



STUDENT HANDBOOK

2020-2021 School Year

CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER

Greg McGraw, PRINCIPAL

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TABLE OF CONTENTS

Section I – Introduction

Page No.

<input type="checkbox"/> Principal’s Letter.....	1
<input type="checkbox"/> Board of Education.....	2
<input type="checkbox"/> Mission.....	2
<input type="checkbox"/> Vision.....	2
<input type="checkbox"/> Affirmative Action Statement.....	2
<input type="checkbox"/> Non-Discrimination Statement	3-4
<input type="checkbox"/> School Calendar.....	5
<input type="checkbox"/> Regular Bell Schedules.....	6
<input type="checkbox"/> Alternative Schedules in Response to a Public Health Emergency.....	7-8
<input type="checkbox"/> Communication.....	9
<input type="checkbox"/> Genesis Parent Portal.....	9
<input type="checkbox"/> School Website.....	9
<input type="checkbox"/> Newsletter & Emails.....	9

Section II – Program Participation

<input type="checkbox"/> Attendance.....	9-11
<input type="checkbox"/> Incompletes.....	11
<input type="checkbox"/> Early Releases and Lateness to School.....	12
<input type="checkbox"/> Tardiness.....	12
<input type="checkbox"/> Detentions.....	12
<input type="checkbox"/> Suspensions.....	12-13

Section III – Student Code of Conduct

<input type="checkbox"/> Student Code of Conduct.....	13-18
<input type="checkbox"/> Academic Integrity.....	18
<input type="checkbox"/> Dress Code.....	19-20
<input type="checkbox"/> Substance Abuse.....	20-22
<input type="checkbox"/> Harassment, Intimidation, Bullying.....	22-23
<input type="checkbox"/> Crisis Intervention.....	23
<input type="checkbox"/> Standards for Participation in Student Activities.....	23
<input type="checkbox"/> Technology.....	23-24
<input type="checkbox"/> School Property/Financial Obligations.....	25
<input type="checkbox"/> Use of Lockers	24-25
<input type="checkbox"/> Cell Phones & Personal Electronic Devices.....	25
<input type="checkbox"/> Student Parking Procedures.....	25-26

Section IV – Student Services/Activities

<input type="checkbox"/> Guidance Services.....	26
<input type="checkbox"/> Grading.....	26-27
<input type="checkbox"/> Reporting Grades.....	27
<input type="checkbox"/> Grade Point Average.....	27
<input type="checkbox"/> Honor Societies.....	28
<input type="checkbox"/> School Counts.....	28
<input type="checkbox"/> CCTEC Academic Excellence Varsity Letter.....	28
<input type="checkbox"/> Procedures for Course Failures.....	28
<input type="checkbox"/> Student Options for Failures.....	28-29

September 2020



Dear Students, Parents and Guardians;

The Mission of Cumberland County Technical Education Center is to provide all of our students with a pathway into the global workforce with advanced educational options. We have established core values to drive our mission statement. All programmatic, academic, and administrative policies and procedures are developed with these core values in mind.

- C.C. College & Career Readiness:** All students will leave CCTEC college and career ready. Our goal is to prepare all students through a rigorous academic program that includes opportunities to enroll in *Advanced Placement* courses and courses that have articulated credit with colleges and universities. In addition, all students will leave CCTEC with industry licensure/certification and the skills needed to be successful in any industry.

- T Technology & Innovation:** CCTEC is a high school of innovation! As our logo depicts, our students and staff think outside of the box. In our ever changing, global economy, we are preparing our students for jobs that haven't been created and for problems that do not yet exist. In addition to being academically rigorous, our curriculum is project-based and requires students to analyze, synthesize, collaborate, evaluate, and create solutions to real problems.

- E Excellence & Leadership:** CCTEC is committed to excellence and to fostering the next generation of leaders! We provide our students with numerous leadership experiences in our curricular and co-curricular program and hold our staff and administration accountable to the highest level of excellence.

- C Citizenship:** In addition to preparing the next generation of mechanics, engineers, doctors, and more, we want to ensure that we are promoting and supporting strong values of citizenship. CCTEC believes a good citizen is someone who takes responsibility for his/her actions, works diligently in his/her profession, contributes to the community, respects others and their property, helps those who are not in a position to help themselves and continues to keep informed about the world around him/her. To that end, our student code of conduct was developed with the goal of creating responsible and accountable citizens.

College & Career Readiness, Technology & Innovation, Excellence & Leadership, and Citizenship are CCTEC's core values. When students leave CCTEC, our expectation is that they leave with the education, certification, and skill set to be New Jersey's next generation of innovative leaders!

A handwritten signature in black ink, appearing to read "G. McGraw".

Greg McGraw
Principal

The Board of Education reserves the right to revise the contents of this book and the policies and procedures described herein at any time.

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

Ruth Hands, PRESIDENT • Christy DiLeonardo, VICE PRESIDENT •
Leslie White-Coursey, EXECUTIVE COUNTY SUPERINTENDENT •
Patricia Gross • Sheila McCann • Ernesto Ortiz • John Redden
Mitchell H. Kizner, Esq., BOARD SOLICITOR •
Megan Duffield, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY •
Dr. Dina Rossi, SUPERINTENDENT

BOARD OF EDUCATION

Under N.J.S.A. 18A:54-16, county vocational school districts are local educational agencies, governed by a board of education whose appointed members have demonstrated an awareness of the need to offer an instructional program that provide students with an opportunity to develop skills that will assist them in achieving their individual career goals.

MISSION

Our mission is to provide each student a pathway into the global workforce with advanced educational options.

VISION

The global leader in educating exceptional career and college ready students.

AFFIRMATIVE ACTION STATEMENT

The policy of Cumberland County Technical Education Center is to ensure equal educational opportunities in an environment free of harassment for all students, and to prohibit discrimination because of race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, social or economic status or disability in its educational programs, employment practices, activities, and admission policies.

Inquiries regarding compliance and handling of complaints should be addressed to:

Andres Lopez
Affirmative Action/Civil Rights Officer
Cumberland County Technical Education Center
3400 College Drive
Vineland, New Jersey 08360
(856) 451-9000

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION
PUBLIC ANNUAL NOTIFICATION REGARDING CAREER AND TECHNICAL EDUCATION

In accordance with federal law, USDE Guidelines IV-O, Title VI: 34 C.F.R. § 100.6 (d), this notice shall serve to advise students, parents, employees and the general public that all Career and Technical Education (CTE) opportunities offered by Cumberland County Board of Vocational Education will be available to all students regardless of race, color, national origin, gender or disability.

Cumberland County Board of Vocational Education is committed to maintaining environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Cumberland County Board of Vocational Education does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs: race; creed; color; sex; gender; pregnancy; gender identity or expression; national origin; nationality; age; ancestry; marital status, domestic partnership, or civil union status; religion; affectional or sexual orientation; atypical hereditary cellular or blood trait; genetic information; liability for military service; protected veteran status; mental or physical disability (including perceived disability, aids and HIV-related illnesses); harassment (related to any of the forgoing categories); retaliation for filing a complaint of, or participating in an investigation of discrimination; and any other category protected by law.

Cumberland County Board of Vocational Education offers courses that may lead to certificates in CTE. Our CTE courses are in, but not limited to, the following subject areas:

- Automotive Technology
- Construction Trades
- Cosmetology
- Culinary Arts
- Engineering Technology
- Health Science and Medicine
- Information Technology
- Law Enforcement
- Studio Production and Broadcasting
- Welding

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION ADMISSIONS

Students are admitted into Cumberland County Board of Vocational Education programs without regard to race, color, national origin, gender or disability. CTE courses, program offerings, information and admission criteria can be found by visiting www.cctecnj.org The Board will take steps to ensure that the lack of English-language proficiency will not be a barrier to admission and participation in CTE programs.

