

# **Salem County Career & Technical High School**



**2024-2025  
Student Handbook**

**Salem County Vocational Technical Schools**

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## Section 1: Introduction

### **MISSION STATEMENT**

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

### **PHILOSOPHY**

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

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

The Board of Education shall have the overall responsibility for control and management of the Salem County Vocational Technical Schools. The schools will be administered through its chief executive officer, the superintendent of schools. The mission for the district schools and for its educational programs is: To provide lifelong learning opportunities for the purpose of improving the quality of life, for further education, and for employability. The Board of Education may establish schools and such courses as deemed necessary to carry out this mission when it is considered in the best interest for the constituents served. These programs and services shall be carried out under the provisions of Title 18A, New Jersey Administrative Code, Chapter 6 and State Board of Education rules and regulations. The Board of Education shall approve a fiscal plan and budget so that the staff, supplies, equipment, and facilities deemed necessary to carry out this mission can be obtained and made available for instruction. (Revised 9/27/94)

**Note:** These policies and guidelines throughout this handbook exist to help you understand and know the rules and regulations of the Salem County Career and Technical High School. You have a fundamental right to a free public education; however, you also have a corresponding responsibility to join with other students in respecting the rights and responsibilities of others in the school, and in establishing a climate for learning within the academy, or career and technical program in which you have enrolled. If you feel that you need additional advice or clarification of the policies or guidelines that affect you, please do not hesitate to ask your teacher, counselor, assistant principal, or principal. We are here to help you succeed.

**DISCLAIMER**

All information contained herein is as of June, 2024. Changes may occur through administrative/Board of Education action.

## Section 2 - School Information

### Bell Schedule - Full Day

Block	Start Time	End Time	
	7:45AM	7:55AM	Teachers at assigned duty posts Students enter 7:50AM → Warning Bell
Homeroom	7:55AM	8:00AM	5 minutes
1	8:00AM	9:27AM	
2	9:30AM	11:25AM	
	Lunch A 10:04AM - 10:29AM	Lunch B 10:32 - 10:57AM	Lunch C 11:00AM - 11:25AM
3	11:28 AM	12:54PM	
4	12:57AM	2:23PM	
	2:23PM	2:30PM	Teachers at assigned duty posts Student depart

### Bell Schedule - Full Day Activity

Block	Start Time	End Time	
	7:45AM	7:52AM	Teachers at assigned duty posts Students enter
Homeroom	7:52AM	7:57AM	
Charger Block	8:00AM	8:35AM	35 minutes
1	8:40AM	9:55AM	
2	10:00AM	11:40AM	
	Lunch A 10:15AM - 10:40AM	Lunch B 10:45AM - 11:10AM	Lunch C 11:15 - 11:40AM
3	11:45AM	1:00PM	
4	1:05PM	2:23PM	
	2:23PM	2:30PM	Teachers at assigned duty posts Students depart

**Bell Schedule - Early Dismissal**

Block	Start Time	End Time	
	7:45AM	7:55AM	Teachers at assigned duty posts Students enter
Homeroom	7:55AM	8:00AM	5 minutes
1	8:00AM	9:00AM	
2	9:03AM	10:03AM	
3	10:06AM	11:06AM	
4	11:09AM	12:09PM	
	12:09PM	12:30PM	Teachers at assigned duty posts Student depart

**Bell Schedule - Two Hour Delay**

Block	Start Time	End Time	
	9:45AM	9:55AM	Teachers at assigned duty posts Students enter
Homeroom	9:55AM	10:00AM	5 minutes
1	10:00AM	10:57AM	
2	11:00AM	12:24PM	
	Lunch A 11:03AM - 11:28AM	Lunch B 11:31AM - 11:56AM	Lunch C 11:59AM - 12:24PM
3	12:27PM	1:22PM	
4	1:25PM	2:23PM	
	2:23PM	2:30PM	Teachers at assigned duty posts Student exit



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



**School Calendar 2024-2025**

**Board Approved 4/23/24**

SEPTEMBER '24				
M	T	W	T	F
2	3*	4*	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

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

NOVEMBER '24				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER '24				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY '25				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27*	28	29	30*	31*

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

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

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

MAY '25				
M	T	W	T	F
			1	2
5	6	7	8	9*
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE '25				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17*	18	19	20
23	24	25	26	27
30				

- Sept. 3 Convocation
- Sept. 4 Staff In-Service
- Sept. 5 School opens for students/staff
- Oct. 14 Indigenous People Day
- Nov. 6 1/2 day students & staff
- Nov. 7-8 Teachers Convention
- Nov. 11 Veteran's Day
- Nov. 27 1/2 day students & staff
- Nov. 28-29 Thanksgiving Holiday
- Dec. 20 1/2 day students & staff
- Dec. 23-Jan.1 Winter Break
- Jan. 20 Dr. Martin L. King, Jr. Day
- Jan. 27 Countywide In-Service
- Jan. 30 1/2 day students
- Jan. 31 1/2 day students
- Feb. 14 - 17 President's Day Weekend
- April 17-April 22 Spring Break
- May 9 Staff In-Service (Wellness Day)
- May 26 Memorial Day
- Jun 13 1/2 day students & staff
- Jun 16 Last day for students
- Jun 17 Staff In-Service

Sept.	18	Feb.	18
Oct.	22	Mar.	21
Nov.	16	Apr.	18
Dec.	15	May	20
Jan.	20	Jun.	12

**Total Student Days 180      Total Staff Days 185**

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

The first snow day (if prior to January 1st,) will be taken, on February 14. Additional snow days will be added to the end of the school year.

Every attempt will be made to finalize the 2025-2026 calendar by April 1, 2025.



## Section 2 (cont.)

### GENERAL SCHOOL INFORMATION

#### Arrival and Departure

At the start of each day, students should report directly to their first bell class. Any student not in their scheduled Homeroom (Block 1) by 7:55 a.m., whether excused or unexcused, must sign in at the main office. Late arrival to school is subject to the Board approved Discipline Code of Conduct. At the conclusion of the school day, students should report directly to his or her school bus for departure. Students are not permitted in the building after school hours without proper approval. Late arriving buses will always be excused.

#### Parent Drop Off and Pick Up

Cars and buses must follow a one-way traffic pattern around the building at all times. Cars arriving on campus are to stay in the right lane towards the main office. The left lane is for buses. Parents/guardians are to drop off and pick up students in the designated parent lane, located in the front of the building. Parents/guardians are to drop off students in the morning no earlier than 7:25 a.m. Late arrival because of traffic congestion will not be excused. Please plan accordingly when dropping off your child to school. The building is closed prior to 7:25am.

#### Early Dismissal

Students are not to leave the school grounds during school hours except with the permission of an administrator or the school nurse. Permission to leave school early will only be considered upon request from a parent/guardian and verification by the school. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation is required.

#### Closing/Delayed Openings

In case of inclement weather or any other emergency, buses may be delayed. Announcements will be given via Blackboard Connect (the automated phone system) as well as the district website. Please be sure the main office is kept up to date with current phone numbers and contact information.

### CAFETERIA AND LUNCH PROCEDURES

SCVTS has a closed lunch program. Students are NOT permitted to sign out or leave the property at any time to purchase food and/or drinks. Doing so will result in disciplinary action. **As per Government regulations prohibiting any outside vendors from delivering food during the time designated for lunch, food from outside establishments is not permitted to be delivered to the school by anyone, including relatives, for a student's lunch.**

\* **Cakes, cupcakes and other celebratory food items are not permitted in school.** These items will only be allowed with prior building administrator approval.

**Students will be permitted to eat in designated lunch areas, which include: the cafeteria, C10 (when not previously in use), and the outside patio area. Students are not permitted to go to their car or their friend's car. Students found in areas other than those mentioned above will face disciplinary action.**

While the lunch period serves an essential function, it is recognized that it is also a social period. However, **appropriate conduct is mandatory.** Throwing objects/food in the Cafeteria will not be tolerated. Offenders will be subject to disciplinary action. (See *Disciplinary Code*)

**\*\* Students are permitted to use their cell phones and electronic devices during their scheduled lunch period. \*\***

Parents of students with unpaid cafeteria charges will be notified with an automated phone call from the school. Once a student has accumulated a debit of \$10 or more, a weekly notification will be sent to parents until the balance is paid. Any questions can be directed to the Director of Food Services.

**2024-2025 Student Lunch Prices:** \$3.85

**2024-2025 Breakfast Prices:** \$2.50

**2024-2025 Reduced Prices**

Reduced Breakfast - \$0 - No cost for reduced breakfast.

Reduced Lunch - \$0 - No cost for reduced lunch.

**CASH, VALUABLES and PERSONAL PROPERTY**

It is recommended that valuables or cash in excess of \$20.00 **NOT** be brought to school. Furthermore, it is strongly recommended that students bring a lock to use during their Physical Education class, so that cell phones, jewelry, money, and other personal belongings are safe. In addition, students must keep their hallway lockers locked at all times.

Lockers are the property of the BOE, and Administration reserves the right to perform random searches at any time.

**The school is not responsible for lost, broken or stolen items.** Personal electronic devices brought to school may be used for appropriate/approved classroom or instructional related activities (see *CELL PHONES AND OTHER ELECTRONIC DEVICES*).

