



# STUDENT HANDBOOK

**CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER**

Greg McGraw, PRINCIPAL •

Patricia Robbins, ASSISTANT PRINCIPAL • Celese Nolan, ASSISTANT PRINCIPAL

**3400 College Drive**

**Vineland, NJ 08360**

**(856) 451-9000**

**[www.cctecnj.org](http://www.cctecnj.org)**

**CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER  
PARENT/STUDENT HANDBOOK**

**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"/> Events Calendar.....	6-7
<input type="checkbox"/> Bell Schedule.....	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.....	11
<input type="checkbox"/> Tardiness.....	11
<input type="checkbox"/> Detentions.....	11
<input type="checkbox"/> Suspensions.....	12

**Section III – Student Code of Conduct**

<input type="checkbox"/> Student Code of Conduct.....	12-17
<input type="checkbox"/> Academic Integrity.....	17-18
<input type="checkbox"/> Dress Code.....	18-19
<input type="checkbox"/> Substance Abuse.....	19-21
<input type="checkbox"/> Harassment, Intimidation, Bullying.....	21
<input type="checkbox"/> Crisis Intervention.....	21
<input type="checkbox"/> Standards for Participation in Student Activities.....	22
<input type="checkbox"/> Technology.....	22
<input type="checkbox"/> School Property/Financial Obligations.....	22
<input type="checkbox"/> Use of Lockers .....	23
<input type="checkbox"/> Cell Phones & Personal Electronic Devices.....	23

**Table of Contents (Continued)**

**Section IV – Student Services/Activities**

<input type="checkbox"/> Guidance Services.....	23
<input type="checkbox"/> Grading.....	23-24
<input type="checkbox"/> Reporting Grades.....	24
<input type="checkbox"/> Class Rank and Grade Point Average.....	24
<input type="checkbox"/> Honor Societies.....	25
<input type="checkbox"/> School Counts.....	25
<input type="checkbox"/> CCTEC Academic Excellence Varsity Letter.....	25
<input type="checkbox"/> Procedures for Course Failures.....	25
<input type="checkbox"/> Student Options for Failures.....	25-26



September 2017

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!

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**

Carlos Villar, PRESIDENT • Ruth Hands, VICE PRESIDENT •  
Margaret Nicolosi, INTERMIM EXECUTIVE COUNTY SUPERINTENDENT •  
Scott Groff • Edward Lazarcheck • Sheila McCann • Shelly Schneider •  
Mitchell H. Kizner, Esq., BOARD SOLICITOR •  
Gene Mercoli, SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY •  
Dr. Dina Rossi Elliott, 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:

Mr. Mario Olsen, Assistant Superintendent  
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](http://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 Requests for Accommodations**

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

**Complaints**

Mr. Mario Olsen

Assistant Superintendent of Curriculum and Instruction  
Equal Employment Opportunity/Affirmative Action Officer  
Title IX Coordinator  
3400 College Drive  
Vineland, NJ 08360  
molsen@cctecnj.org  
856-451-9000

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

#### Student Accommodation Requests

Mr. Mario Olsen  
Assistant Superintendent of Curriculum and Instruction  
Equal Employment Opportunity/Affirmative Action Officer  
Title IX Coordinator  
3400 College Drive  
Vineland, NJ 08360  
molsen@cctecnj.org  
856-451-9000

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

#### Employee, Guest, and Visitor Accommodation Requests

Mr. Mario Olsen  
Assistant Superintendent of Curriculum and Instruction  
Section 504 Administrator and ADA Coordinator  
3400 College Drive  
Vineland, NJ 08360  
molsen@cctecnj.org  
856-451-9000

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. Olsen, the Section 504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also may be directed to Mr. Olsen.