COMPLAINTS AND ACCOMODATIONS

The following individuals have been designated to handle complaints and inquiries, as indicated:

Complaints

All complaints of discrimination, including those concerning Title IX, Section 504, and the ADA should be directed to Andres Lopez.

Andres Lopez
Director of Security
Equal Employment Opportunity/Affirmative Action Officer
Title IX Coordinator
3400 College Drive
Vineland, NJ 08360
alopez@cctecnj.org
856-451-9000

Student Accommodation Requests

All requests for accommodations from Cumberland County Board of Vocational Education students, pursuant to Section 504 or the ADA, should be directed to Mr. Briggs.

William Briggs
Assistant Principal of CCTEC
Section 504 Administrator and ADA Coordinator
3400 College Drive
Vineland, NJ 08360
wbriggs@cctecnj.org
856-451-9000

Employee, Guest, and Visitor Accommodation Requests

All requests for accommodations from Cumberland County Board of Vocational Education employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Mr. Briggs, the Section 504 Administrator and ADA Coordinator.

William Briggs
Assistant Principal of CCTEC
Section 504 Administrator and ADA Coordinator
3400 College Drive
Vineland, NJ 08360
wbriggs@cctecnj.org
856-451-9000

CCTEC SCHOOL CALENDAR

CCTEC School Calendar 2020 - 2021

SEPTEMBER 17 DAYS						
S	M	T	W	T	F	S
	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 21 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 16 DAYS						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOTES 2020 - 2021	
Monday, August 31 st	New Teacher Orientation
Tuesday - Friday, September 1 st - 4 th	Teacher In-service School Closed
Monday, September 7 th	Labor Day – School Closed
Tuesday, September 8 th	1st Day Students
Monday, October 12 th	Columbus Day – School Closed
Wednesday, November 4 th	Veterans Day (Observed) – School Closed
Thursday - Friday, November 5 th – 6 th	NJEA Conference – School Closed
Wednesday, November 25 th	½ Day
Thursday - Friday, November 26 th - 27 th	Thanksgiving Break – School Closed
Wednesday, December 23 rd	½ Day
Thursday - Friday, December 24 th - January 1 st	Winter Break – School Closed Classes resume January 4 th
Monday, January 18 th	MLK JR. Day – School Closed

DECEMBER 17 DAYS						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY 19 DAYS						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Staff Workshop Days (in Blue):
 August 31st - New Teacher Orientation
 September 1st – Teacher In-Service (1)
 September 2nd – Teacher In-Service (1)
 September 3rd – Teacher In-Service (1)
 September 4th – Teacher In-Service (1)
 June 18th – Teacher In-Service (1)

CCTEC School Calendar 2020 - 2021

FEBRUARY 19 DAYS						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 23 DAYS						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 16 DAYS						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOTES 2020 - 2021	
Monday, February 15 th	President's Day – School Closed
Thursday, April 1 st	½ Day
Friday – Friday, April 2 nd – April 9 th	Spring Recess – School Closed
Friday, May 28 th - Monday, May 31 st	Memorial Day Weekend – School Closed
Thursday, June 17 th	Last Day Students - Class of 2021 Graduation
Friday, June 18 th	Last Day Teachers

NOTE: The last regular school day for students will be on June 17, 2021. If days are lost because of inclement weather or other reasons, the missed days will be taken from Spring Recess as follows: April 9, 8, 7, 6, 5.

Parents, students and staff should not plan vacation, trips and other activities that call for deposits, non-refundable fees, etc. prior to July 1, 2021, as the school year may be extended beyond June 17th.

Board Approved: February 27, 2020
 Revised: July 23, 2020

MAY 19 DAYS						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 13 DAYS						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Marking Period Dates:
 QTR 1: November 13th
 QTR 2: January 29th
 QTR 3: April 13th
 QTR 4: June 17th

Progress Report Dates:
 QTR 1: October 8th
 QTR 2: December 18th
 QTR 3: March 4th
 QTR 4: May 14th

REGULAR BELL SCHEDULES

Full Day Schedule: 7:30 am - 2:00 pm

Schedule	Time
Arrival & Breakfast	7:15 – 7:30
Block 1	7:30 – 8:50
Block 2	8:53 – 10:13
1 st Lunch/ 1 st SMART	10:15 – 10:45
2 nd SMART/ 2 nd Lunch	10:45 – 11:15
Block 5	11:17 – 12:37
Block 6	12:40 – 2:00

Half Day Schedule: 7:30 am - 12:15 pm

Schedule	Time	
Arrival & Breakfast	7:15 - 7:30	
Block 1	7:30 - 8:30	
Block 2	8:33 - 9:33	
Block 5	9:36 - 10:36	
Block 6 & lunch	10:39 - 12:15	10:39-11:12 Freshman/Sophomore Lunch 11:15-12:15 Freshman/Sophomore Lunch block 6
		10:39-11:39 Junior/Senior block 6 11:42-12:15 Junior/Senior lunch

90 Minute Delay Schedule: 9:00 am - 2:00 pm

Schedule	Time	
Arrival & Breakfast	8:45 - 9:00	
Block 1	9:00 - 10:05	
Block 2	10:08 - 11:13	
Block 5 & Lunch	11:16 - 12:52	11:16-11:44 Freshman/Sophomore Lunch 11:47-12:52 Freshman/Sophomore block 5
		11:16-12:21 Junior/Senior Block 5 12:24-12:52 Junior/Senior Lunch
Block 6	12:55 - 2:00	

ALTERNATIVE SCHEDULES IN RESPONSE TO A PUBLIC HEALTH EMERGENCY

CCTEC is prepared to implement a hybrid or remote schedule, should a public health emergency threaten the safety of our students, staff, and community members.

Hybrid Schedule

Students will be divided alphabetically into two groups – Blue Group and Silver Group. The Blue Group will attend in-person classes on Monday and Wednesday. The Silver Group will attend in-person classes on Tuesday and Thursday. All students will attend classes remotely on Friday. See the below example of Blue and Silver schedules.

Blue Group Schedule

Monday- In-person	Tuesday- Remote	Wednesday- In-Person	Thursday- Remote	Friday- Remote
Block 1A	Students will work remotely on their independent assignments. They will have access to counseling and CST services. Remediation services will be available remotely 2:00-3:00.	Block 1B	Students will work remotely on their independent assignments. They will have access to counseling and CST services. Remediation services will be available remotely 2:00-3:00.	7:30-7:58 Block 1A
Block 2A		Block 2B		8:00-8:28 Block 2A
Lunch		Lunch		8:30-8:58 Block 5A
Block 5A		Block 5B		9:00-9:28 Block 6A
Block 6A		Block 6B		9:30- 9:58 Block 1B
				10:00-10:28 Block 2B
				10:28-11:00 Lunch
				11:00-11:28 Block 5B
				11:30-11:58 Block 6B
				12:00-2:00- Remediation/ Clubs