**CELL PHONES AND OTHER ELECTRONIC DEVICES**

Students are permitted to utilize electronic devices (this includes tablets, cell phones, etc.) on school premises in accordance with the following guidelines:

- Device may be used during lunch period.
- Device may be used during transition in the hallways.
- Students are NOT permitted to wear ear buds for safety reasons when in shops and classrooms
- Students are NOT permitted to accept phone calls or FaceTime calls, except during their lunch period.
- Device may be used during instructional periods **only** with teacher permission, for an instructional purpose.

If parents need to contact a student during the school day, they are to contact the school office for assistance. If students need to make a phone call during the school day, they must use a school phone, which is made available to students with appropriate permission. In order to preserve the privacy of students and staff, taking photographs and/or videotaping is prohibited during school hours, except in circumstances where permission is granted by a teacher or administrator for instructional purposes, such as student presentations, demonstrations, or projects. Students bringing cellular or electronic devices to school do so at their own risk. SCVTS will not assume any liability for any lost, stolen or damaged cellular and/or any other electronic devices either in school or in their possession.

Any unauthorized use of electronic devices or noncompliance with these guidelines will result in disciplinary consequences. Teachers will handle student violations that cause or involve a distraction or disruption of the instructional environment. Failure to comply with a teacher/staff directive will be considered defiance and will incur a discipline referral. Cell phones and other electronic devices shall not be used in a manner that (a) disrupts the educational process, (b) undermines academic integrity, or (c) violates confidentiality or privacy rights of another individual (including taking photographs of other students). Any improper use of cell phones, including recording inappropriate behavior or using the camera, will be dealt with by Administration based on the severity of the offense. Use of devices is at the discretion of the classroom teacher.

## **SCHOOL COMMUNICATION**

Salem County Vocational Technical High School prides itself in welcoming parent/guardian participation and involvement. Throughout the year, our teachers and staff will make every effort to keep you informed of your child's progress. Despite every effort, questions or concerns may arise. If there are questions regarding your child's academic performance in individual classrooms, please contact the individual teacher. If additional assistance is needed, please contact building administration. For social, emotional assistance or questions/concerns regarding courses, credits, and post-secondary plans, please contact the school counselor. If any school safety or security concern arises, please contact the building administrator immediately.

## **SAFETY AND SECURITY**

### **Emergency Evacuation**

Students and staff will be directed over the public address system to gather up all belongings and quickly evacuate the building. Students should not go to any other area (such as a locker) to secure belongings. Students should only take the items that are on their person. **CELL PHONES ARE NOT PERMITTED TO BE USED DURING AN EMERGENCY EVACUATION.**

### **Emergency Lockdown**

Students and staff will be notified of an emergency lockdown over the public address system. Staff and students will quickly move into lockdown mode.

### **Visitors/Student Pick Up**

All visitors must report to the main office for information and a visitor's pass to be present in the building. Except in cases of emergency, parents/guardians are encouraged to make an appointment in advance. Parents will be asked to show identification prior to picking up their child. If someone other than a parent/guardian is picking up a child, written documentation and identification will be required.

## **CARE OF SCHOOL PROPERTY**

### **Vandalism and Property Damage**

Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension will result and may include exclusion from school activities as well as subsequent expulsion. If you happen to damage something by accident, you should report it to a teacher or the office immediately. School buses are an extension of the school day. Any student who damages a school bus will be disciplined pursuant to the code of conduct and will be required to pay for loss or damages.

### **Obligations**

Students are responsible for all obligations. Obligations may include, but are not limited to, the following: student physical, debt to the cafeteria, or Chromebook damages. Once an obligation is incurred, the student and parent/guardian is notified and given an opportunity to clear the obligation. The obligation will carry over to the next school year unless it is resolved over the summer. Obligations continue to follow a student through high school and may impact participation in graduation until all outstanding obligations are met. Students transferring from the school district must rectify outstanding obligations in order to ensure the timely transfer of school records.

### **Student Identification Badges**

Students are required to have identification badges in their possession while on school premises. Students will also be required to have their identification badge when passing through the lunch line and are used for setting up lunch debit accounts. There will be a \$5.00 charge to replace an identification badge. The student must request a replacement identification badge from the main office.

## **RULES AND REGULATION FOR STUDENT DRIVERS**

Students who wish to drive to SCVTS 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. It is important to remember that student parking at SCVTS is a privilege. The Administration at SCVTS reserves the right to revoke driving privileges at any time.

1. UNREGISTERED VEHICLES OR VEHICLE'S PARKED IN AN UNAUTHORIZED AREA WILL BE TOWED AT THE OWNER'S EXPENSE AND RUN THE RISK OF LOSS OF PRIVILEGES.
2. The District is not responsible for any damage or loss to vehicles nor to any personal property within vehicles.
3. Parking on school grounds is a privilege and may be taken away at any time due to violations of the code of conduct or for concerns relating to safety and security.
4. Students must complete the Student Driver Application Packet, which includes:
  - a. SCVTS Parking Permit Application
  - b. A valid copy of the student's license, car registration, and proof of insurance.
5. Parking Permits will be assigned and dispersed to students only after all information has been verified and processed. This typically takes three (3) days.
6. All student vehicles must obtain an assigned 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 the sticker on the lower corner of the driver's window.
7. The assigned parking permit sticker 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 SCVTS. Any vehicles found on SCVTS property that do not have a valid numerical parking permit sticker for the current school year will be towed at owner's expense.
8. Speeding, reckless operation, driving in the wrong direction, or making excessive noise on school property or near any school building will not be tolerated and may result in the loss of parking privileges. Speed Limit on school property is 10 m.p.h.
9. Drivers must "stop and stay stopped" for pedestrians in crosswalks, not just yield to them.
10. Sitting in parked vehicles while on campus is not permitted.
11. During the school day, students are not permitted to access their vehicle or school lots without authorization from administration.
12. Any student that accumulates ten or more tardiness will lose their driving privileges for the remainder of the year.
13. Students must park in a designated parking spot. When entering the campus, students will enter off Cheney Road.
14. All student vehicles are subject to search while on SCVTS property.
15. In addition to facing discipline, failure to follow the Driving Rules and Regulations will result in suspension of driving privileges for a period of time and fee depending on the seriousness of the incident or possibly for the remainder of the year without a refund.

**Driving rules and regulations are listed under the Code of Conduct.**

## **HEALTH SERVICES**

There is a certified school nurse available during the school day to address the health care needs of the students. If a student is ill or injured during the school day, the school nurse will evaluate the student and determine whether he/she is able to return to class, needs to go home, or requires a medical referral. Medical treatment will be administered to your child according to standing orders from the school physician, and parent/guardian will be notified of any illness or injury. Unless in an emergency situation, students are to obtain a pass from their classroom teacher before reporting to the Health Office. A certified athletic trainer is available after school for medical care or emergencies for student athletes who have been cleared by the school physician. Athletic injuries should be reported to the athletic trainer for immediate attention and insurance documentation.

### **Medication in School Prescription and Non-Prescription**

Students who require medication during the school day must provide the school nurse with a note from a licensed healthcare provider and deliver the medication to the school nurse in a pharmacy-labeled container. The school nurse or a trained staff member administers all medication. Written permission from the school nurse, parent, and health care provider is required before a student may carry emergency medication, such as an inhaler or EpiPen. In addition, the parent/guardian must also sign an "Indemnification/Hold Harmless Agreement" indicating that SCVTS shall incur no liability because of any injury arising from the students' self-administration of the medication.

School nurses may only administer non-prescription medications for certain conditions (e.g., headache) with permission from both a parent/guardian and physician. Any medication taken by a student on his/her own in school and not meeting the above specifications shall be subject to disciplinary action by the Administration.

### **Athletic Physical Examinations**

Each candidate for a school athletic team is to be examined within 365 days prior to the first practice session. A health care provider chosen by the student's parent/guardian must conduct the medical examination at the student's medical home. A full report of the examination, documented on an approved NJSIAA physical form, and dated and signed by the health care provider must be presented to the school nurse. A medical home is described as a health care providers' practice site chosen by the student's parent/guardian for the provision of health care. If the student does not have a "medical home," the district may provide the examination in the Health Office by the School Medical Officer. Each parent/guardian will receive notification stating approval of the student's participation in athletics based upon the medical examination or the reasons for the denial of the student's participation. All forms required for sports participation are available in the main office.

## DRESS CODE

The dress code described below cannot fully predict all circumstances. For that reason, the administration reserves the right to determine whether a student's dress is appropriate for the educational environment. The school asks parents to assist in the enforcement of the dress code policy outlined below

### Clothing:

- **Skirts/dresses/shorts are not permitted.**
- Off-the-shoulder tops, halter tops, sleeveless attire, and tube tops are not permitted.
- No low-cut tops (no exposed cleavage).
- No bare midriffs or bare backs. Tops and bottoms must meet at all times – sitting and standing.
- All clothing that is transparent/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.
- Pants are to be worn at the waistline with undergarments not exposed.
- No pajamas or similar clothing considered "loungewear."
- Clothing must be properly buttoned.
- All apparel must be clean--not ragged, ripped, frayed, or contain holes. If jeans or pants have holes in them, leggings, colored pantyhose, or patches must be behind each hole higher than mid-thigh.

