season – Boys’ and Girls’ Cross Country, Girls’ Volleyball, Boys’ and Girls’ Soccer
Winter Season – Boys’ and Girls’ Basketball, Bowling, Cheerleading
Spring Season – Baseball, Softball, Boys’ Volleyball

34
FIELD TRIPS

The same rules of conduct that apply at school will also apply on school trips. Students must ride to and from a school-related function with their group and chaperone(s) and not leave the function without prior administrative approval. Students must have permission slips signed by their parents and returned to their teacher(s) before leaving on any school trip. Remember: whenever students go on a school trip, the entire school will be judged by the way students conduct themselves. Some field trips may require parent pick-up.

FINES

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

GRADUATION REQUIREMENTS

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

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

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

B. Students may not have more than 14 days absent per school year (including latenesses/early dismissals to school). See “Attendance” section of this Handbook for more information.
GRADUATION REQUIREMENTS (continued)

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

1. Class field trips may be withheld.
2. Prom may be withheld.
3. Senior class activities may be withheld.
4. Graduation ceremony may be withheld.
5. Diploma may be withheld.

Individual prescriptions, approved by the building principal, may provide an alternative to the three-year minimum in the same program. A student must successfully complete (pass) the final year of career program/occupational training.

Regarding #8 under section “B,” successful completion means that the student has demonstrated the degree of proficiency required by the district to indicate achievement of the goals for the particular course and has attained the required number of course sessions.

The student must pass all course work and the state mandated Partnership for Assessment of Readiness for College and Careers (PARCC) in order to receive a high school diploma. The student must also comply with the CCTS attendance requirements (see attendance section in this handbook). Students who do not meet all of these requirements will not be permitted to participate in graduation.

FAILURE

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

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

PROMOTION/RETENTION

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

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

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

PUPIL GRIEVANCE PROCEDURE (Code #5710)

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

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

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

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

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

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

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

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

Level Five
If a satisfactory resolution is not secured at level four, then within five school days, the pupil or parent must submit a written appeal to the Assistant Superintendent. The Assistant Superintendent will render a decision and respond within five school days.
PUPIL GRIEVANCE PROCEDURE
PUPIL GRIEVANCE PROCEDURE (Code #5710) (continued)

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

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

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

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

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

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

The Director of Special Education is designated as the district coordinator for matters dealing with Section 504. The district 504 coordinator can be contacted at the following address and telephone number:
Name: Mr. Leo Lampman
Address: 343 Berlin Cross Keys Road
         Sicklerville, NJ 08081
Telephone Number: (856) 767-7000, Ext. 5301

The Manager of Human Resources is designated as the Title IX coordinator for matters dealing with Title IX. The Manager of Human Resources can be contacted at the following address and telephone number:
Name: Ms. Kathleen Cassidy
Address: 343 Berlin Cross Keys Road
         Sicklerville, NJ 08081
Telephone Number: (856) 767-7000, Ext. 5438

ADOPTED: SEPTEMBER, 2014
REVISED: MAY, 2017
HOMEWORK AND MAKEUP WORK

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

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

It is the responsibility of the student to contact the teacher for said makeup work. Students must complete assigned work to the satisfaction of their teachers and/or the attendance review board and/or child study team. Students in violation will receive a failure grade (F). Students will be given two school days to make up work for each day of absence.

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

IDENTIFICATION CARDS

New and returning students will receive an identification (ID) card at the beginning of the school year at no charge. Students must visibly wear their ID cards on an approved school-issued lanyard around their neck, at all times during the school day and when attending school functions. Students who fail to wear their ID cards as directed will receive a consequence. Lost ID cards will be replaced for $2 and lanyards for $1. ID cards may not be defaced. Students must hand their ID card to any staff member upon request. Students may not possess other students’ ID cards.

Students who lose or damage their ID cards must contact their teacher, who will then contact the Assistant Principals’ Office to obtain a temporary ID.

INSURANCE

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

INTEGRATED PEST MANAGEMENT

Please refer to the CCTS website at www.ccts.info to review our school district’s policy regarding Integrated Pest Management.
LIBRARY/INFORMATION COMMONS CENTER /
INSTRUCTIONAL MATERIALS CENTER

LOCATION: First floor career corridor  HOURS: Monday–Friday, 7:19 am – 2:30 pm
POLICIES/PROCEDURES: When visiting the Information Commons Center, students must have a pass from his/her teacher. Students may use the Information Commons Center during their lunch periods provided, but they must stay until the end of the period. If a book is overdue, a notice will be sent to the student’s career program teacher.