Silver Group Schedule

Monday- Remote	Tuesday- In-Person	Wednesday- Remote	Thursday- In-Person	Friday- Remote
Students will work remotely on their independent assignments. They will have access to counseling and CST services. Remediation services will be available remotely 2:00-3:00.	Block 1A	Students will work remotely on their independent assignments. They will have access to counseling and CST services. Remediation services will be available remotely 2:00-3:00.	Block 1B	7:30-7:58 Block 1A
	Block 2A		Block 2B	8:00-8:28 Block 2A
	Lunch		Lunch	8:30-8:58 Block 5A
	Block 5A		Block 5B	9:00-9:28 Block 6A
	Block 6A		Block 6B	9:30- 9:58 Block 1B
				10:00-10:28 Block 2B
				10:28-11:00 Lunch
				11:00-11:28 Block 5B
				11:30-11:58 Block 6B
				12:00-2:00- Remediation/ Clubs

In-Person Hybrid Schedule: 7:30 am - 2:00 pm

Hybrid Schedule		Time
Arrival and Breakfast		7:15-7:30
Homeroom		7:30-7:40
Block 1		7:40-9:05
Block 2		9:08-10:33
Block 5	5.1 Lunch	10:36-11:06
	5.1 Instruction	11:08-12:32
	5.2 Instruction	10:36 - 11:17
	5.2 Lunch	11:19 - 11:49
	5.2 Instruction	11:51 - 12:32
	5.3 Instruction	10:36 - 12:00
	5.3 Lunch	12:02 - 12:32
Block 6		12:35 - 2:00

Remote Schedule

Students learning remotely will have their assignments posted Monday morning. This will include instructional videos, readings, and assignments. All of their assignments will be due Thursday at 11:59 pm. Students will be able to check-in with their teachers during scheduled office hours to ask questions or to receive feedback. Remote students will attend the Google Hangouts on Friday, along with the students attending the hybrid model. See below example.

Monday- Remote	Tuesday- Remote	Wednesday- Remote	Thursday- Remote	Friday- Virtual
Assignments are posted via Google Classroom. Students will view instructional videos, read passages, and complete assignments.	Students check-in with teacher via office hours Homework Club Available- 2:15-3:15	Students check-in with teacher via office hours Homework Club Available- 2:15-3:15	Students check-in with teacher via office hours Homework Club Available- 2:15-3:15 Assignments due 11:59 pm	7:30 - 7:58- Block 1A
				8:00- 8:28- Block 2A
				8:30- 8:58- Block 5A
				9:00- 9:28- Block 6A
				9:30 - 9:58- Block 1B
				10:00-10:28- Block 2B
				10:28-11:00- Lunch
				11:00-11:28- Block 5B
				11:30-11:58- Block 6B
12:00- 2:45- Remediation/Clubs				

COMMUNICATION

CCTEC utilizes technology as a tool to increase parental involvement and awareness. It is recognized that student achievement is positively affected by strong parental involvement. Utilizing technology as a tool improves the school-home connection.

GENESIS PARENT PORTAL

The Genesis Parent Portal is a password-protected, online access system to view student information, including schedules, attendance, report cards/progress reports, assignments and grades. CCTEC will use Genesis for all grade communications during the year.

CCTEC will use the phone number and/or email supplied by parents/guardians on the Genesis Parent Portal. It is the parent/guardian's responsibility to make sure that the school office has current contact information and advise the school of any changes that occur during the school year. Emergency notifications and community outreach messages from CCTEC will be made via phone/text to parents/guardians. All changes should go to the Attendance Secretary.

SCHOOL WEBSITE

CCTEC students and parents/guardians can access updated information by visiting the school's website at www.cctecnj.org. Visit our school website to access school calendar, academic information, Genesis, school news and events, and much more.

NEWSLETTER & EMAILS

CCTEC publishes a quarterly newsletter that highlights school news, information, student achievements and more. This newsletter can be found on our school website and will be emailed to the student's primary household email on record. CCTEC will use email to send out occasional important email notifications for special events and messages. Students should make it a daily habit to check their cctecnj.net email.

PROGRAM PARTICIPATION

ATTENDANCE

The Board of Education requires that the pupils enrolled in the Cumberland County Technical Education Center attend school regularly in accordance with the laws of this state. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

1. **"Attendance"** is a pupil's presence in school and in the classroom to which he/she is assigned at the times scheduled for instruction or other school activities. A pupil will be considered to have attended school if he/she has been present at least four instructional hours during the school day. A pupil not present in school because of

his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition, will be considered to be in attendance. "Attendance requirement" for the Cumberland County Technical Education Center will be in accordance with their IEP, if applicable.

2. **"Excused Absence"** is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons. PLEASE NOTE: A parent note is **not** considered an excused absence.
 - a. Death in the family
 - b. Court
 - c. Religious holiday
 - d. Resident District Transportation Issue
 - e. Career Exploration – Verification from the facility is required. Pupils in 11th or 12th grade only may have up to three (3) days for the purpose of a job interview or shadow experience in their program pathway.
 - f. College visitation – Verification from the college must be provided. Pupils in eleventh or twelfth grade only may have up to three (3) days for the purpose of visiting colleges, other post-secondary training, or military institutions.
 - g. Take Your Child to Work Day (N.J.A.C. 6A:16-7.8).
 - h. Other rule issued by the Commissioner of Education
 - i. Medical appointments required by CCTEC to participate in our academic program.
 - j. Medical Emergencies – documentation required. To qualify as an excused absence, medical documentation must be provided to the school nurse within 5 days of the absence.
 - i. Due to the current public health emergency, CCTEC will accept a parent note as documentation of a child's illness.
 - ii. Routine medical appointments do not count as excused absences (i.e., dentist appointments, orthodontist appointments, visits to your family doctor or visits to medical express for non-emergent care).
3. **"Unexcused Absence"** is a pupil's absence for all or part of a school day for any reason other than those listed under #2. Vacations are not excused absences. A letter from the parent does not constitute an excused absent.
4. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with board policy. The parent(s) or legal guardian(s) must request home instruction through Mr. Briggs's office at ext. 3307.
5. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teacher will provide make-up assignments as necessary. If you have any questions, kindly contact the teacher.
6. Documentation is required for any excused absence. A parent note will not suffice as documentation. Medical notes will be submitted directly to the School Nurses' office and all others to the Attendance Office upon the students return to school.
7. Doctor's notes can only represent one illness and will not be accepted with disjointed days (i.e., students seen in office on 11/2, 12/20, 4/12). All notes must be submitted within 5 days of the students return to school or they will not be accepted.

Attendance Process for Accumulated Absences

1. When the student has accumulated four (4) unexcused absences, the Attendance Office will send a letter to the parent/guardian.
2. When the student has accumulated nine (9) unexcused absences, the Attendance Office will send a letter to the parent/guardian. The School Counselor will meet with the student to discuss the serious nature of the attendance

problem and the possibility of being placed on non-credit status. An action plan will be developed to improve student attendance.

3. When the student has accumulated thirteen (13) unexcused absences, the student will be placed on a non-credit status. A letter will be sent to the parent/guardian of the student. A meeting will be scheduled with the Assistant Principal and School Counselor to discuss non-credit status and the process for credit recovery.

Non-Credit Status

Any student on non-credit status will be required to make-up lost credits through CCTEC's attendance recovery program.

A student on non-credit status;

- May not be recommended for the School-to-Work program/Internships
- Are ineligible for college dual enrollment
- Will be unable to participate in extracurricular activities (i.e., school dances, prom, fundraisers, field trips, senior class activities, graduation, etc.). Students who wish to attend Prom must have credit recovery completed by May 13, 2021. All other credit recovery must be completed by June 3, 2021. Seniors must be in good credit standing to participate in graduation. Any senior on non-credit status will not be given tickets to, or allowed to walk in, the graduation ceremony.