### Headwear:

- Hats are permitted but must be worn to not cover the face of the student.
- Students wearing a jacket or hoodie may **NOT wear the hood.**

### Footwear:

- No slippers, sandals, slides, or other shoes that pose a safety hazard.

### Other Items:

- No chains, spikes, dog collars, or other sharp objects on any type of clothing, accessories, or jewelry that may pose a danger to the wearer or others.
- No gloves or mittens.
- No blankets, "snuggies," pillows, stuffed animals, or blanket-like items.
- No clothing, book bags, or other possessions that display inappropriate pictures, drawings, wording, or gestures that are offensive to others.
- 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.

Students in violation of the dress code will be given **ONE** verbal warning to change their clothes. Subsequent dress code violations will be noted in the student's discipline file. See *Discipline Code* for disciplinary action due to dress code violations.

The building Administration reserves the right to make the final decision as to the appropriate nature of the clothing/item or message displayed on the student.

## **CAREER AND TECHNICAL EDUCATION PROGRAMS DRESS CODE**

### **Automotive Collision Repair Technology, Automotive Technology**

- Dark blue coveralls during all hands-on activities and related instruction.
- Students shall wear hard surface, non-marking, hard-toed boots.
- Safety goggles and other safety equipment may also be required

### **Construction, Electrical Technology, HVAC**

- Blue jeans/work pants
- Hard surface, non-marking, hard-toed boots
- Safety goggles, hard hats and other safety equipment may also be required

### **Cosmetology**

- Black smock as a lab coat during all practical and demonstration lessons and/or as directed by the teacher

### **Allied Health Professionals**

- Students may wear scrubs during all practical and demonstration lessons and/or as directed by the teacher.
- Low heeled, closed-toe, non-skid show should also be worn

### **Culinary Arts**

- White chef's coat or coat shirt, an apron, white chef's hat
- Black, hard top, non-skid, closed toed, low-heeled dress shoes
- Flame retardant pants (more information provided by instructor)

### **Air Force JROTC**

- AFJROTC uniforms shall be worn on designated AFJROTC uniform days as prescribed by the AFJROTC instructors
- AFJROTC physical training gear should only be worn during the appropriate physical training class of the JROTC program

### **Welding Technology**

- Specialized welding jackets or leathers (Polyester coveralls are not permitted in the Welding shop.)
- Blue jeans or work pants. Clothing must be 100% cotton
- Hard surface, non-marking, hard-toed boots
- Safety google, hard hats, wedding masks, and other safety equipment as required by the instructor.

### **Law Enforcement, Computer Assisted Design & Drafting, Childcare & Early Childhood Education, Agricultural Science, Energy Applications, Supply Chain Management**

- Students will adhere to the SCVTS dress code requirements.

### **Career Orientation Classes**

- Due to the nature of the program Career Orientation students will abide by the SCVTS dress code as well as CTE specific attire according to which programs they shade each week.

### **Physical Education Classes**

It is the students responsibility to be prepared at all times. The only attire allowed for class is ATHLETIC ATTIRE.

Students are required to wear:

- School appropriate t-shirt (not sleeveless). Sweatshirts cannot be worn tied around the waist.
- Athletic shorts, yoga style pants, or sweatpants. No short shirts and shorts are not to be rolled at the waist.
- Athletic sneakers MUST have laces and socks MUST be worn at ALL times; no exceptions.
- Khaki, denim, pajamas, bathing suits, boots, Uggs, Crocs, and Hey Dudes are **NOT** considered athletic attire.

## **MISCELLANEOUS**

### **Make-Up Work**

In Grades 9 to 12, the student and/or parent is responsible for requesting missed assignments and any assistance required. Students absent for any reason are expected to make up the work missed. Teachers will provide make-up assignments as necessary. In general, students will be allowed one day to make up missed work for each day of absence, up to a maximum of three days. Teachers shall make reasonable accommodations to extend time for students if circumstances warrant additional time. A student who missed an assessment because of an excused absence shall be offered an opportunity to take the assessment or an alternative assessment. Students who cut class will still be expected to complete the assignment/assessment but must do so in detention. In no case will a student who missed an assessment because of his or her observance of a religious holiday be denied an opportunity to make up the assessment. The rescheduled date shall not exceed the number of days absent.

### **Employment Papers**

The principal of the school is designated by the Board of Education as the issuing officer for employment certificates. Employment papers are required for most positions for minors under eighteen years of age. In New Jersey, working papers for minors are digital. Visit [MyWorkingPapers.nj.gov](http://MyWorkingPapers.nj.gov) for the application.

### **Parent Item Drop Off**

In order to minimize disruptions to the academic environment and promote students' personal responsibility, it is respectfully requested that parents attempt to avoid dropping off food items during the school day. Instructional time will not be interrupted for routine issues or to ask a student to come pick up forgotten food items. In addition, the main office does not have a secure place to leave such items. For emergencies, SCVTS has implemented the following policy with regard to items dropped off at school by parents. Student lunches that are delivered after the start of the school day will be able to be claimed by the student at the start of their lunch period. Please make sure the item(s) are in a bag and clearly labeled with the student's name and grade level. At no time will fast food/pizza/beverages or any other items from restaurants or outside vendors be accepted. Thank you for your support, assistance, and understanding as SCVTS seeks to maintain an effective and distraction-free classroom environment. If a child forgets his/her lunch, the cafeteria will always allow them to eat the meal prepared for the day, and the lunch will be charged to the student's account. No student will be refused a meal if one is needed. SCVTS offers multiple lunch options in the cafeteria. Note: Ordering food from outside establishments is not permitted.

## **TITLE ONE INFORMATION**

The Salem County Career and Technical High School is fortunate to have resources through Title 1 federal funding under the *The Elementary and Secondary Education Act* to provide additional academic support in Language Arts and math for students. The ESEA Act is our country's most important federal education law. This law was designed to make changes in teaching and learning that will help increase academic achievement in our schools. The law requires that all schools receiving Title I funds inform parents of their right to ask schools about the qualifications of their child's teachers. If you are interested in learning more about Title I services or if you feel that you need additional advice or clarification of the policies or guidelines that affect you, please do not hesitate to contact the Principal's Office at the Career and Technical High School. You may also access important information regarding Title I services on the district's website at [www.scvts.org](http://www.scvts.org) under parent information.

## **INSURANCE**

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



## **NATIONAL AND COMMUNITY RESOURCES**

### Depression, Mental Health and Counseling:

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

### Substance Abuse:

- SODAT935-0441
- Maryville 935-9305
- Alanon 547-0855
- Addiction Hotline 1-800-322-5525
- Daytop Village of NJ 358-4111

### Sexual Assault:

- Women's Services 935-6655

### Pregnancy:

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

### Abuse:

- DCPHotline 1-888-NJABUSE

Eating Disorders 1-800-624-2268

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

Legal Resources: Salem County Bar Association (856) 935-5629

## Section 3 - Attendance Policy (5200)

### Attendance Call Out Line: (856) 769-0101 x 5368

Responsibility for school attendance lies with the parents/guardians. It is important that children attend school unless they are ill. Asking to leave before the end of the school day disrupts the continuity of the program. Make all attempts to schedule appointments after school. All parents/guardians receive a school calendar. When possible, please confine trips and vacations to those days that school is not in session. Attendance information is accessible by students and parents via the PowerSchool Parent Portal. To be considered present for school a student must attend school for a full day. If a parent comes to school to sign their child out early or calls the attendance office to give permission for the student to leave early, the dismissal will be considered an unexcused absence for the classes that student misses. The early dismissal will only be excused if proper documentation is submitted or returned to the school within the required number of days. The Board of Education recognizes the educational significance of the student's attendance in class, and as mandated by N.J.A.C. 6:8-4-2 (d), legislates an attendance policy which requires student attendance on the days and during the hours in which the school is in session.

It is important that every effort be made to ensure prompt and consistent daily attendance. The school will, in turn, notify parents of any concerns regarding student attendance. The identified days absent below are considered for every scheduled class (or block):

- **1+ days** – Automated call placed via Blackboard Connect using the phone number submitted in PowerSchool. Parents/guardians are responsible to notify the school of any changes in contact information.
- **3 days** – Warning letter sent to parents from Administration.
- **5 days** – Second Attendance warning letter sent to parents from Administration.
- **6 days** – Referral to Attendance Credit Completion

***Students that continue with unexcused absences will be placed on Attendance Probation and required to meet with building administration***

### Attendance Rules & Regulations

Students must report to the main office when they are late to school and/or when a parent/guardian is waiting to sign them out prior to regular dismissal.

#### 1. Absences from School

Parents/Guardians are required to notify the main office of a student's absence. If your child will be absent, you **MUST** call the attendance call out line by 7:50 a.m. Attendance documentation must be submitted within ten (10) school days of the absence, or it will not be accepted.

**If, for any reason, a student is absent for five (5) consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may return to school, before the student may return.**

Students who exceed 5 unexcused absences in any one or more courses, will be denied credit for that course(s). Students may be eligible to participate in the Attendance Credit Completion Program to recover that credit.