LOCKS AND LOCKERS

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

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

LOST AND FOUND

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

LUNCH RULES

1. Students are to report to their selected location at lunch on time.
2. Uniform code is in effect in the lunchroom.
3. All food and beverages are to be eaten in the cafeteria.
4. Students should stay in line, wait their turn to be served, and choose their food quickly. Students should have the necessary money and photo ID card ready.
5. Students should clean up anything they spill.
6. Students, when you finish your lunch, carry your tray and all trash to the places provided.
7. Students may not have outside food orders delivered to school.
NURSE

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

1. When an accident occurs, it must be reported at once to the teacher in charge, who will refer it to the school nurse and any other necessary authorities or medical personnel.
2. Students must have a pass to go to the nurse's office.
3. Scoliosis screening is done every other year to check for abnormal curving of the spine. This is a New Jersey State law. A student who does not want this done must submit a written note from his/her parents to the school nurse. The note must state they do not want their child screened. The nurse will include this with the student's health record.
4. All students participating in athletics are required to have a physical examination. Students are encouraged to have the physical exam performed by their home physician who will complete the approved school form. If a student does not have a home physician, the school's doctor will perform the physical exam.
5. The school nurse will screen students yearly for vision, blood pressure, height and weight. Hearing will be tested in the eleventh grade.
6. Mantoux - TB testing will be done each year by the school nurse on all students who have transferred to the district from a high risk area designated by the New Jersey Department of Health. This is a New Jersey State law (18A:40-16).

EMERGENCY CARDS

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

IMMUNIZATIONS

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

a) MMR - measles, mumps, & rubella (after their first birthday). Second shot required if born after 1990.
b) DPT - diphtheria, pertussis & tetanus (4 doses).
c) Polio vaccine (3 doses).
d) Hepatitis B (vaccination series).
e) Varicella – one dose for children born after January 1, 1998 or proof of immunity.
f) Meningococcal – one dose for children born after January 1, 1997, or transferring into a New Jersey school from another state or county.
g) Tdap – for every child born after January 1, 1997.
NURSE (continued)

MEDICATION PROCEDURE

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

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

PARENT PORTAL

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

PASSES

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

PEER MEDIATION/CONFLICT RESOLUTION

The Peer Mediation program helps students resolve conflict without resorting to physical violence. Peer mediation can and should occur in cases involving gossip, rumors, property, girlfriend/boyfriend issues, friendship issues, and name calling. Staff and selected students are trained annually in conflict resolution skills – active listening, respecting the parties involved, patient assessment of situation, confidentiality, focusing on the real issue, and encouraging brainstorming for an acceptable resolution to the conflict.
PEER MEDIATION/CONFLICT RESOLUTION
(continued)

To refer a case for mediation, students need to fill out a Peer Mediation Form and submit it to the school counseling office. The Peer Mediation program has proven to be highly effective in working with students at the high school level both in teaching good communication skills and as a non-violent method to resolving conflict.

Students interested in becoming a peer mediator should see their school counselor.

PHYSICAL EDUCATION AND HEALTH

All students are required by state law [6:8-7.1 (c) li (5)] to take and pass Physical Education and Health. A doctor’s note is required for any extended or permanent excuse from physical education. Details regarding gym attire, procedures and use of facilities will be explained by the physical education instructor. Jewelry is prohibited in physical education class (see Personal Appearance.) All students are required to take one marking period of dance by their junior year. Dance is a separate grade and MUST be passed in order to graduate.

PROJECT CHILD FIND

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

REPORT CARDS/GRADES

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

GRADES

The final grade for students in grades 9-11 academic and occupational and grade 12 academic are to be determined using this formula:
1st marking period 25%; 2nd marking period 25%; 3rd marking period 25%; 4th marking period 25%. In addition, there will be a separate grade issued for Health and Wellness (9th Grade, Driver’s Ed (10th Grade), First Aid and Dance (11th Grade), and Community Health Skills (12th Grade).
REPORT CARDS/GRADES (continued)

<table>
<thead>
<tr>
<th>MP</th>
<th>Marking Period Ends</th>
<th>Grades Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>November 16, 2018</td>
<td>November 21, 2018</td>
</tr>
<tr>
<td>2</td>
<td>February 1, 2019</td>
<td>February 6, 2019</td>
</tr>
<tr>
<td>3</td>
<td>April 18, 2019</td>
<td>May 1, 2019</td>
</tr>
<tr>
<td>4</td>
<td>June 20, 2019</td>
<td>June 21, 2019</td>
</tr>
</tbody>
</table>

The final grade for graduating seniors will include the results of the written and performance portions of the mandated occupational competency test. This will be included as part of the grade in the 4th marking period. The occupational competency test will be counted as 10% to 25% of the 4th marking period grade.