The following are dates for credit recovery and must be coordinated through the student service team:

- February 1-4, 2021
- April 19- 22, 2021
- April 26-29, 2021
- May 3-6, 2021
- May 10- 13, 2021
- June 1-3, 2021

After school Activities and Attendance

- If a student is not in school for an unexcused reason on the day of or day prior to a weekend activity/event, they cannot participate in the school activity/event unless cleared by the principal.
- If a student is on non-credit status, they may not participate in any after-school and/or weekend activities/events unless cleared by the principal.

INCOMPLETES

Students who are assigned an incomplete will be given the opportunity to make up their missing assignments.

Students who receive an "Incomplete" will adhere to the following guidelines:

1. For every day absent, students will have one day to make up the missed assignment(s). If the student fails to complete the assignment(s) within the designated time period, zero (s) will be assigned for any outstanding assignment(s), and the final grade will be calculated.
2. The Principal has the discretion to extend the deadlines for extended illnesses or other extenuating circumstances.
3. In the case of an IEP or 504 the plan will be followed.

EARLY RELEASES AND LATENESS TO SCHOOL

Students who require early release/late arrival to school must have a parent/guardian accompany them to sign out or sign in at the Attendance Office. Students are not to remain on campus once they have officially signed out. Students who leave the school campus before dismissal without proper authorization will be subject to disciplinary action.

TARDINESS

Students who are continually late for class or for school will be subject to disciplinary action. Three times tardy will result in a warning letter mailed home. Six times tardy will result in a lunch detention. After six days tardy, additional lunch detentions will be issued in a progressive nature for every third tardy up to 12 latenesses. (i.e., The detention accumulation will be as followed: 6 days tardy results in one lunch detention, 9 days tardy results in two lunch detentions, 12 days tardy results in three lunch detentions). After 12 latenesses a student will receive 1 day of credit completion for every third late, i.e. 15, 18, 21. In addition, at 18 days of lateness, a student with a driving permit on campus will lose their privilege for 20 school days. Upon every third late, thereafter, this privilege will be suspended for 20 more school days. It will be the responsibility of the students' parent to contact busing if their child needs transportation reinstated. Students are considered late after the 7:30 bell. Students who report after 8:53 a.m. will be marked absent for the day.

If CCTEC is on a half-day schedule, it is still mandatory for students to be in instructional time for 4 hours to be considered "present." Therefore, students who report after 7:45 a.m. and/or leave before 12:00 p.m. will be marked absent for the day.

DETENTIONS

Students who violate the Code of Conduct may be required to serve one or more days of lunch detention. If a student fails to serve a lunch detention, the student will be issued an additional lunch detention. If a student fails to serve the scheduled lunch detention for a second time, he/she will be assigned a day of out-of-school suspension.

SUSPENSIONS

"Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school" as defined in N.J.A.C. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with N.J.A.C. 6A:16-7.1 et seq.

Students under out-of-school suspension are prohibited from participating in or attending any school-regulated activity during the dates(s) of their suspension. On the date(s) of the out of school suspension(s), they may not enter the school building or grounds of the District without the permission of the Principal or designee. If the suspended student is a driver, the student will immediately lose all CCTEC driving privileges. Students may not drive off of school property, and a parent/guardian will be contacted for pick-up.

Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. Days absent from school which are the result of a suspension will be recorded as excused absences. Parents will also be informed of suspension including length of suspension and requirements for reinstatement. All students will be required to attend a re-entry meeting with their

School Counselor upon returning to school. Parents will be invited upon notification of suspension by the Assistant Principal. Parent attendance at this meeting is not required but suggested. The purpose is to assure a safe and successful re-entry for the student with school work and support.

STUDENT CODE OF CONDUCT

One of the core values at CCTEC is *Citizenship*. Students of CCTEC will be the innovators and leaders of tomorrow! CCTEC believes that a good citizen is someone who takes responsibility for his/her actions, works hard in his/her profession, contributes to the community, respects others and their property, helps people who are not in a position to help themselves, and continues to keep informed about the world around him/her. To that end, CCTEC has developed the below disciplinary regulations to support our students in developing the qualities of a productive citizen. CCTEC offers the following positive reinforcement for good conduct and academic success:

- Honor Roll Recognition
- Perfect Attendance Recognition
- National Honor Society
- National Technical Honor Society
- NJ STARS program
- School Counts
- Academic Excellence Varsity Letter

The following are guidelines for consequences to be imposed when student violates school rules. Final determination of consequences will be made based on factors such as: severity of offense, students' past discipline record, recommendation of teachers, counselors, and CST members.

CONSEQUENCES FOR VIOLATION OF SCHOOL RULES

1. **Parent Contact:** May be with teachers, administrators, counselors, child study team members. A written record of the outcome of the conference will be distributed to all affected parties.
2. **Lunch Detention:** Parents will be given adequate notice of this consequence.
3. **Out of School Suspension:** Length of suspension of privileges.
4. **Expulsion:** Regulations regarding alternative educational opportunities will be followed.

CITIZENSHIP – Promoting Respect for the Personal Rights of Others.

Both students and staff have a responsibility to treat one another with courtesy and respect. If students become angry or upset with anyone, they should make use of the resources available to them in school to reach a peaceful resolution to their problems.

These resources include: Guidance Counselors, CST members and Administrators. Supportive and peaceful methods may not always provide an immediate solution to conflicts, but they frequently provide a more permanent resolution and teach valuable skills useful through one's lifetime.

Should a student choose not to follow the appropriate methods of conflict resolution, the following consequences will occur. A mandatory parent conference may be required for any violation in this section. It may also be necessary to make a law enforcement referral.

ASSAULT: the unlawful attempt, coupled with a present ability, to commit a violent physical attack upon a person. This includes threatening language or gestures without actually touching another person. <i>NOTE: Assault against a staff member carries increased consequences.</i>		2	3	4
BULLYING: an incident or pattern of behavior that results in a student feeling intimidated or harassed by another. <i>NOTE: Bullying may also include those offenses that occur through electronic mechanisms (i.e., cyber bullying) when such behavior impacts the health or safety of students and/or proves disruptive to the education environment.</i>		2	3	4
FIGHTING: mutual aggression in which both parties have contributed to the situation by verbal and/or physical action. Parent contact required.			3	4
HAZING: any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or emotional harm, extreme embarrassment, ridicule, or loss of dignity to another student for purposes of initiation into a student organization or activity. Parent contact required.		2	3	4
VERBAL ABUSE: disrespectful and/or inappropriate language directed toward another person. <i>NOTE: Verbal abuse against a staff member carries increased consequences.</i>	1	2	3	4
INSTIGATING FIGHT/ ANTAGONISTIC BEHAVIOR: any form of communication (written, verbal, electronic, other) that encourages conflict between parties of people (students and/or staff).	1	2	3	4

CITIZENSHIP – Promoting Responsibility and Respect for Property.

All of us have the right to expect our property to be secure, and all of us have the responsibility to respect the property of others. This includes property belonging to students, staff, and the district. Should a student choose not to respect others’ rights or property, the following consequences will occur. (*Police involvement will also occur when appropriate.*) Restitution for damaged or destroyed property may also be required.

EXTORTION: the obtaining of property from another, with or without that person’s consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages so caused by the student. Parent contact required.		2	3	4
THEFT: the unlawful taking of property by false pretense. The parent or guardian shall be liable for all damages so caused by the student. Parent contact required.		2	3	4
WILLFUL DAMAGE OF SCHOOL PROPERTY: willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district or failure to return or replace books,		2	3	4

sports uniforms, etc. The parent or guardian shall be liable for all damages so caused by the students. Parent contact required.				
WILLFUL DAMAGE TO PROPERTY BELONGING TO OTHERS: willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages so caused by the student. Parent contact required.		2	3	4
UNAUTHORIZED ACCESS TO COMPUTER NETWORKS: HACKING (TO GAIN ILLEGAL OR UNAUTHORIZED ACCESS TO A FILE OR NETWORK) OR USE OF ANOTHER USER'S ACCOUNT. The student's computer privileges may be revoked. Parent contact required.		2	3	4

CITIZENSHIP – Promoting Responsibility for Maintaining Public Decency and Ethical Behavior.