#### 2. Tardiness to School

Students who are tardy to school must report to the main office to sign in and obtain a pass to class. Failing to report to the main office will result in disciplinary action. The following are not excused reasons for being tardy: needed at home, overslept, car trouble, personal business, or appointments that cannot be verified. Some reasons may be excused by the administration on an individual basis. Any student that accumulates ten or more tardies to school will result in losing their parking privileges for the remainder of the year. **Being late to Homeroom is the same as being LATE TO SCHOOL. Students MUST BE IN Homeroom prior to the 7:55 a.m. bell**

### 3. Early Dismissal

Students who may need to be excused from school early or for part of the day must have a valid and verifiable reason. Students are not permitted to leave school early for reasons of work, needed at home to run parental errands, personal business, or appointments that cannot be verified. We request that doctor/dentist appointments be scheduled after school hours. In the event of an emergency, the student will be paged. Call ahead (if possible) so that staff can contact the student and have him/her ready and waiting when the parent/guardian arrives at school.

4. **It is the student's responsibility to ensure that any missed work is completed in accordance with each of his/her teacher's requirements.**
5. Share-time students are expected to report to school/class on time. Lateness to school will be excused following the same criteria for excused absences (see *Excused Absences*). All other reasons for lateness will not be unexcused. If arriving after 8:30am (morning share-time students) or 12:00pm (afternoon share-time students), students will earn an unexcused absence. All share-time students must be present for two full blocks to be counted as present for school.
6. Students who are absent from school, sign out early, or who do not meet the minimum instructional time requirement, are not eligible to participate in any practice, game, meet, special program, evening activity event, or program scheduled for that day without the prior approval of the school administration. Extenuating circumstances may include family emergencies, funerals, religious obligations, a driver's test, etc.
7. **Course credit WILL be suspended if a student's total number of absences, tardiness, and/or early dismissals is excessive.** Excessive is defined as exceeding five (5) days for a semester course. Those students in loss of credit status may also be subject to the loss of student privileges (i.e. parking privileges). Students who are eligible can earn their credit status back through the Attendance Credit Completion program.

### Excused Absences

A student will be considered absent any time they do not appear in class as scheduled. It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed, it will be considered an excused absence. It is requested that scheduled appointments be made after school hours whenever possible. All work missed as a result of the absence must be made up at the initiative of the student. **One day for each absence is allowed for make-up work, with a maximum number of days being 3.** Excused absences will be allowed for the following reasons:

- **Illness after reporting to school** (sent home by School Nurse).
- **Illness – fever.** If a student was sent home by the School Nurse with a fever, the student will be issued an "Excused Absence – Nurse Excused" for the following day. Students with a temperature over 100° must be fever free for 24 hours without the use of fever-reducing medicine, before returning to school. The School Nurse will handle notification to the Main Office in such cases.
- **Serious illness or medical condition** as verified by a physician.
- **Death in the immediate family** when accompanied by appropriate documentation.
- **Religious holidays** as prescribed by the State Department of Education, when accompanied by a note from a parent/guardian.
- Required **court attendance** when accompanied by documentation from the court.
- **College Visits.** (limit: 3 per year)
- **Administrative permission** obtained **IN ADVANCE** to attend testing for NJ State Driver's License (limit 1), and special programs or special appearances (**Administration will limit non-school-sponsored requests to a MAXIMUM of 3 DAYS PER YEAR for special programs or appearances**).

**The appropriate documentation to excuse an absence MUST be submitted within 10 working days of the absence.**

### **Unexcused Absences**

The following list includes, but is not limited to, absences that are NOT considered excused and could lead to loss of credit:

- **Parent Call Out**
- **VACATION IS NOT EXCUSED.**
- Calling a parent to pick you up without Administration or the School Nurse excusing you.
- Missing the bus or other alternative transportation.
- Car trouble.
- Personal business, i.e.:
  - o shopping
  - o oversleeping
  - o babysitting
  - o going out to breakfast or lunch

### **Family Vacations: (Vacation Days are NOT excused absences.)**

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian.

**These days will NOT be excused absences.**

Students who take a vacation during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since a part of a student's evaluation may include daily contribution and class discussion, absence from school has a direct effect upon learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to "make up" the material. Vacations during class time may affect your son/daughter's progress.

**In the event that a family elects to plan vacation during school days, the school requests advance notification, as a courtesy. This notification does not excuse the student's absence(s).** A vacation notice form must be obtained from the Main Office. This notice form must be signed by the student's parent/guardian and initialed by the student's teachers, and then submitted to the Assistant Principal at least ten (10) school days prior to leaving. Turning this form into the Assistant Principal does **NOT** excuse the student's absences. Students can maintain their course assignments via Google Classroom. Vacation days are exempt from needing to complete Attendance Credit Recovery. Students are responsible for getting all make-up assignments and homework from their teachers. Make-up assignments and homework may not be available until after the vacation.

### **Shared-Time Students Attending Programs at Their Resident High School District**

Based on a waiver granted by the State Board of Education, for a shared-time career and technical student retained at his/her resident district high school for instructional reasons and whom a properly certificated person supervises, an absence shall not be recorded or charged against the student. Further, absences for these purposes shall not be included in the determination of the student's attendance when computing the total number of days absent.

### **Homebound Instruction**

If a student is under 18 years of age, homebound instruction may be available for long term absence due medical reasons with proper medical documentation. This service for shared-time students is usually provided by the resident school district. For shared-time students, work will be sent to the resident district for inclusion into the homebound instruction. Due to the applied hands-on learning nature of most employment orientation, occupational, career and technical programs, homebound instruction may not always be appropriate for these programs or courses. For full-time students, this service may be provided by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem. For shared-time students who experience long-term absence due to medical reasons, homebound instruction should be requested from the resident school district. Written verification of placement on homebound instruction should be communicated to SCVTS as soon as such status occurs.

### **Appeal Process for Unexcused Absences**

The parent/guardian must notify the Assistant Principal in writing (**within 10 school days of receiving the first notification that the student has exceeded the maximum number of unexcused absences permitted**), that a meeting regarding an Attendance Appeal for the purpose of reviewing this student's attendance record is desired. This written notification must state the reason for the appeal, and any documentation or other information relative to the absences should be enclosed. Documentation of the nature and causes of absences shall be the responsibility of the student or their parent/guardian.

### **ATTENDING CO-CURRICULAR EVENTS, AFTER-SCHOOL ACTIVITIES, DANCES, FIELD TRIPS, SPORTING EVENTS, AND OTHER AFTER SCHOOL EVENTS**

Students attending or participating in ANY event after regular school hours (8:00 a.m. -2:23 p.m.) are *required to be in school on the same day* for the minimum number of hours required on their regular scheduled school day. This requirement is in effect for the day of the event, and/or if the event is scheduled for a Saturday or Sunday. This includes, but is not limited to sporting events, dances, field trips, club meetings, etc.

Therefore, students **must be signed in NO LATER THAN 8:30 a.m. and/or MUST REMAIN IN SCHOOL until 1:00 p.m. in order to be eligible for attending co-curricular events.** Verified excuses (from a doctor, college or court) submitted the day of the event will override these time constraints. No waivers will be permitted; students and parents must adhere to these times to be eligible for participation. These times may be modified for special events (i.e Prom). This requirement is in effect for the day of the event, and/or if the event is scheduled for a Saturday or Sunday. For example, if an event is scheduled for a Saturday, the student is required to be in attendance the last scheduled school day before the event is held.

### **ATTENDANCE CREDIT COMPLETION**

Loss of credit is tracked for each class period. Students must be in class for a certain amount of time to receive credit for that class (at least half of the class period). Students who arrive too late or leave early may not earn a full day's attendance for that class. The Assistant Principal's Office will notify the parent/guardian and student at various stages to help prevent a student from losing credit.

Students who have more than five (5) unexcused absences per course are required to make up the hours through our Credit Completion program. Each missed class period over five unexcused absences requires a student to make up sessions of Credit Completion. These hours are required in order to receive credit for the course(s) for which the student exceeds the predetermined number of absences. We strongly encourage all students to be in school each day in a timely manner. **All notes for excused absences from doctors or state officials must be handed in within ten days of the absence.**

**Credit completion is required for students who have lost credit due to excessive absences, tardies, and/or early dismissal, but still have a passing grade in a course.** Students will be given the opportunity to make up the required seat time missed due to absences. Students approved for attendance recovery/credit completion will be working to fulfill the mandated New Jersey requirement for seat time. The rigor, competencies and mastery levels of individual courses are established and maintained by the classroom teacher.

In order for a student to be enrolled in the program the following must be satisfied:

- Building administration has held credits due to attendance criteria.
- Student must have a passing grade in the course requesting recovery.
- No additional absences to the course for the remainder of the semester.
- Participation in the program is subject to the approval of the building administration

Throughout the school year, any student who has exceeded the allowance, will be informed by the Assistant Principal that they must complete the credit completion program in order to obtain course credits.