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

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

**REPORT CARD VALUES:**

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

**TEACHER DISCRETION (Report Card Grade)**

Minimum grade is 50 on the REPORT CARD

The minimum marking period grade shall be a 50. However, a teacher may record a grade lower than 50 for the marking period average upon Principal approval and school counseling/CST notification. Teachers may record a numerical grade value between 0-100 for tests, other assessments, preparation grades, student refusal to complete assignments or take assessments, and any other category within a marking period as well as mid-marking period progress reports. Numeric grades will be entered and appear on report cards. There are no mid-term or final exams; however, there will be benchmark assessments throughout the school year.
REPORT CARDS/GRADES (continued)

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

• If a grade of “F” appears imminent for the marking period after the required midpoint parent notification, the teacher shall prepare due notification to student, parent and school counselor/CST case manager at any time up to the marking period closure.

• If a teacher fails to notify a parent and student before five days before the marking period ends, the grade shall become an “I.” “I” grades shall be changed to reflect any tests made up, homework or projects delayed, etc. within 15 days the reported “I.” The grade given shall be reported to the student, parent, counselor, and if applicable, child study team case worker.

• If the student fails to make up tests, fails to hand in missing assignments, etc., this “I” may be changed to a grade of 50-59 (F).

The above information is subject to change.

SAFETY

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

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

SCHOOL COLORS

Penn Tech’s school colors are: maroon, white, and gray. The mascot is the Tornado. See “uniform attire” section of this handbook for more information regarding uniform, colors and requirements.
SCHOOL COUNSELING

The school counseling program is for the benefit of all students. Students are to sign up for appointments with in the school counseling office before or after school, during lunch or during their career program. School counseling meets the following standards.

CCTS STANDARDS FOR SCHOOL COUNSELING

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

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

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

SECTION 504

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

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

The Camden County Office of the Prosecutor has notified all schools in Camden County that students who send sexually explicit photographs of themselves to other students and students who receive these compromising photos and then merely show them to others can be criminally charged with invasion of privacy and endangering the welfare of a child. This conduct can be characterized as the dissemination of child pornography and can have serious criminal consequences, such as compliance with Megan’s Law, a significant stigma that would follow them for their entire lives.

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

SEXUAL HARASSMENT

Under federal law, state statues and Board of Education policy (File Code: 5751) prohibits sexual harassment by employees or students. The Board of Education and the Administration will not condone or tolerate sexual harassment in any form, at the work place or on the school premises. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a nature which constitutes harassment. Mrs. Kathleen Cassidy, District Affirmative Action Officer, can be reached at (856) 767-7000, ext. 7253.

SUPPORT SERVICES

CCTS maintains child study team support (CST) services inclusive of a school psychologist, a learning disabilities teacher/consultant, and a school social worker to assist students who may experience academic and/or social/emotional concerns that affect their success. A parent, teacher or student may request services through the school counseling or child study team offices. CCTS maintains an Intervention and Referral Service team (I&RS). CCTS has established and implemented a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist staff in addressing students’ learning, behavior, or health needs. A parent, staff member, or student can request services through the school counseling office.
Students may request to use the phones in the school counseling, assistant principals', and child study team offices before, after, or during school. Students should see their school counselor or an administrator to request approval to use the phone at any time. Student’s cellular phones may be used if the following conditions are met:

- The cellular number must be registered in a database – the means by which this registration shall take place shall be determined by the principal annually and shall be made known to parents/guardians, students and staff. If a mobile number is changed, it is the parent’s or student’s responsibility to notify the school.

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

- Student cellular phones may be used for texting and voice after vacating classrooms and instructional spaces. If used, the student must honor the privacy of others with no loud conversation. No student shall be excused as late for class(es) due to cellular phone use. Students shall be permitted to use mobile phones for voice/texts during lunch. Cell phones shall not be used as cameras/videos (see below).

- Students shall not be allowed to use their mobiles in classrooms (unless directed by classroom teacher and for instructional purposes only), in the gymnasium, in the auditorium, in career areas, APO, during class meetings (pep rallies, student meetings), or during other extracurricular activities/functions during the school day, unless as noted.
TELEPHONES (continued)

• Students may use an electronic device to text in the library/ICC unless this shall cause a disturbance. Cell phones for calls/cameras/video shall not be used in the library/ICC. The librarian has the authority to prohibit use by any student of texting if disturbances ensue.

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

• Infractions of these uses cited above shall result in discipline given by the teacher, assistant principal or principal.

The complete policy, (5516), Use of Electronic Communication and Recording Devices (ECRD) can be found on the CCTS website.

TITLE IX

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

Any incident of sexual discrimination should be immediately brought to the attention of a staff member who will provide advice concerning the proper procedure for handling the incident. Mrs. Kathleen Cassidy is the district Title IX Coordinator. She may be reached at 767-7000, Ext. 5437.