The nature of the school experience demands the highest standards of integrity on the part of all involved. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, the school staff, and the school community. Positive values and attitudes are imperative for student success in the school community and in industry. Students who choose not to behave in this manner face the following consequences:

GAMBLING: the playing of a game of chance for stakes. Parent contact required.	1	2	3	
PLAGIARISM/CHEATING: the unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose. Any grades or credit earned by those involved in such action will be disallowed.	1	2	3	
VULGARTY/PROFANITY: language that is inappropriate, disgusting or repulsive to the senses.	1	2	3	
OFFENSIVE SOCIAL BEHAVIOR: activities that are an infraction of acceptable social actions, including inappropriate displays of affection and/or obscene gestures to student(s)/staff.	1	2	3	
DISCRIMINATORY PRACTICES: activities that are intended to be offensive to one's race, religion, heritage, gender, sexual orientation or disability, including sexual harassment. Offenders will be required to participate in an educational activity. This activity, designed by the school administrator, counselor, or school team, and approved by the building Principal, is intended to educate, sensitize, and instill openness, tolerance, and nondiscrimination. Police notification may be required. Parent contact required.		2	3	4
IMPROPER USE OF VIDEO TAPING/ AUDIO RECORDING: it is against school policy to video tape or audio record any conversation between a student and a staff member. This activity will result in immediate suspension. All students will be responsible for having any recording device in view of any staff member.			3	4

CITIZENSHIP – Promoting Responsibility for Maintaining Public Health and Safety.

The school community considers the health and safety of our students to be our first priority. Violations in this area are not only a threat to the individual, but also the school community. Therefore, in order to protect the individual student and the total school environment, health and safety violations are considered serious. *The police shall be notified when a student is in possession of a firearm or weapon or is distributing, using or believed to be under the influence of drugs, alcohol, or inhalants as described in this section. Students are subject to all legal penalties for violations.*

DRUGS, NARCOTICS, or CONTROLLED DANGEROUS SUBSTANCES: possession, use, being under the influence to any degree or being party to an actual or attempted transaction of any of the substances which are, or have the appearance of, drugs (prescription or nonprescription used outside of their legal medical purpose), narcotics, controlled dangerous substances, or drug paraphernalia. Steroids are considered a drug. Parent conference required.			3	4
SNIFFING or INHALING HARMFUL SUBSTANCES: the deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system. Parent conference required.			3	4
ALCOHOL: possession, use or being under the influence to any degree of any alcoholic product while on school grounds or at school-sponsored activities. Parent conference required.			3	4
DISTRIBUTION: dispensing or conspiring to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items. Parent conference required.			3	4
TOBACCO: possession or use of any type of tobacco product. Students are subject to a court appearance and fines for violations. Parent contact required.		2	3	
WEAPON POSSESSION: possession or use of any instrument such as a knife, brass knuckles, chains, metal hair picks, or any other implement that the school administrative staff deems could inflict bodily harm, or any look-alike weapon. Police will be notified. Parent conference required.			3	4
FIREARM POSSESSION: possession of any weapon from which a shot is discharged by gunpowder on school property, inclusive of vehicles parked on school property. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from school. Police will be notified. Parent conference required.				4
EXPLOSIVE DEVICES AND FIREWORKS: the possession or detonation of any explosive device or fireworks. Police will be notified. Parent conference required.			3	4
BOMB THREAT: false notification of impending explosion or presence of a bomb. Police will be notified. Parent conference required.			3	4
ARSON: any person attempting to, aiding in, or setting fire to the property of another. Police will be notified. Parent conference required.			3	4

FALSE FIRE ALARM: illegally activating a fire alarm or issuing a false fire alarm. Police will be notified. Parent conference required.			3	4
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CITIZENSHIP - Respect for school administrative procedures.

In any organization, and especially in a school, rules are established to protect the rights of everyone and to maintain a level of order that encourages academic and personal growth and success. Students, in the overwhelming majority, attend school daily, are respectful, and are attentive to those in position of authority and, if they make a mistake, are honest and contrite about their error and successfully take the steps necessary not to make the same mistake again. Students who are disrespectful, truant, and insubordinate face the following consequences:

DEFIANCE OF AUTHORITY: the willful refusal or failure to follow a legal direction/order given by a staff member. Parent contact required.		2	3	
DISRUPTIVE/ INAPPROPRIATE BEHAVIOR: actions which interfere with the effective operations of the school and/or are offensive to others.	1	2	3	
FORGERY: falsifying signatures or data on official records.		2	3	
LEAVING CAMPUS: leaving campus during school hours without proper clearance. Parent contact required.		2	3	
DRIVING TO CCTEC WITHOUT PERMISSION		2	3	
MISBEHAVIOR ON SCHOOL BUS: bus drivers are responsible for the orderly conduct of pupils while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the Principal to deny bus transportation.		2	3	
STUDENT ATTIRE: students shall be clean and neatly dressed in a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive of the educational program of the school. Student must follow dress code regulations.	1	2		
VIOLATION OF SUSPENSION: being present on a school campus or at a school activity during a suspension. Parent contact required.		2	3	
TRESPASSING: unauthorized presence on school property, including while on suspension. Parent contact required.		2	3	4
REFUSAL TO ALLOW SEARCH AND SEIZURE: willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.		2	3	
CLASS CUTTING: absence from class without permission. Parent contact required.		2	3	
TRUANCY: absence from school without permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.	1	2	3	
ELECTRONIC EQUIPMENT: students are not permitted to use iPods, MP3s, cellular telephones, or cameras during instructional time. It is an expectation that students keep such items turned off and stored out of sight. Exempt are students with disabilities who need portable pagers or cellular telephones for medical reasons; and members of a fire department, ambulance company or rescue squad who have furnished to the Principal written authorization from their chief.	1	2	3	

REFUSAL TO FORFEIT ELECTRONIC DEVICE: electronic devices that are being used during instructional time will be confiscated by security or members of the administration. Parents/guardians will be contacted to retrieve the electronic device from the school. Failure to forfeit the device to security and/or the administration will result in disciplinary action.		2	3	
RECKLESS DRIVING: driving on school property in such a manner as to endanger persons or property. Offenders may have their driving privileges revoked by the school. Parent contact required.		2	3	
PARKING: parking in an unauthorized areas on school property. The student's parking privileges may be revoked.	1	2		
VIOLATION OF ACCEPTABLE USE POLICY: unauthorized use of computers or use that violates the acceptable use regulations. The student's computer privileges may be revoked.		2	3	

ACADEMIC INTEGRITY

Violation of Academic Integrity includes but is not limited to:

- **Plagiarism**, which is copying work from another source and submitting it as one's own work, included, but not limited to:
 - Copying another student's work or previously published material or ideas from any source and submitting them as one's own.
 - Allowing a student to copy one's work.
 - Altering words or the order of words from another source and submitting them as one's own.
 - Submitting work written by college students, former students, tutors, friends, or adults as one's own.
 - Submitting work as one's own that was produced by unauthorized collaboration on assignments designed to be completed independently.
- Using or possessing "crib" or "cheat" notes
- Knowingly participating in, or contributing to, the academic dishonesty of another student.
- All consequences will remain throughout a student's four years at CCTEC.