After-School Credit Completion periods will take place Monday through Thursday from 2:30pm - 4:30pm, or at the conclusion of the school year. Any student participating in the Credit Completion Program must attend four after-school sessions. If a student has an additional unexcused absence or does not participate in assigned credit completion, an attendance probation meeting will be held with the Assistant Principal, student, and parent/guardian.

Credit Completion is offered to students with 14 or fewer unexcused absences days. **If a student exceeds 8 unexcused absences (9 or more) for any one or more courses, the student IS NOT ELIGIBLE for Credit Completion for that course(s). This will result in a loss of credit for the course and potentially withdrawing from SCVTS.**

### **Blackboard Connect**

The Salem County Career and Technical High School uses the Blackboard Connect communication system. In addition to attendance, helpful reminders and event updates, this system will enable our staff to contact you at up to six(6) phone numbers in case of an emergency by making one phone call. Additionally, this system will also be used to contact parents when their child is absent from school.

### **Truancy**

The Career and Technical High School administration will file truancy charges on any student who has ten (10) consecutive unexcused days from school or fifteen (15) cumulative unexcused absences in a given semester. The truancy charges will be filed in the student and guardian's resident municipality and may result in a monetary fine or appearance in municipal court.

### **Consecutive Absences**

Any pupil who is absent for ten (10) consecutive unexcused school days and does not appear on homebound instruction, and/or is not under the care of a physician, shall be considered truant (N.J.A.C. 6A:16-1.3) and will be issued a written notification to report back to school within five (5) school days. Failure to comply with the provision of the law may cause the parent to be deemed a disorderly person and subject to a fine (N.J.S.A. 18A:38-28 through 31).

Students who are 16 years of age or older who have accumulated unexcused absences may be dropped from school rolls if either of the following two (2) conditions prevail:

- A student accumulating forty (40) unexcused absences during a school year may be dropped from rolls.
- Any pupil over sixteen (16) years of age who accumulates ten (10) consecutive unexcused absences will result in the student being removed from the rolls.

The student may present a written petition to the Principal for re-admittance. Each case will be reviewed on an individual basis.

## Section 4 - Academics

### Parent-Teacher Communication Protocol

SCVTS prides itself in welcoming parent participation and involvement. Throughout the year, our teachers and staff will make every effort to keep you informed of your child's progress. Despite our very best efforts, questions and concerns may arise. In efforts to resolve matters quickly and effectively, we ask that parents and/or guardians first contact the teacher or school counselor.

### PowerSchool and Student Progress

Parents may access their child's grades through PowerSchool. A username and password, which is emailed home during the summer, are required to gain access to the system. Parents may contact the school counseling department (ext. 5329) if they need additional assistance and/or misplace the username and password information.

### Grade Advancement

Grade advancement of pupils shall be related to district goals and objectives of the instructional program, which provides for the continuous progress of pupils from one grade to the next. The decision to advance a student is to be made by the school administration based on a student's progress in meeting grade-level goals and the individual's achievement of established standards in the regular instruction program or an individualized education plan. Students and parent(s) or legal guardian(s) shall be notified each year of this policy and the procedures for assessment, grading, standards, and intervention efforts with preventive and remedial instruction. Minimum credits for advancement to the next grade shall be as follows:

- Grade 10 - 35 credits including all NJDOE Core Curriculum Content Requirements
- Grade 11 - 70 credits including all NJDOE Core Curriculum Content Requirements
- Grade 12 - 105 credits including all NJDOE Core Curriculum Content Requirements
- To Graduate - 140 credits including all NJDOE Core Curriculum Content Requirements

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

9th	10th	11th	12th
English 9	English 10	English 11	English 12
Mathematics	Mathematics	Mathematics	
Science	Science	Science	
World History	U.S. History I	U.S. History II	
PE/Health	PE/Health	PE/Health	PE/Health

Additional graduation course requirements:

- World Language
- CTE/Vocational Program Requirements

### Numerical Grading System

Below is the marking system which is to be used to reflect academic achievement for all subjects.

**A: 93-100**

**B: 86-92**

**C: 76-85**

**D: 69-75**

**F: 0 - 68**

Incomplete work must be made up according to the attendance policy. The amount of time for this work is equal to the amount of time missed. When unusual or unforeseen circumstances make it impossible to implement the above policy requirements in the best interest of the pupil and school, the administrative staff shall review the situation and render an appropriate decision.

<b>CTE/Vocational Programs</b>	<b>Category %</b>	<b>Program to use this setup</b>
Test/Hand-on/Projects	40%	All CTE Programs  Computer Apps
Participation (with rubric)	40%	
Quiz/CW/HW	20%	
<b>PE Program</b>	<b>Category %</b>	<b>Program to use this setup</b>
Participation (with rubric)	75%	All Gym Classes
Test/Quizzes	15%	
Classwork/Homework	10%	
<b>Academic</b>	<b>Category %</b>	<b>Program to use this setup</b>
Test	40%	All Academics Health Classes English, Math, History Science, & Electives
Projects/Quiz/Lab	30%	
Classwork/Homework	20%	
Participation (with rubric)	10%	
<b>College Set Up</b>	<b>Category %</b>	<b>Program to use this setup</b>
Test	45%	Science, Nursing, Energy College Math, English 101
Lab/Quiz	35%	
Homework	20%	

### Principal's and Superintendent's Lists

To be on the Superintendent's List, a student must have all grades of 93% or higher for the semester. To be on the Principal's list, a student must have all grades of 86% or higher for the semester.



### **Participation Requirements and Eligibility for Extracurricular Activities, Athletics & Events**

Students who are academically ineligible are not permitted to participate in school sponsored clubs and sports until the completion of the first semester of the school year, and until they obtain academic eligibility. To be academically eligible for the first semester, students must pass three out of the four classes during the immediately preceding academic semester. Students who are on Principal's Probation will not be permitted to participate in, or attend, school sponsored activities including, but not limited to, athletics, extracurricular activities, and school sponsored events, such as field trips, homecoming, the senior prom/picnic/trip etc. All decisions are at the discretion of the administration. In addition, if a student exceeds five (5) unexcused absences, the student will become ineligible for all school sponsored events and activities until proper documentation has been submitted and/or attendance credit recovery is complete.

***NO STUDENT MAY PARTICIPATE IN GRADUATION CEREMONIES, IF THE STUDENT HAS FAILED ANY COURSE REQUIRED OR NECESSARY FOR GRADUATION. In addition, all state and local BOE requirements and State testing requirements must be met. If a student owes time in Credit Completion due to excessive incidental absences, that student will not be issued their diploma until Credit Completion hours are fulfilled. If a student is on Principal Probation and/or not academically eligible, they will not be allowed to participate in graduation ceremonies.***

### **Grade Point Average (GPA) Calculations**

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

- Simple GPA:  
Grade points multiplied by potential credit divided by earned credit  
Grade points multiplied by potential credit earned divided by sum of potential credit  
GPA formula (weighted)
- Weighted GPA:  
Grade points plus added value multiplied by potential credit divided by earned credit

Grade points plus added value multiplied by potential credit = calculation

Calculation divided by potential credit = weighted GPA

#### GPA Points

A =4

B =3

C=2

D=1

F=0

#### Added Value

College classes receives 1 additional GPA point on scale

Honors classes receives 0.5 additional GPA point on scale

### **Class Rank**

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

## **ACADEMIC MAINTENANCE CRITERIA**

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

In order to be eligible for honors level or dual credit college classes the student's performance in previous classes and standardized testing will be taken into consideration with final determination made by the CTHS Principal. In order to receive credit in a dual credit college class a student must receive a grade of 73% or better. A student cannot enter a 200 level college class without the prerequisite 100 level class.

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

## **ELIGIBILITY FOR HONORS LEVEL COURSES**

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

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

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

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

## **CAREER AND TECHNICAL HIGH SCHOOL VALEDICTORIAN GRADUATION SPEAKER**

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

## **GRADE APPEAL PROCESS**

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

## **ACADEMIC RELEASE**

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

## **STATE TESTING**

The State of New Jersey requires that all public high school students pass a proficiency examination in order to be eligible for high school graduation. The required examination will be the New Jersey Graduation Proficiency Assessment (NJGPA), which will include sections from Math and Language Arts. Students will have the opportunity to prepare for these examinations in their regular classes before taking the NJGPA.

## **AWARDS/RECOGNITION PROGRAMS**

Each year the Salem County Career and Technical High School recognizes and presents awards to deserving students from each program. The recognition program is designed to recognize the most outstanding student from each class and to recognize the student who has demonstrated the greatest progress in each program. Actual selection of scholarship and award recipients is the responsibility of the SCVTS Administration. The scholarship and award criteria are designed to award students for excellence and exemplary performance and can be obtained from the students' guidance counselors.

## **PEOPLE'S CHOICE AWARD**

The People's Choice Awards affords teachers and support staff at SCVTS the opportunity to select and honor a student for a variety of reasons. The recipients have perhaps made a difference in the lives of others in our school, had a positive impact, shown resilience during hardships or simply made us smile. People's Choice Awards is an evening of celebration, recognizing those students chosen. and have their pictures professionally taken with their sponsor. Friends and family are encouraged to attend and share in this special occasion.