# CCTEC School Calendar

## CCTEC School Calendar 2017 - 2018

### SEPTEMBER 17/20 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 21/21 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 17/17 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		

### NOTES 2017 - 2018

August 31, Thursday	New Teacher Orientation
Sept 1, 5, 6, Friday, Tuesday, Wednesday	Teacher In-Service Days
Sept 4, Monday	Labor Day - Schools Closed
Sept 7, Thursday	First Day for Students
October 9, Monday	Columbus Day - Schools Closed
November 8, Wednesday	Recognition of Veterans' Day Schools Closed
November 9 & 10, Thursday - Friday	NJEA Convention Schools Closed
November 22, Wednesday	½ Day
November 23-24, Thursday-Friday	Thanksgiving Recess
December 22, Friday	½ Day
December 25-29, Monday - Friday	Winter Recess
January 1, Monday	New Year's Day - Schools Closed - Classes resume Jan. 2
January 4-5, Thursday-Friday	Snow Day - No school

### DECEMBER 16/16 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
31						

### JANUARY 21/21 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			

**Staff Workshop Days (in Blue):**  
 August 31 - New Teacher Orientation  
 Sept. 1, 5, 6 - Teacher In-Service Days  
 April 27 - Teacher In-Service Day  
 June 20 - Last Day for Staff

## CCTEC School Calendar 2017 - 2018

### FEBRUARY 19/19 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 21/21 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

### APRIL 15/16 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 2017 - 2018

January 15, Monday	M.L. King's Birthday Schools Closed
February 19, Monday	President's Day Schools Closed
March 21, Wednesday March 22, Thursday	Snow Days- No School
March 29, Thursday	½ Day
March 30 - Apr 6, Friday - Friday	Spring Recess Schools Closed
April 27, Friday	Teacher In-Service Day. No School for Students
May 28, Monday	Memorial Day Schools Closed
June 21, Thursday	Students ½ Day (Last Day)
June 22, Friday	Last Day for Teachers- ½ day (AM)

**NOTE:** Parents, students and staff should not plan vacation, trips and other activities that call for deposits, non-refundable fees, etc. prior to July 1, 2018, as the school year may be extended beyond June 15.

Make-up days due to inclement weather/emergency closings will follow the subsequent order, April 6, 5, and 4.

Board Approved: April 24, 2017  
 REVISED: JANUARY 25, 2018  
 REVISED: APRIL 12, 2018

### MAY 22/22 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 11/12 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 14  
 QTR 2: January 31  
 QTR 3: April 17  
 QTR 4: June 21