Consequences:

1st Offense:

- Referral to Assistant Principal
- Parent contact by teacher
- Academic Integrity Contract established with signatures by parent/guardian student indicating understanding of consequence for further offences
- Discipline consequence = lunch detention
- Zero points and/or Failing grade on assignment

2nd Offense:

- Referral to Assistant Principal
- Parent contact by Assistant Principal and teacher
- Parent conference with student, parent, teacher and Assistant Principal
- Discipline consequence – 3 lunch detentions
- Zero points and/or Failing grade on assignment
- Ineligible for National Technical Honor Society and National Honor Society

3rd Offense:

- Referral to Assistant Principal
- Parent contact by Assistant Principal and teacher
- Discipline consequence – out of school suspension
- Parent conference with student, parent, teacher, and Assistant Principal
- Ineligible for school sponsored scholarships

DRESS CODE

The CCTEC dress code reflects a respect for all individuals as well as providing comfort, safety and a reasonable sense of decency. CCTEC's mission is to prepare all students to enter the global workforce – enforcing a dress code that aligns with expectations found in most work environments supports that mission. The dress code described below cannot fully predict all circumstances. For that reason, the principal or designee reserves the right to determine whether a student's dress is appropriate for the educational environment.

The following guidelines for student dress have been established:

Clothing

- Sleeveless attire is permitted as long as the straps cover the majority of the shoulder area. No tank tops or spaghetti straps.
- No low-cut front or back tops. No bare midriffs or bare backs. Tops and bottoms must meet at all times – sitting and standing.
- All clothing that is see-through (including fishnet fabrics or fabric that is too thin) is prohibited.
- Clothing shall conceal undergarments at all times, including boxer shorts, bra straps, etc.
- The length of shorts and/or skirts will not be less than the tip of the pupil's fingertips when standing straight with both arms extended downward. Shorts, and/or skirts may be longer.
- Spandex pants/capris (leggings, jeggings, yoga, etc.) are to be worn only with shirts, skirts, shorts, tunics, etc. that are fingertip length or longer.
- No pajamas.
- Clothing must be properly buttoned.
- If jeans, pants, shorts or skirts have holes in them, leggings, colored pantyhose or patches must be behind each hole higher than fingertip length.
- Shorts must not be worn in those shops and/or labs where specific trade attire is required. Therefore, students must keep a change of clothes in their lockers for days that shorts are worn to school.

Headwear

- No sunglasses, unless prescription and with a doctor's note, are permitted.
- No hoods may be worn inside the building.
- Hats and/or head coverings may be worn in the building and in the classroom/shops. If your head covering obstructs the view of students sitting behind you, the teacher reserves the right to have you remove your head covering. Students may not wear head coverings that have symbols or sayings that are suggestive, drug related, obscene, violent in nature, or cause a disruption in normal proceedings.

Footwear

- Appropriate footwear must be worn at all times. Athletic shoes are required for physical education and safety shoes are required in shops. Bedroom slippers are not acceptable. Beach sandals or "flip flops" may not be worn in any shop class.

Other Items

- No chains or other sharp objects on any type of clothing, accessories, or jewelry that may pose a danger to the wearer or others.

- No blankets, pillows, stuffed animals, or blanket-like items.
- Patches, decals, or sayings affixed to clothing are inappropriate if they are suggestive, drug related, obscene, violent in nature, or cause a disruption in normal proceedings.
- No double meanings or crude phrases, references to or direct display of profanity, sexual or violent activity, racist or sexist symbols, or promotion of harmful and/or illegal substances – including alcohol and advertisements for taverns/bars.
- Goggles, safety glasses, lab aprons, appropriate uniforms, hairnets, etc., as required for a specific shop or lab, must be worn.
- Wearing gang related clothing is prohibited while on school property. This includes any type of clothing, apparel or accessory which indicates that a student has known membership in or affiliation with any gang associated with criminal activities. Examples of gang related clothing include any distinctive identifying signs, symbols, tattoos or other physical markings, and/or use of hand signs or other distinctive marks of association or common leadership (examples include: bandanas, baseball caps, beads worn around the neck or wrist, specific colors in combination with articles described above). N.J.S.A. 18A:11-9.

Students in violation of the dress code will be given **ONE** opportunity to call a family member to bring a change of clothes, or borrow clothes from a friend. In the event that they cannot change their clothes, they will be required to sit in Main Office for the remainder of the day. Subsequent dress code violations will be noted in the student’s discipline file. See *Discipline Regulations* for disciplinary action due to dress code violations.

Face Coverings during a Public Health Emergency

Face coverings are considered an extension of the CCTEC dress code. As such, any material display on the face covering must abide by our dress code’s assessment of appropriate dress as noted in our Dress Code:

- No double meanings or crude phrases, references to or direct display of profanity, sexual or violent activity, terroristic, racist or sexist symbols, or promotion of harmful and/or illegal substances – including alcohol and advertisements for taverns/bars.
- Any item of clothing (or jewelry) which depicts bias symbols or hate messages or is intended to harass, threaten, intimidate or demean an individual or group of individuals because of sex, color, race, religion, disability, national origin or sexual orientation and which, in the judgment of the administration, has substantial risk of creating a material disruption to the learning environment and/or school operation shall be prohibited.

A student’s face covering in violation of the dress code will be given a disposable face covering to replace the face covering in violation of our dress code. In the event that the student refuses to wear the face covering provided, they will be required to sit in our Nurse’s Isolation Room for the remainder of the day and the parent/guardian contacted, and consequences will be imposed. Repeated violations of the Face Covering Dress Code expectations will warrant more severe consequences in addition to the requirement to change the face covering or being sent home.

SUBSTANCE ABUSE – DRUGS, ALCOHOL, TOBACCO, AND STERIODS – POLICY #5530

Any educational staff or other professional to whom it appears that a pupil may be currently under the influence of drugs or alcohol on school property or at any school function shall report the matter immediately to the Principal/Designee as required by NJSA 18:40A-12.

Administration will require a student to undergo a drug screening; refusal to comply a minimum 5-day external suspension, as if a positive result.

Possession of Drug Paraphernalia, Possession of Alcohol or Drugs, Under the Influence of Alcohol or Drugs

1st Offense:

- Notification of the police and appropriate action taken for possession.
- Parent/Guardian notified.
- Immediate medical examination including urinalysis and/or blood test to verify use- The pupil shall be accompanied by parent/guardian if available or by school staff appointed if necessary.
- A medical note substantiating the student's state of well-being to return to school is required prior to returning to school.
- Minimum of four (4) days out-of-school suspension upon verification of positive diagnosis of alcohol/drug use.
- Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/Guidance Counselor will be arranged to develop re-entry plan.

2nd Offense:

- Notification of the police and appropriate action taken for possession.
- Parent/Guardian notified.
- Immediate medical examination including urinalysis and/or blood test to verify use- The pupil shall be accompanied by parent/guardian if available or by school staff appointed if necessary required prior to returning to school.
- A medical note substantiating the student's state of well-being to return to school is required prior to returning to school.
- Minimum of eight (8) days out-of-school suspension upon verification of positive diagnosis of alcohol/drug use.
- Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/Guidance Counselor will be arranged to develop re-entry plan.
- Subject to further administrative disciplinary consequences.
- Expulsion hearing before the Board of Education for possession.

3rd Offense:

- All noted above including expulsion hearing before the Board of Education for possession of paraphernalia and/or under the influence.