## Section 5 - Activities, Organizations, & Athletics

For shared-time students, it should be noted that there is a full range of social and interscholastic opportunities provided by their resident high school. For full-time and shared time students the following opportunities exist at the Salem County Career and Technical High School and are available for eligible students. Each promotes a variety of special projects, which enhance career opportunities, leadership, communication, and scholarship. Students placed on Principal Probation at any time, will become ineligible from participating in activities, organizations, and athletics for the duration of the time on probation. They will be allowed to participate once they are removed from Principals Probation. (See Code of Conduct)

### **FFA**

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

### **HOSA**

HOSA provides students in the health and medical occupations program with an opportunity to develop leadership qualities and to meet with other students from around the state who are enrolled in Health and Medical Arts programs. Members are eligible to compete in state and national competitions.

### **NATIONAL TECHNICAL HONOR SOCIETY**

Students, during the fall, will have the opportunity to apply for membership into the National Technical Honor Society. National Technical Honor Society- Inductees for the National Technical Honor Society must be a member of the sophomore, junior, or senior class. Candidates must have been in attendance at the school the equivalent of one semester in a career and technical program of study. Students must have a cumulative GPA of 3.25 or higher in their career and technical program. Students must be in good attendance and have not received any internal or external suspensions, or have received any academic dishonesty violations. Students must be recommended by their career and technical teacher and receive a majority vote of the Faculty Council. Membership dues are \$40.00 for the first year and \$25.00 for each year following (until graduation). Students will also be expected to complete a minimum of ten (10) service hours a year. Benefits of membership include:

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

### **SKILLS USA**

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

**ACADEMIC LEAGUE** Teams from all six Salem County schools compete at the Junior Varsity and Varsity level each year in academic competitions. The competitions are made up of questions in content areas such as Math, History, English, literature, current events, entertainment, and sports. Teams of four different students compete in each of three rounds to earn points for the most correct answers. The schools in first and second place compete in a championship match at the end of the year.

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

#### **FEA**

FEA provides a forum for students to become aware of career opportunities in education and nurtures their interest in teaching as a career. It also provides an avenue for members to stay informed of the latest issues and advancements in the education profession.

#### **SGA**

The Student Government Association is a student-led group representing the interest of all students in the decision-making process. SGA's elected student representatives and general assembly members work with teachers and administrators to positively impact the school culture and environment through events, activities, fundraising, and student representation.

#### **Salem County Impact Club**

Students meet and identify ways to have a positive impact on the Salem Tech community. The group promotes kindness and compassion by reaching out to students and staff and organizing efforts to help others.

#### **Girls Who Code**

Girls Who Code provides a safe and supportive environment for any student who identifies as a female or excels in a female centered environment to learn how to code, work together, and learn to see themselves as computer scientists to solve problems and make an impact on their community.

#### **Chess Club**

Students meet after school to learn and practice Chess. Students compete in competitions against other local high schools and participate in tournaments.

#### **Sports Talk and Media Club**

Students meet after school to discuss and analyze local high school, college, and professional sports. Students learn about sports media and its role in society. Students also produce podcasts featuring Charger athletes and discussion of local sports issues.

#### **Ally**

Allies aligns with and supports causes of protective classes of individuals. Allies will promote the position to make everyone in school feel safe and welcome. Allies students will develop efforts and activities to educate, raise awareness and create opportunities regardless of race, gender identification, or sexuality. Allies will provide a safe space for discussions and a platform for students to express feelings and concerns.

#### **Garden Club**

The students in the Garden Club maintain "Mama D's Garden" on the Salem Tech campus. They grow different fruits, vegetables, and herbs used in agriculture science and culinary arts classes.

### **E-Sports**

E-Sports organizes video game competitions. E-Sports students compete in a league and participate in competitions throughout the school year. When not competing the students meet after school to practice and compete against each other in approved video games.

### **FCA (Fellowship of Christian Athletes)**

FCA is a student-led organization that connects students to each other through their shared beliefs. It is a group of young athletes who come together to praise God as well as learn how to play their sports with a Christian-like attitude. The students come together to learn how to better conduct themselves in the name of the Lord throughout their everyday lives. Students do not have to be an athlete to join.

### **Art & Literature**

Students read and discuss stories, books, and novels together. Students will also create written works and artistic designs to share with each other. Students coordinate events to display and share their art.

### **U Got Brains**

The Brian Injury Alliance of New Jersey is proud to host the annual U Got Brains Champion Schools program. The program offers an opportunity for students and staff for New Jersey high schools to develop campaigns to address teen driving safety. Each school develops its own project based on a topic pertaining to teen driving safety.

### **Yearbook**

All activities involved in the yearbook club focus on the construction of the yearbook. Taking pictures, drawing layouts, cropping photographs, writing and typing copy, selling advertisements and yearbooks are all activities that the club members undertake. The physical goal is to produce an excellent yearbook that arrives in June before graduation. Materials must be prepared on time each year to meet a series of deadlines that spans from September to May.

## **ATHLETICS**

Salem County Vocational and Technical High School offers high school athletics in the Fall, Winter, and Spring season. The school is a standing member of the New Jersey State Interscholastic Athletic Association (NJSIAA). All athletic teams will play under the nickname "Chargers". The Chargers will play in the Tri-County Conference for the 2024-2025 school year and will also be a member of the New Jersey Technical Athletic Conference (NJTAC).

<b>Fall Season</b>	<b>Winter Season</b>	<b>Spring Season</b>
Boys Cross Country Girls Cross Country Girls Volleyball Boys Soccer Girls Soccer	Boys Basketball Girls Basketball Boys Bowling Girls Bowling	Boys Volleyball Boys Golf Girls Golf

All full time students should participate in athletics at the Career and Technical High School. Students are permitted to participate in athletics at their resident high school in sports not offered at the Career and Technical High School. Shared time students must participate in athletics at their home school. Many of the core academic courses at the Career and Technical High School are approved by the NCAA Clearinghouse for scholarship eligibility. Further information about the school's athletics program please contact the Athletic Director, Mr. Jim Helder at ext. 5361

### **Physical Examination Procedures**

Student-athlete eligibility requirements for SCVTS are as follows:

- Students must submit to the School Nurse a dated and completed Athletic Permission Form with both student and parental signatures affixed. By signing the form, both students and parents are aware of the eligibility requirements of SCVTS.

- New Jersey school law requires a medical examination of each candidate for a school athletic squad or team to be conducted within 365 days prior to the first practice session. The student’s physician, physician assistant, nurse practitioner or clinical nurse specialist shall conduct each athletic examination. Examinations shall not be at the expense of the district Board of Education and shall be completed on the form furnished by the school, which includes a sign-off for physician’s completion of the cardiac arrest module. In addition, the medical examination shall include a health history questionnaire, completed and signed by the parent. This athletic participation packet also includes a steroid/drug testing consent form, as well as a concussion awareness consent form. ALL paperwork must be turned in before participation in any sport is allowed.
- For each subsequent sport, if the medical examination was not completed within 60 days prior to the first practice session, the parents must complete and sign a health history update of medical problems experienced since the last medical examination.
- All information must be on school-issued forms and submitted using the timelines provided by the School Nurse and/or Athletics Dept. Please Contact either for more information.

**NOTE: ALL SUBMISSIONS ARE SUBJECT TO THE APPROVAL OF THE SCHOOL PHYSICIAN BEFORE A CANDIDATE MAY START PRACTICE.**

In order to attend or participate in any athletic activity sponsored by the school, students must be present for their full instructional day. Students who are full-day must be signed into school by 8:30 a.m. to participate in an athletic practice, game, weight room or any other athletic activity on that day. Any student signing in after 8:30 a.m. without administrative approval or a doctor’s note, driving test, etc., will be ineligible to participate in practice, game or any other athletic activity. Seniors with “Late Sign-In” must arrive within 15 minutes of the start of their first scheduled class in order to be eligible to participate. The only exceptions for an athlete’s lateness or signing out of school are administrative-approved, pre-arranged appointments.

There is no place for the use of harmful substances such as alcohol, drugs and/or tobacco. The Athletic Department rules concerning these substances for athletes are: If found to be under the influence, in possession of, or trafficking as stated in the SCVTS Code of Conduct, the athlete will be dropped from the team.

In addition, your coaches may establish training rules beyond general school regulations to conduct the sport in which they are in charge. Your coach will give you a copy of these rules and explain their meaning to you.

**Travel** - Student-athletes are expected to travel with the team on the bus to and from away games. Transportation home after the away game may be by pre-arrangement made with the parents, coach and Athletic Director, which would then permit other means of transportation to be used. Permission to travel home with an alternate means of transportation (non-school) may be acceptable for educational or school-related events such as SAT, Extra-/Co-curricular commitments, emergencies from injury, etc. at the discretion of the Athletic Director.

**A STUDENT-ATHLETE WILL NOT BE PERMITTED TO PARTICIPATE IN AN INTERSCHOLASTIC SCRIMMAGE/MEET UNTIL ELIGIBILITY HAS BEEN VERIFIED AND THE STUDENT HAS PARTICIPATED IN SIX (6) DAYS OF PRACTICE.**

**Medical Procedures**

Once an athlete is injured to the point of requiring medical attention by a hospital or physician, the athlete will not be readmitted to practice or participate in a game without a written release from the attending medical examiner.