**Progress Report Dates:**  
 QTR 1: October 10  
 QTR 2: December 19  
 QTR 3: March 6  
 QTR 4: May 21



## CCTEC Events Calendar

**Please note that the below dates are tentative. Several of the below dates may change.**

July 4, 2017	Independence Day	
July 5-August 4, 2017	STRIVE Extended School Year	8:30 am - 1:30pm
July 12-13 <sup>th</sup> , 2017	Teacher Institute	
August 17, 2017	Fresh TEC (Freshman Orientation)	9:00 am – 11:00 am
August 24, 2017	Make-up Fresh TEC	10:00 am – 11:00 am
August 31, 2017	New Staff Orientation	
September 1, 2017	All Staff Report/Staff In-Service	
September 4, 2017	Labor Day - School Closed	
September 5-6, 2017	Staff In-Service (Full Day)	
September 7, 2017	Students Report	
September 7, 2017	Freshman & Sophomore Assemblies	SMART
September 18, 2017	Shared Time Assembly	12:00 pm
September 19, 2017	Student Club Sign-Ups	SMART
September 22, 2017	Freshman Student Council Nominations Due	
September 25-27, 2017	Freshman Student Council Campaigning	
September 28, 2017	Freshman Student Council Speeches	SMART
September 29, 2017	Freshman Student Council/BOE Student Representative Elections	SMART
October 2-6, 2017	Week of Respect	
October 2-4, 2017	PRE NOCTI Testing	TBD
October 3, 2017	Staff Meeting	2:15 pm – 3:00 pm
October 7, 2017	Superhero Breakfast	TBD
October 9, 2017	Columbus Day - School Closed	
October 10-11 2017	Yearbook Pictures	
October 12, 2017	Yearbook Make-Up Pictures	
October 12, 2017	Back to School Night	6:00 pm - 8:00 pm
October 23, 2017	Mole Day	
October 23-27, 2017	Spirit Week	
October 24, 2017	Red Ribbon Day	
October 27, 2017	Harvest Dance	7:00 – 10:00 pm
November 1, 2017	Day of the Dead	
November 7, 2017	Staff Meeting	2:15 pm – 3:00 pm
November 8-10, 2017	NJEA Conference-School Closed	
November 14, 2017	Last Day of 1 <sup>st</sup> Marking Period	
November 17, 2017	Movie Night	TBD
November 22, 2017	1/2 Day for Students	
November 23-24, 2017	Thanksgiving Recess-School Closed	
December 1, 2017	School Wide Assembly	TBD
December 5, 2017	Staff Meeting	2:15 pm – 3:00 pm
December 15, 2017	Snow Ball	7:00 – 10:00 pm
December 22, 2017	½ Day for Students	
December 23-January 1, 2018	Winter Recess	
January 9, 2018	Staff Meeting	2:15 pm – 3:00 pm
January 12, 2018	Coffee House Open Mic Night in the Media Center	TBD
January 15, 2018	MLK King Day-School Closed	
January 31, 2018	Last Day of 2 <sup>nd</sup> Marking Period	
February 2018	Black History Month	
February 2018	CTE Month	
February 6, 2018	Staff Meeting	2:15 pm – 3:00 pm

February 12-16, 2018	CTE Week	
February 16, 2018	CTE Month Pep Rally	TBD
February 19, 2018	President's Day- School Closed	
February 21, 2018	AHA- The Great Replay	TBD
March 6, 2018	Staff Meeting	2:15 pm – 3:00 pm
March 14, 2018	Pi Day	
March 16, 2018	Coffee House Open Mic Night in the Media Center	TBD
March 28, 2018	College & Career Day	
March 29, 2018	½ Day Students	
March 30-April 8, 2018	Spring Recess	
April 9-13, 2018	NOCTI Practical Testing	TBD
April 10, 2018	Staff Meeting	2:15 pm – 3:00 pm
April 13, 2018	Last Day of 3 <sup>rd</sup> Marking Period	
April 13, 2018	Movie Night	TBD
April 16-18, 2018	NOCIT Written Testing	TBD
April 16-30, 2018	DLM Testing	TBD
April 23, 2018	Earth Day	
April 26, 2018	Bring Your Child to Work Day	
April 27, 2018	Staff In-Service	
April 30- May 4, 2018	Science Fiction Week	
May 1, 2018	Staff Meeting	2:15 pm – 3:00 pm
May 9-16, 2018	PARCC Testing	TBD
May 13-19, 2018	National Police Week	
May 17-24, 2018	Make-up PARCC Testing	TBD
May 18, 2018	Semi-Formal Dance	7:00 – 10:00 pm
May 23, 2018	Art Show	TBD
May 24, 2018	Law Enforcement/Homeland Security Rodeo	TBD
May 28, 2018	Memorial Day- School Closed	
May 29, 2018	Awards & Scholarships/NTHS Ceremony	6:00 pm - 8:00 pm
June 2018	Special Olympics	TBD
June 4, 2018	Completer's Ceremony	6:00 pm - 8:00 pm
June 5, 2018	Staff Meeting	2:15 pm – 3:00 pm
June 7, 2018	Academic Varsity Letter Ceremony	6:00 pm - 8:00 pm
June 19, 2018	Last Day for Students- ½ Day	
June 19, 2018	Last Day of 4 <sup>th</sup> Marking Period	
June 20, 2018	Last Day for Teachers	