TRANSFERS

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

TRANSPORTATION

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

Each student must show a bus pass in order to ride on the bus. Safety is important in bus transportation. Students are expected to refrain from loud talking, smoking, getting out of seats, leaning out of windows, or other practices which endanger their own lives and the lives of others. Failure to comply with safety regulations will result in the loss of bus privileges and/or disciplinary action.
TRANSPORTATION (continued)

Transportation for students playing sports and students participating in after school activities will be provided following school sponsored events by way of our activity buses. Students riding these buses may not be dropped off at their normal bus pick-up and drop-off locations because of the limited number of buses available. However, students will be dropped off within a reasonable distance from their homes. Only students who are eligible and actively participating in an approved school program are permitted to ride these buses.

UNIFORM ATTIRE

Proper dress and attire are an integral part of the school program and reflect students' pride in themselves and their school. The basis of judgment for acceptability of dress will be neatness, safety, health, cleanliness, modesty, and good taste. The administration reserves the right to exclude any student from class or activity if he/she is not appropriately dressed and/or discipline the student appropriately.

1. Students are expected to wear a school uniform. Parents and students are provided with information and a school specific description of the school uniform prior to the start of the school year. If you have any questions, you may contact the school counseling office or the assistant principals' office at the school your child attends. Students are expected to be in school uniform attire from the time that time that they leave their homes until the time that they return to their homes unless prior approval has been granted.

2. Clothing which is excessively tight, revealing, or immodest is unacceptable. Pants must fit properly. It is unacceptable to wear pants below the waistline. Sweatpants are not permitted. Students are not permitted to wear t-shirts that exceed the length of their uniform shirt and sleeves.

3. Students must observe the following guidelines:
   a) Shorts and open-toed shoes may not be worn in career programs due to safety and uniform requirements. Therefore, students need to keep a change of clothes in their lockers on days shorts or culottes are worn.
   b) Coats or outer garments are not permitted in class or program areas.
   c) Sunglasses are not permitted inside buildings.
   d) Headwear is not to be worn in any building unless it is religious in nature or is part of the uniform requirements of a particular career program. All of the following (but not limited to) hats, scarves, wave caps, bandannas, hoods, sun visors, bonnets, curlers, and/or hair picks must be placed in a student’s locker prior to first period. Students are permitted to wear a hairband in order to hold their hair in place. Unauthorized headwear worn during the school day may be confiscated. All headwear must be placed in students’ lockers by 7:39 a.m.
   e) Jewelry is not permitted in physical education class and certain career programs. This includes rings, dangling earrings, large necklaces, and piercing to the face, eyes, mouth, tongue and navel areas.
   f) Scarves or neckties may not be worn as part of the uniform.

FOOTWEAR

Shoes, sandals, sneakers, or other appropriate footwear must be worn at all times. The only types of sandals permitted are sandals with a back strap. Flip flops, slippers, or slides are not permitted to be worn at any location on campus, at any time.
UNIFORM ATTIRE (continued)

CAREER PROGRAM ATTIRE

Suitable and safe shoes, goggles, lab aprons, appropriate uniforms, etc. as required for specific career programs must be worn. Long hair must be tied back in all career programs and hair nets, hard hats, career program hats, etc. as required for specific career programs must be worn. Career program teachers will provide their career attire requirements to the students as applicable. Career program related uniforms/clothing may not be worn in academic classes.

PHYSICAL EDUCATION UNIFORM

Students are expected to wear uniform attire, as specified by the physical education teachers, during physical education classes. Physical education uniform attire may not be worn in academic classes.

PANTS, SHORTS, SKIRTS, and CAPRI PANTS

Pants must be solid black “Dickie”, “Docker” or jean style (frayed and distressed black pants are unacceptable). Pants must be worn above the hip.

Shorts, Skirts and Capris must be solid black “Dickie” or “Docker” style. Shorts and skirts must be knee length (no short shorts, short skirts, or athletic/gym shorts are permitted). Solid black leggings may be worn under them. Stockings may be worn, however, only black, white, gray, maroon or natural in colors, and must be plain without designs or fishnet.

SHIRTS

A short sleeve or long sleeve polo style shirt (shirt with a collar) that is solid light gray or solid dark maroon in color is mandatory. A T-shirt may be worn underneath the approved uniform shirt. Approved colors for shirts that may be worn under the polo shirt are gray, maroon, black, and white (solids only).

HOODIES, SWEATSHIRTS and SWEATERS

Hoodies, sweatshirts and sweaters may be worn over the mandatory polo shirt and must be solid light gray or dark maroon with no writing or emblems on them. School approved clothing items may also be worn and may be purchased through school.

OUTERWEAR (COATS/JACKETS)

Coats are not permitted to be worn in instructional areas. They need to be placed in an area designated by the teacher while in class.
WE TIP HOTLINE
1-800-78-CRIME

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

YOUTH HELPLINE OF NJ

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

The contents of this handbook are subject to change.