- The written release must be presented to the School Nurse.
- The Nurse will issue a copy of the release to the Athletic Trainer.
- The Athletic Trainer will notify the coach when the athlete may be readmitted.
- Injured athletes who may not participate in physical education will follow the same procedures as above.

**ANY INJURY, WHICH REQUIRES MEDICAL ATTENTION, MUST BE REPORTED TO THE SCHOOL NURSE OR ATHLETIC TRAINER WITHIN 24 HOURS, OR ANY CLAIM FOR ASSISTANCE IS FORFEITED.**

### **Eligibility Rules**

The following eligibility rules shall apply to all varsity, junior varsity and freshman teams involved in interscholastic athletic competition. All participants will comply with both SCVTS Board of Education Policy and NJSIAA Rules and Regulations.

It is recognized that participation in co-curricular activities and athletics can prove to be a valuable experience for the high school student. Eligibility is based on age, previous credits earned, and grades earned for marking periods prior to participation. To be eligible for co-curricular activities and athletics during the fall and winter seasons, a student must have passed 30 credits for the preceding year. All 9th grade students are eligible upon entering high school. To be eligible for co-curricular activities and athletics during the spring season, a student must pass the equivalent of 30 credits in the fall (passing 6 classes), then they are eligible for the second half of the winter and spring seasons. These are general guidelines for eligibility. Any student or parent with questions should address either the Athletic Director or building administration.

### **Age**

An athlete becomes ineligible for high school athletics if they become 19 years of age prior to September 1. However, any athlete who becomes 19 years of age on or after September 1 shall be eligible for the ensuing school year.

### **Fall and Winter Sports Season Eligibility – Credits (Grades 9, 10, 11, 12)**

To be eligible for athletic competition during the fall and winter seasons, a student must have passed 25% of the required 140 credits for graduation the previous year. Therefore, a student must have passed 35 credits (7 courses) at the conclusion of the preceding school year. All 9th grade students are eligible upon entering high school.

### **Spring Sports Season Eligibility – Credits (Grades 9, 10, 11, 12)**

To be eligible for co-curricular activities and athletics during the spring season, a student must pass the equivalent of 15 credits in the fall (passing 3 classes), then they are eligible for the second half of the winter and spring seasons.

### **Senior Eligibility – Grade 12**

Senior students attempting less than 20 credits may maintain eligibility for the second half of the school year provided they are passing all courses in which they are enrolled at the start of the school year. Senior students who withdraw from a course with a failing average will not be eligible in the second half of the school year. Before withdrawing from any course, seniors should consult with the Athletic Director and School Counselor to determine how eligibility will be impacted.

### **Semesters of Eligibility**

No student shall be eligible for high school athletics after the expiration of four consecutive years following their entrance into 9th grade. A student who is eligible at the beginning of a sports season shall be allowed to finish that season.



## Section 6 - Code of Conduct

It is our goal to develop young adults who are capable of making good, sound decisions regarding both their academic preparation and the manner in which they conduct themselves in our school and outside our four walls. It is our expectation that students will conduct themselves as “responsible” young adults. The interventions and consequences imposed adhere to our overarching goal of keeping students in class and engaged in meaningful activities designed by our teachers. The goal will be to guide these students to making more responsible decisions. Disciplinary consequences imposed in response to discipline code infractions are designed, not to “punish,” but rather to redirect students to engage in appropriate and productive behaviors. Administrators will apply the discipline code in a manner that is fair and consistent, and above all, with the goal of encouraging appropriate, responsible behavior moving forward.

**The Code of Conduct applies in all settings and schedules.**

### CONSEQUENCES

#### **ALD - Administrative Lunch Detention**

Primary behavioral intervention used to address most Tier I and Tier II discipline code violations

#### **BSD - Before School Detention (Monday - Friday; 7:25am - 7:55 am)**

BSD is provided by the school as an intermediate step prior to an extended school day or more serious measures and serves to warn students that continued misbehavior will result in more serious consequences. Assignments to BSD are made by administrators and reserved for morning shared-timed students.

#### **ASD - After School Detention (Monday - Thursday; 2:30pm - 3:30pm)**

ASD is provided by the school as an intermediate step prior to an extended school day or more serious measures and serves to warn students that continued misbehavior will result in more serious consequences. Assignments to ASD are made by administrators.

#### **ESD - Extended School Day (2:30pm - 4:30pm)**

An ESD is provided by the school for students who commit serious infractions that warrant more than ASD or for those who are repeat offenders. Assignments to ESD are made by administrators. ESD is an additional two hours of school; it begins at 2:30 p.m. and concludes at 4:30 p.m. Students are responsible for providing their own transportation home from ESD. While assigned to an ESD, students are not allowed to practice or participate in any extracurricular activities, e.g. athletics, clubs, concerts, field trips, etc.

#### **ISS - Internal School Suspension**

Internal-School-Suspension (ISS) is provided by the school for students who commit serious infractions that warrant more than ASD or need removal from the classroom for a determined period of time. Assignments to ISS are made by administrators. Students are responsible for completing missed assignments while in ISS. While assigned to ISS, students are not allowed to practice or participate in any extracurricular activities, e.g. athletics, clubs, concerts, field trips, etc.

#### **OSS - Out of School Suspension**

Out-of-School Suspension (OSS) Students who commit major and serious infractions or who are repeat offenders may face out-of-school suspension (OSS), which is a denial of school attendance and of participation in or attendance at school sponsored activities. Such suspensions are made by the administration in accordance with the policies of SCVTS. All suspensions may be appealed to the Principal and are subject to Due Process Procedure. All occurrences of OSS must have a readmittance meeting with administration. Upon return to school, the student will have the number of days equal to the number of days suspended to make up all work missed and to reschedule any missed tests. All makeup work and tests retaken are to be given full credit if completed within the time allowed.

## PRINCIPAL'S PROBATION

If a student receives an Out of School Suspension, Internal School Suspension, and/or Extended School Detention, in addition to the consequences of the suspension, the students will be placed on the Principal's Probation list. This means that the student is denied the ability to attend all extracurricular activities for the number of school days explained below. These days will apply immediately following the student serving the assigned discipline. Activities in this policy include: all clubs, school sponsored tournaments, sports, dances, non-curricular field trips, and any other special extracurricular activity that may be scheduled.

<b>Administrative Discipline Per Code</b> Any infraction resulting in ISS and/or ESD	<b>Number of Days on Principal's Probation</b> 5 school days per infraction upon completion of discipline
Any infraction resulting in OSS	10 school days per infraction upon return to school

**Students who fail to comply will receive additional consequences pursuant to the code of conduct. Nature of discipline infraction and safety concerns allows building administration to place a student on Principal Probation for an extended period of time.**

## VIOLATIONS BEYOND THE CODE

Unfortunately, violations can occur in the high school setting beyond what is described within this Code of Conduct. When these violations occur, they need to be dealt with more severely because of the implications they can have for the safe, orderly operation of our school. Discipline will begin at a minimum at the third offense.

### TIER 1: Infractions relating to attendance & school rules and procedures

Infraction	Disciplinary Action / Number of Offenses		
	1	2	3
Dress Code Violation	Warning & Student will be asked to change	BSD (1) & Student will be asked to change	ASD (1) & Student will be asked to change
Unauthorized use of earbuds/headphones	Warning	ASD (1)	ASD (2)
Academic Dishonesty - Minor <i>Homework, classwork, and any other assignment designated by the teacher as a minor assignment.</i>  <i>NTHS Advisor will be notified in all instances of Academic Dishonesty Violations.</i>	Zero on the assignment  Administrative Warning	Zero on the assignment  ALD (1)	Zero on the assignment  ALD (2)
Academic Dishonesty - Major <i>Quizzes, tests, lab reports, essays, research papers, projects, and any other assignments designated by the teacher as a major assignment.</i>  <i>NTHS Advisor will be notified in all instances of Academic Dishonesty Violations.</i>	Zero on the assignment  ALD (1)	Zero on the assignment  ASD (1)	Zero on the assignment  ISS (1)
Late to School (5 occurrences equals 1 offense)	ASD (1)	ASD (2)	ESD (1)

Late to Class (3 occurrences equals 1 offense)	ALD (1)	ASD (1)	ASD (2)
Cutting Class <i>Leaving without permission &amp; Lateness/missing from class for over fifteen (15) minutes.</i>	ASD (2)	ESD (1)	ESD (2)
ALD - Failure to Serve	ASD (1)	ASD (2)	
ASD/BSD - Failure to Serve	ESD (1)	OSS (1)	
ESD - Failure to Serve	OSS (1)	OSS (2)	
Unauthorized Use of Technology <i>Including but not limited to the use of cell phones, smartwatches, etc.</i>	ASD (1)	ASD (2) Parent Meeting	ESD (1) Cell Phone Restriction
	Devices may be confiscated by faculty and/or administration and parental pickup may be required.		
Inappropriate/Vulgar Language and Gestures/Inappropriate Materials	ASD (1)	ASD (2)	ASD (2)
Improper Use of a Hall Pass	Administrative Warning	ASD (1)	ASD (2)
Eating in Non-Designated Area/Bringing Food/Beverage (not water) out of the Cafeteria	Administrative Warning & Food Confiscated	ASD (1) Food Confiscated	ASD (2) Food Confiscated
Disrespect to Another Student <i>Including, but not limited to, name-calling, horseplay, and teasing</i>	ASD (1)	ASD (2)	ESD (1)
General Misconduct <i>Including, but not limited to, excessive noise, running in halls, disruption, and public display of affection</i>	ASD (1)	ASD (2)	ESD (1)
Inappropriate Conduct in the Cafeteria	ALD (2)	ASD (1)	ASD (2)