**Full Time Bell Schedule**

Time	Length	Schedule	A Day	B Day
7:15	15 minutes	Staff Report		
7:20	10 minutes	Students Report		
7:30 – 8:50	80 minutes	Instruction Block	1 A	1 B
8:50 – 8:53	3 minutes	Hallway change		
8:53 – 10:13	80 minutes	Instructional Block	2 A	2 B
10:13 – 10:15	2 minutes	Hallway change		
10:15 – 10:45	30 minutes	1 <sup>st</sup> Lunch/1 <sup>st</sup> SMART	3	3
10:45 – 11:15	30 minutes	2 <sup>nd</sup> SMART/2 <sup>nd</sup> Lunch	4	4
11:15 – 11:17	2 minutes	Hallway change		
11:17 – 12:37	80 minutes	Instructional Block	5 A	5 B
12:37 – 12:40	3 minutes	Hallway change		
12:40 – 2:00	80 Minutes	Instructional Block	6 A	6 B
2:00 – 2:15	15 minutes	Teacher Time		

**Shared Time Arrival & Dismissal**

PM Arrival 11:17 a.m. – 2:00 p.m.

Time	Length	Schedule	Period
11:17 – 2:00	163 minutes	Instructional Block	5-6

## **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.

## **SCHOOL WEBSITE**

CCTEC students and parents/guardians can access updated information by visiting the school's website at [www.cctecnj.org](http://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.

# **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 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. Job Interviews – Seniors only and interview must be related to career 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. Medical Emergencies – documentation required. Routine medical appointments do not count as excused absences (i.e., dentist appointments, orthodontist appointments, well visits).
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 Mrs. Robbins’ office at ext. 3102.
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 Full Time Students*

- When the student has accumulated four (4) unexcused absences, the Attendance Office will send a letter to the parent/guardian.
- When the student has accumulated eight (8) unexcused absences, the Attendance Office will send a letter to the parent/guardian. The Guidance 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.
- When the student has accumulated twelve (12) 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 to discuss non-credit status and the process for credit recovery.
- Any student on non-credit status will be required to make-up lost credits through CCTECs attendance recovery program.

#### *Attendance Process for Shared Time Students*

- When the student has accumulated four (4) absences, the Attendance Office will send a letter to the parent/guardian.
- When the student has accumulated eight (8) absences, the Attendance Office will send a letter to the parent/guardian. The Guidance Counselor will meet with the student to discuss the serious nature of the attendance problem and develop a plan of action to improve student attendance.

- When the student has accumulated twelve (12) absences, the Attendance Office will send a letter to the parent/guardian. The Guidance Counselor will meet with the student and parent/guardian to discuss the serious nature of the attendance problem and to review the plan of action to improve student attendance.
- When the student has accumulated sixteen (16) absences, all attendance documentation will be forwarded to the Assistant Principal. If there are no extenuating circumstances for the excessive absenteeism, the student will be transitioned out of his/her CCTEC program. A letter will be mailed home to the parent/guardian and CCTEC will contact the home district to coordinate a transition out of CCTEC.

## **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:

- a. 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.
- b. The Principal has the discretion to extend the deadlines for extended illnesses or other extenuating circumstances.
- c. 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, an additional lunch detention will be issued for every third tardy (i.e., 6, 9, 12). Students are considered late after the 7:30 bell. Students who report after 8:53 a.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 or after-school detention. The after-school detention program is held from 2:00 p.m. – 3:00 p.m. Parents will be required to provide transportation for students who are serving detentions. If a student fails to serve a lunch detention, the student will be issued an after-school detention. If a student fails to serve the scheduled after-school detention, he/she will be assigned a day of in-school suspension. After-school detentions are scheduled Monday-Thursday.

## **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 in/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.

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.

## **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 OR AFTER SCHOOL (2:00 P.M.-3:00 P.M.) DETENTION:** PARENTS WILL BE GIVEN ADEQUATE NOTICE OF THIS CONSEQUENCE AND WILL BE RESPONSIBLE FOR TRANSPORTATION FOR AFTER SCHOOL DETENTION.