Distribution of Illegal Drugs

1st Offense:

- Notification of the police and appropriate action taken.
- Parent/Guardian notified.
- Immediate medical examination including urinalysis and/or blood test to verify use- The pupil shall be accompanied by parent/guardian if available or by school staff appointed if necessary.
- Minimum of ten (10) days out-of-school suspension pending expulsion hearing before the Board of Education.
- Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/Guidance Counselor will be arranged to develop educational plan.

Conviction for Violation of Drug Abuse Policy off School Property

1st Offense:

- Parent/Guardian notified to request a conference.
- CCTEC will take whatever action it believes is necessary to protect the rights and well-being of the entire student body.

Possession or Distribution of Over the Counter Medication

1st Offense:

- Parent/Guardian notified.
- Up to three (3) days out-of-school suspension.

2nd Offense:

- Parent/Guardian notified.
- Up to five (5) days out-of-school suspension.
- Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/Guidance Counselor will be arranged to develop re-entry plan.
- Subject to further administrative disciplinary consequences.

Students found exhaling smoke, possessing cigarettes, or smoking paraphernalia

1st Offense:

- Parent/Guardian notified.
- Up to two (2) days out-of-school suspension.
- Issued State Health Department complaint (i.e. fine and court cost).

2nd Offense:

- Parent/Guardian notified.
- Up to three (3) days out-of-school suspension.
- Issued State Health Department complaint (i.e. fine and court cost).
- Required notification to parents/guardians and/or pursuit of additional fines, pursuant to N.J.S.A. 26:3d-20.

Violation of Policy/Procedures/Re-entry Contract

Students in Violation - Any student who fails to comply with ATOD procedures/policy/re-entry plan will be subject to further administrative disciplinary consequences.

A more detailed explanation of the Drug and Alcohol Policy is available on the CCTEC website. Non-compliance would be considered the same as a positive test.

Smoking

Students are not permitted to smoke at any time in school buildings, on school grounds, on school buses or when on a school-sponsored trip or activity off-school premises. Students are not to carry cigarettes or other smoking materials such as tobacco, pipes, cigarette rolling papers, electronic or vapor cigarettes.

Students who violate the smoking regulations will be subject to appear in municipal court to answer charges of code violation.

HARASSMENT, INTIMIDATION, BULLYING – POLICY #5512

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic.
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15:3:
3. Substantially disrupts or interferes with the order.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

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

CRISIS INTERVENTION

The emphasis of staff training is on verbal management. However, physical interventions or restraint may be employed only under the following conditions:

- A student has placed himself/herself in clear physical danger;
- A student is placing others (staff or students) in clear physical danger; or
- A student engages in destruction of property which may result in injury to himself/herself of others.

Any incident which requires a restraint must be documented on an incident report form, and the student is required to be seen by the school nurse.

STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES

Students are cautioned that participation in student activities, trips, dances, proms, etc. may be limited by attendance and conduct issues. The student must be counted present in school for a minimum of four hours on the day of the scheduled activity and be present the day before a holiday or weekend activity sponsored by the school in order to be eligible to attend or participate in a school activity including but not limited to dances, trips, proms, performances, etc. Special consideration may be given by the principal/designee to students who have excused absences. Exceptions are seniors on an abbreviated schedule. Tickets for proms, dances, etc., must be purchased by the specified date.

The administration reserves the right to suspend a student from participating in school events and extra-curricular activities due to violations of the code of conduct. Extra-curricular activities include field trips, competitions, dances, performances, and social activities. Any senior who is suspended during the fourth marking period will lose the privilege to attend the Great Adventure Trip, and Senior Picnic. Seniors who are suspended may also lose privileges related to the Senior Trip and Graduation.

TECHNOLOGY

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or while attending an after school activity. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules

set forth below. **The use of the network is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

The following list, though not covering every situation, specifies some of the conduct that violates the acceptable use of technology policy:

- Intentional damage to hardware or software, or the creation or distribution of viruses, worms or other forms of electronic mayhem.
- Creating, displaying or transmitting threatening, racist, sexist, obscene, or abusive or harassing language or materials.
- Unauthorized use of a computer account or distribution of a password.
- Copying other people's work or intruding into other people's files.
- Using electronic mail (e-mail) to harass or threaten others, including sending repeated, unwanted email to another user.
- Giving your name, address, or phone number to anyone over the Internet.
- Unauthorized Internet access - only students, faculty and staff and approved guests are permitted Internet access.
- Downloading and/or installation of any software including, but not limited to, executable files, games, MP3 files or players, video files, zip files.
- Connecting personal electronics to the network whether through an Ethernet connection or wireless. This includes, but is not limited to, laptops, cell phones, PDA's, or other devices not provided for use by the Cumberland County Technical Education Center.
- Recording another person without their consent.

The resources provided by the district are intended for school-related, educational purposes only. Failure to comply with the guidelines for acceptable use will result in disciplinary action, which may include suspension of computer privileges.

SCHOOL PROPERTY/FINANCIAL OBLIGATIONS

Students are required to return all school property (books, equipment, shop uniforms, etc.) in a timely manner. Students who do not return school property or damage school property, will be issued a student obligation. Students who have outstanding obligations regarding school property, must pay them in full before leaving CCTEC.

USE OF LOCKERS

Hall Lockers

Lockers are property of the CCTEC Board of Education. Decorating the exterior of lockers is prohibited. All exterior decorations will be removed and discarded by Administration. Interior of lockers may hold personal affects and magnetic items. No stickers, paint or permanent marks may be made inside any locker. No food may be held in lockers overnight. It is recommended that valuables or cash in excess of \$20.00 NOT be brought to school. Each student is assigned to one hall locker and will be held accountable for the good condition of that locker at the end of each school year. They will be obligated for any damage to their assigned locker. Students are responsible to keep hallway lockers closed at all times. The Administration of CCTEC has the right to open and search lockers at any time. Lockers will also be subject to random locker searches throughout the school year.

Gym Locker

Students may use a P.E. locker to secure their belongings during gym class. Students must provide their own Master Lock, V68 series, for this locker. Master Lock V68's may be purchased in the school store. Students must remove the lock at the end of each class period and empty all contents of the locker. The Administration of CCTEC has the right to open and search lockers at any time. Students are required to lock all belongings while in Physical Education class.

Shop Locker

Students will be provided a locker to secure their clothing and belongings when participating in an industrialized shop. Students must provide their own Master Lock, V68 series, for this locker. Master Lock V68's may be purchased in the school store. Students must remove the lock at the end of each class period and empty all contents of the locker. The Administration of CCTEC has the right to open and search lockers at any time. Students are required to lock all belongings while in their industrialized shop.

CELL PHONES & PERSONAL ELECTRONIC DEVICES

Students are not permitted to use personal electronic devices (i.e., cell phones, i-pods) during instruction time. It is an expectation that students keep such items turned off and stored out of sight. Students may use their personal electronic device(s) during hallway changes, SMART period, lunch, and before or after school hours.

If a student has their electronic device out during instructional time, it will be confiscated by security and placed in a secure location. A parent/guardian will be contacted and will need to come to the school to retrieve the device.

STUDENT PARKING PROCEDURES

Students who wish to drive to CCTEC may do so by meeting the below criteria. Parking permits are valid for a single school year. All completed forms must be verified BEFORE a student drives to school.