- 3. **OUT OF SCHOOL SUSPENSION:** LENGTH OF SUSPENSION OF PRIVILEGES.
- 4. **EXPLUSION:** REGULATIONS REGARDING ALTERNATIVE EDUCATIONAL OPPORTUNTIES 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.

<b>ASSAULT:</b> 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
<b>BULLYING:</b> 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
<b>FIGHTING:</b> mutual aggression in which both parties have contributed to the situation by verbal and/or physical action. Parent contact required.			3	4
<b>HAZING:</b> 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
<b>VERBAL ABUSE:</b> 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
<b>INSTIGATING FIGHT/ ANTAGONISTIC BEHAVIOR:</b> 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.

<b>EXTORTION:</b> 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
<b>THEFT:</b> 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
<b>WILLFUL DAMAGE OF SCHOOL PROPERTY:</b> 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, sports uniforms, etc. The parent or guardian shall be liable for all damages so caused by the students. Parent contact required.		2	3	4
<b>WILLFUL DAMAGE TO PROPERTY BELONGING TO OTHERS:</b> 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
<b>UNAUTHORIZED ACCESS TO COMPUTER NETWORKS: HACKING (TO GAIN ILLEGAL OR UNAUTHORIZED ACCESS TO A FILE OR NETWORK) OR USE OF ANOTHER USER’S ACCOUNT.</b> 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:

<b>GAMBLING:</b> the playing of a game of chance for stakes. Parent contact required.	1	2	3	
<b>PLAGIARISM/CHEATING:</b> 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	
<b>VULGARTY/PROFANITY:</b> language that is inappropriate, disgusting or repulsive to the senses.	1	2	3	
<b>OFFENSIVE SOCIAL BEHAVIOR:</b> 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	
<b>DISCRIMINATORY PRACTICES:</b> activities that are intended to be offensive to one’s race, religion, heritage, gender, sexual orientation or		2	3	4

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.				
---	--	--	--	--

**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.*

<b><i>DRUGS, NARCOTICS, or CONTROLLED DANGEROUS SUBSTANCES:</i></b> 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.			<b>3</b>	<b>4</b>
<b><i>SNIFFING or INHALING HARMFUL SUBSTANCES:</i></b> 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.			<b>3</b>	<b>4</b>
<b><i>ALCOHOL:</i></b> 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.			<b>3</b>	<b>4</b>
<b><i>DISTRIBUTION:</i></b> 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.			<b>3</b>	<b>4</b>
<b><i>TOBACCO:</i></b> possession or use of any type of tobacco product. Students are subject to a court appearance and fines for violations. Parent contact required.		<b>2</b>	<b>3</b>	
<b><i>WEAPON POSSESSION:</i></b> possession or use of any instrument such as a knife, brass knuckles, chains, 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.			<b>3</b>	<b>4</b>
<b><i>FIREARM POSSESSION:</i></b> 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.				<b>4</b>
<b><i>EXPLOSIVE DEVICES AND FIREWORKS:</i></b> the possession or detonation of any explosive device or fireworks. Police will be notified. Parent conference required.			<b>3</b>	<b>4</b>

<b>BOMB THREAT:</b> false notification of impending explosion or presence of a bomb. Police will be notified. Parent conference required.			3	4
<b>ARSON:</b> any person attempting to, aiding in, or setting fire to the property of another. Police will be notified. Parent conference required.			3	4
<b>FALSE FIRE ALARM:</b> illegally activating a fire alarm or issuing a false fire alarm. Police will be notified. Parent conference required.			3	4

**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:

<b>DEFIANCE OF AUTHORITY:</b> the willful refusal or failure to follow a legal direction/order given by a staff member. Parent contact required.		2	3	
<b>DISRUPTIVE/ INAPPROPRIATE BEHAVIOR:</b> actions which interfere with the effective operations of the school and/or are offensive to others.	1	2	3	
<b>FORGERY:</b> falsifying signatures or data on official records.		2	3	
<b>LEAVING CAMPUS:</b> leaving campus during school hours without proper clearance. Parent contact required.		2	3	
<b>DRIVING TO CCTEC WITHOUT PERMISSION</b>		2	4	
<b>MISBEHAVIOR ON SCHOOL BUS:</b> 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	
<b>STUDENT ATTIRE:</b> 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		
<b>VIOLATION OF SUSPENSION:</b> being present on a school campus or at a school activity during a suspension. Parent contact required.		2	3	
<b>TRESPASSING:</b> unauthorized presence on school property, including while on suspension. Parent contact required.		2	3	4
<b>REFUSAL TO ALLOW SEARCH AND SEIZURE:</b> willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.		2	3	
<b>CLASS CUTTING:</b> absence from class without permission. Parent contact required.		2	3	
<b>TRUANCY:</b> absence from school without permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.	1	2	3	
<b>ELECTRONIC EQUIPMENT:</b> 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	
<b>REFUSAL TO FORFEIT ELECTRONIC DEVICE:</b> 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	
<b>RECKLESS DRIVING:</b> 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	
<b>PARKING:</b> parking in an unauthorized areas on school property. The student's parking privileges may be revoked.	1	2		
<b>VIOLATION OF ACCEPTABLE USE POLICY:</b> 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.

### Consequences:

#### **1<sup>st</sup> 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 = Smart Lunch detention
- Zero points and/or Failing grade on assignment

#### **2<sup>nd</sup> Offense:**

- Referral to Assistant Principal
- Parent contact by Assistant Principal and teacher
- Parent conference with student, parent, teacher and Assistant Principal
- Discipline consequence – in-school suspension
- Zero points and/or Failing grade on assignment

#### **3<sup>rd</sup> 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
- Ineligible for National Technical Honor Society and National Honor Society

## **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.
- Off-the-shoulder tops, halter tops and tube tops are not permitted.
- 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.
- Undergarments are never to be worn as outer garments.
- 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.
- Pants are to be worn at the waistline with undergarments not exposed.
- 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.
- Hats, hoods, 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, 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, to include distinctive identifying sign, symbol, tattoo or other physical marking, style of dress 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 ISS 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.

### **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, Not Containing Any Controlled Dangerous Substance/Possession of Alcohol or Drugs/Under the Influence of Alcohol or Drugs**

##### **1<sup>st</sup> 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.

##### **2<sup>nd</sup> 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.

**3<sup>rd</sup> 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**

**1<sup>st</sup> 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**

**1<sup>st</sup> 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**

**1<sup>st</sup> Offense:**

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

**2<sup>nd</sup> 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**

**1<sup>st</sup> Offense:**

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

**2<sup>nd</sup> 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 or 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, cotillion, 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.

## **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.

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.

### **Gym Locker**

Students may choose a P.E. locker for use during the school year. Students must provide their own Master Lock, V68 series, for this locker. Master Lock V68's may be purchased in the school store. If a student chooses not to use a Master Lock V68 they must remove the lock at the end of each class period and empty all contents of the locker. Only those lockers with V68 Master Locks may remain overnight. The Administration of CCTEC has the right to open and search lockers at any time. Students are required to lock all belonging while in Physical Education class.

## **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 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

## **REPORTING GRADES**

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

<b>Letter Grade</b>	<b>Numeric Grade</b>
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.

## **CLASS RANK AND 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 and class ranking 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:

<b>Numerical Grade Range</b>	<b>Letter Grade</b>	<b>Non-weighted scale number</b>	<b>Half-weighted scale number</b>	<b>Full-weighted scale number</b>
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 and class rank, 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.

## **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
- Achieve a 95% attendance and punctuality record.
- 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 May. Students who maintain at 3.5 GPA for each of the first three marking periods of the school year will earn a CCTEC Academic Varsity Letter.

## **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:
  - 1) Counsel student to return to home high school if failure is due to lack of interest in the program or inability to remediate deficiencies
  - 2) Repeat the grade
  - 3) Alternative placement within CCTEC

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