1. Parking permits are valid for the entire school year.
2. Students must complete the Student Driver Application Packet, which include:
 - a. CCTEC Parking Permit Application/Waiver (to be signed by parent/guardian no matter student's age)
 - b. A valid copy of the student's license, car registration, and proof of insurance
3. Parking Permits will be assigned and dispersed to students only after all information has been verified and processed. This typically takes three (3) days.
4. All student vehicles must obtain an assigned, numerical parking permit sticker. Stickers must be placed on the lower corner of the backseat passenger window (driver's side). If the vehicle has only one side window, place sticker on the lower corner of the driver's window. Failure to do so could result in the vehicle getting towed.
5. The assigned, numerical parking permit stickers may not be shared between vehicles or students. If a student has multiple vehicles, he/she may only drive the approved vehicle on file to CCTEC.
6. Any vehicles found on CCTEC property that do not have a valid numerical parking permit sticker for the current school year will be towed at owner's expense.
7. Student must park in the designated parking areas ONLY:
 - a. Permit Numbers 1-116: Lot A
 - b. Permit Numbers 117-162: Lot B
 - c. Permit Numbers 163-219: Lot C

8. Students must follow all traffic patterns at CCTEC including stop signs, speed limits, and allowing busses to go first.
9. Students may not go to their vehicle for any reason during the school day unless they have received permission from the Principal.
10. CCTEC is not responsible for any damage, theft, or vandalism to a student's car or its contents.
11. CCTEC students may transport other CCTEC students to/from the school provided that they observe all guidelines set by the NJMVC.
12. CCTEC does not distribute one-day parking passes.
13. Parking permits will be granted on a first-come basis to all students, regardless of grade level. Once all permits have been distributed, no more parking permits will be issued for the remainder of the year.
14. All student vehicles are subject to search while on CCTEC property.
15. *Student Parking at CCTEC is a privilege. The Administration at CCTEC reserves the right to revoke driving privileges at any time.*

STUDENT SERVICES/ ACADEMICS

GUIDANCE SERVICES

The Guidance Department is an integral part of the District's educational program. Counseling and/or other related services are available to aid pupils in making informed and responsible decision concerning life's many choices – personal, educational, and career.

GRADING

One of the primary purposes of grades is to provide specific and accurate feedback on a student's ability and performance in relation to the course material and curriculum. As such, Cumberland County Technical Education Center has adopted the following grading calculation guidelines:

- 60% Major Assessments (summative) – These are the assessments that occur after a unit of study. Summative assessments take a variety of forms, such as paper and pencil tests, problem-solving projects, products, or performances.
- 30% Minor Assessments (formative) – These are assessments that begin at the onset of a lesson and continue through the whole unit. They provide feedback to students to help them correct misconceptions, understand mistakes, and reinforce their progress. It also helps teachers determine how well their students are learning and if they have to adjust their teaching strategy.
- 10% Participation/Classwork/Homework

Alternative Grading Policy in Response to a Public Health Emergency

Should a public health emergency require CCTEC to implement a hybrid or remote schedule, the grading policy would change to ensure that students are being assessed in manner appropriate with the learning environment.

- 70% Primary Grades – These are assignments that are a demonstration of key skills and standards. Primary grades can take a variety of forms, such as lab reports, document based questions, written responses, performance tasks, quizzes, or student projects.

- 30% Secondary Grades – These assignments reflect effort and/or completion of a task that is not necessarily a demonstration of mastery. Some examples of secondary assignments include participation in a classroom discussions, attending Google Hangout sessions, completing a classroom activity, or completing an independent reading assignment.

REPORTING GRADES

All teachers will use the following grading scale when reporting student performance:

Letter Grade	Numeric Grade
A	93-100
B	85-92
C	75-84
D	70-74
F	0-69

Students who fail to earn at least a 70 final average in a non-elective course as defined in N.J.A.C. 6A:8-4.1 and who attend and receive a passing grade in an approved summer school make-up program will receive the grade that they earn. Both grades will appear on the student’s transcript. Both grades will be used to calculate the student’s grade point average and weighed class rank. For a full description of class rank and the specific calculations, please refer to the CCTEC Course Selection Guide located on the CCTEC website or in the Guidance Office.

GRADE POINT AVERAGE

A grade point average (GPA) is a common scale used by many schools to calculate student academic achievement. CCTEC will utilize a standard weighted 4.0 GPA scale. Each range of number grades assigned to students will correspond to a scale number. Calculation of the GPA will take into consideration the number of credits associated with each course, the weight of the course, and the grade received by the student. The grade scale can be seen below:

Numerical Grade Range	Letter Grade	Non-weighted scale number	Half-weighted scale number	Full-weighted scale number
98 – 100	A+	4.25	4.75	5.25
95 – 97	A	4.00	4.50	5.00
93 – 94	A-	3.75	4.25	4.75
90 – 92	B+	3.25	3.75	4.25
87 – 89	B	3.00	3.50	4.00
85 – 86	B-	2.75	3.25	3.75
81 – 84	C+	2.25	2.75	3.25
78 – 80	C	2.00	2.50	3.00
75 – 77	C-	1.75	2.25	2.75
73 – 74	D+	1.25	1.75	2.25
71 – 72	D	1.00	1.50	2.00
70	D-	0.75	1.25	1.75
0 – 69	F	0.00	0.00	0.00

The GPA can be calculated as weighted or unweighted. For final GPA, CCTEC will utilize the weighted GPA. For a full

description on how to calculate your child's GPA, please refer to the CCTEC Course Description Booklet.

HONOR SOCIETIES

Cumberland County Technical Education Center sponsors chapters of the National Honor Society and the National Technical Honor Society. Criteria for participation are set by the national organizations. More information can be found on the CCTEC school website under "Student Clubs and Activities".

SCHOOL COUNTS

Research shows that employers care more about attendance and punctuality than they do about many other skills. Research also indicates that performance in school is one factor that can predict how well an individual will do in a job. Students who work hard and meet the below program criteria will receive a School Counts certificate of achievement which can be presented to potential employers during job interviews. Students who receive *four* School Counts certificates are eligible for a tuition scholarship to Cumberland County College.

School Counts Criteria:

- Obtain a grade of 'C' or better in every course
- Students may not be absent more than 12 unexcused days in a single school year
- Take more than the minimum graduation requirements
- Complete high school in four consecutive years

CCTEC ACADEMIC VARSITY LETTER

Academic excellence is promoted every year through a special recognition program that will take place in June. To earn a CCTEC Academic Varsity Letter, students must maintain a 3.5 GPA for each of the first three marking periods of the school year.

PROCEDURES FOR COURSE FAILURES

The District's goal is to assist all students, to expect academic success and to prevent student failures.

Teachers are aware of students who are having difficulty within their classes and will be proactive in contacting students, parents, and Guidance Counselors whenever performance is below standards.

Guidance Counselors review all progress reports and report cards for their assigned students. Students who are in danger of failing a course will be counseled and parents/and or guardian will be notified.

When appropriate the Guidance Counselor will make arrangements for a meeting with parent, student, teacher of failed course, and other personnel (Principal, Assistant Principal, CST members, etc.) to determine options and make recommendations.

STUDENT OPTIONS FOR FAILURES

For Required New Jersey Courses

- Student may take summer courses at another New Jersey high school.

- Student may take Principal approved on-line courses through Educere (cost of program to be paid by the student).
- Repeat the course.

For Electives

- Same as above or student may choose to forfeit the credit.

For Career and Technical Education Courses

- Career-path teachers will contact the guidance department to schedule a parent meeting whenever a student is in danger of failure.
- The options available are:
 - Counsel student to return to home high school if failure is due to lack of interest in the program or inability to remediate deficiencies
 - Repeat the grade

Please note: due to scheduling or other concerns, every option may not be available to a student. To remain enrolled at CCTEC, students must be able to satisfy their graduation requirements AND remain enrolled in their CTE program.