### TIER 2: Infractions relating to safety and security

Infraction	Disciplinary Action / Number of Offenses		
	1	2	3
Restricted Area/Unauthorized Entry <i>In an unauthorized area without permission/supervision/pass before, during, or after school</i>	ASD (2)	ESD (2)	ISS (1)
Disturbance to the School and/or Learning Environment and/or Instigation <i>Including, but not limited to the larger population, hallway misconduct, and assemblies</i>	ASD (2)	ESD (2)	ISS (1)

Disrespect to Faculty and Staff	ISS (1)	ISS (2)	OSS (1)
Defiance/Insubordination/Failure to Follow Directives, Rules, and/or Expectations <i>Including, but not limited to, academic environment/classroom, after school activities, school-sponsored events, ALD, BSD, ASD, and ESD</i>	ESD (1)	ISS (2)	OSS (2)
Inappropriate, Rude, Disrespectful Behavior Including, but not limited to, comments and/or actions directed at another student that cause a disruption to the school or learning environment and/or impede the learning of a student  <i>Note: For comments related to race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical, or sensory disability, or any distinguishing characteristic or sexually remarks see Tier 3 - Violating the Rights of Others</i>	ESD (2)	ISS (2)	OSS (2)
Falsification of Records/Alerting of Documents/Lying <i>Including, but not limited to, forging/altering signatures, impeding an administration investigation, altering of teacher/administrator pass, forgery of parental note</i>	ASD (2)	ESD (1)	ISS (1)
Leaving School Grounds without Proper Authorization/Cutting School	ESD (2)	ISS (2)	OSS (2)
Gambling	ESD (2)	ISS (2)	OSS (2)
Breach of Security/Violation of regulations, requirements, procedures, or guidelines that compromises the safety and security of staff and students <i>Including but not limited to opening perimeter doors without authorization</i>	ISS (1)	ESD (2)	OSS (1)
Tampering with Locks	ESD (2)	ISS (2)	OSS (2)
Trespassing	ESD (2)	ISS (2)	OSS (2)
Misuse of School Equipment	ESD (2)	ISS (1)	ISS (2)
Distribution/Possession of Inappropriate or Pornographic Material (video, pictures...) <i>(For incidents relating to child pornography, see Tier 4)</i>	ISS (1)	OSS (1)	OSS (2)
Theft and/or Possession of Stolen Goods (Less than \$10 in value)	ESD (1)	ISS (1)	OSS (1)
Parking in an Unauthorized Area and/or Unregistered Spot	ASD (1)	ESD (1)	ESD (2)  Forfeit of driving privileges

<b>Outside Food Deliveries</b> <i>Food delivered to students by outside delivery companies will be denied. SCVTS is not responsible for any loss of cost or food.</i>	ESD (2)	ISS (1)	OSS (1)
<b>Transportation Violation</b> <i>Including but not limited to riding/driving to school without proper authorization, speeding, reckless operations, school bus violations</i>	ASD (1)	ASD (2)	ESD (1)
<b>Threatening Remarks</b> <i>Making remarks threatening the physical or emotional well-being of a person</i>	ISS (2)	OSS (1)	OSS (2)
<b>Defacing School Property - Minor (under \$50)</b>	ISS (1) Repayment of Damages	ISS (3) Repayment of Damages	OSS (2) Repayment of Damages
<b>Computer/Technology Offense</b> <i>Including, but not limited to inappropriate websites, inappropriate content, using someone's account, sharing documents without approval.</i>  <i>NOTE: Severe behavior may result in more severe consequences.</i>	ASD (1)	ASD (2)	ESD (1)
<b>Possession of Pocket Knife</b>	ISS (3) Confiscation of item to be returned to parent/guardian	OSS (2) Confiscation of item to be returned to parent/guardian	OSS (4) Confiscation of item to be returned to parent/guardian

**TIER 3: Misdemeanors**

***Notation of NJSP will be utilized at the discretion of the building administration.***

Infraction	Disciplinary Action / Number of Offenses		
	1	2	3
Theft, Distribution, and/or Possession of Stolen Goods or Counterfeit Funds (More than \$10 in value)	OSS (2)	OSS (4)	OSS (6) Program Removal
Jeopardizing the Safety of Others/ Hazardous, Reckless, or Physically Dangerous Conduct <i>Including but not limited to misuse of staff/security/administrative resources, putting others in harm, or failure to report hazardous/reckless conduct</i>	OSS (2)	OSS (4)	OSS (6) Program Removal
Violating the Rights of Others (physically and/or verbally - spoken, written, or electronic) <i>Including but not limited to hazing, harassment, ridicule, embarrassment, inflammatory statements and derogatory comments</i>	OSS (2)	OSS (4)	OSS (6) Program Removal

Tampering with Fire Alarms or Cameras and/or False Public Alarm	ISS (3)	OSS (2)	OSS (4) Program Removal
Inappropriate Language and/or Gestures Directed at Faculty & Staff/Gross Disrespect to Faculty & Staff	OSS (2)	OSS (4)	OSS (6) Program Removal
False Accusations	ISS (2)	OSS (2)	OSS (4)
Smoking on School Grounds and/or Possession of a vape/cigarette/cigar/lighter  <i>Note – The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute</i>  <i>Pursuant to the “New Jersey Smoke-Free Air Act (Act), N.J.S.A. 26:3d-55, et. Seq., Persons found to be in violation of the Act are subject to fines and penalties established by the act of \$250 for a first offense, \$500 for a second offense, and \$1,000 for each subsequent offense.”</i>	OSS (3)	OSS (5)	OSS (8) Program Removal
Distribution of Over the Counter Medicine  <i>Note: Over-the-counter medications that are improperly used to cause intoxication, inebriation, excitement, enhanced focus, stupefaction, and/or dulling of the brain or nervous system.</i>	ISS (2)	OSS (2)	OSS (4) Program Removal
Racial/Ethnic Slurs <i>Final determination of consequences will be based on a thorough investigation</i>	OSS (2)	OSS (4)	OSS (8) Program Removal
Simple Assault <i>Unprovoked violence against another student causing bodily harm</i>	OSS (3)	OSS (5)	OSS (8) Program Removal
Verbal Altercation <i>A noisy argument or disagreement</i>	ISS (3)	OSS (2)	OSS (5) Program Removal
Under the Influence of Alcohol and/or a Controlled Dangerous Substance  <i>Including, but not limited to cocaine, heroin, PCP, methamphetamines, LSD, marijuana, and ecstasy</i>  <i>Note: The possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice will be classified as intent to distribute.</i>	OSS (4)	OSS (6)	OSS (8) Program Removal
			<ul style="list-style-type: none"> <li>● Devices/Products will be confiscated.</li> <li>● Mandatory health screening to determine if student is under the influence of a CDS.</li> <li>● See Below: <i>Substance Abuse Policy &amp; Procedures</i></li> </ul>

Defacing School Property - Major (over \$50)	OSS (2) Repayment of Damages	OSS (3) Repayment of Damages	OSS (5) Repayment of Damages  Program Removal
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#### TIER 4: Major Offenses

Infraction	Disciplinary Actions	
Bullying/Harassment	OSS (3)	OSS (5) Program Removal
Aggravated Assault <i>Unprovoked violence against another student causing bodily harm</i>	OSS (4)	OSS (8) Program Removal
Refusal to Follow Administrative Directive	OSS (4)	OSS (8) Program Removal
Failure to Disperse <i>Including, but not limited to failure to follow directives during a fight, riot, safety drill, or engagement in behaviors that are disrupting, inappropriate, likely to cause alarm and/or harm</i>	OSS (4)	OSS (8) Program Removal
Incitement to Fight <i>Including, but not limited to verbal or electronic threat, battery/unwanted physical contact, one-sided pushing/shoving of another student</i>	OSS (4)	OSS (8) Program Removal
Unauthorized Social Media Posting / Inappropriate Use of Technology <i>Including but not limited to, images taken within the school and/or of the staff and student body, posting commentary, content, audio, video, or defamatory images, harassing, or misrepresenting/slander the district, school, staff or student body and/or creating a hostile environment</i>  <i>NOTE: The use of any electronic mobile device that has recording capability, be it video, photo, or any other electronic image and audio recording of any kind is strictly prohibited in locker rooms, dressing rooms, bathrooms, or other areas of the school where there may be reasonable expectation of personal privacy. Any use or attempted use of an Electronic Mobile Device to capture, record, or transfer the image of an individual in any stage of undress is strictly prohibited and will result in immediate referral to police and appropriate disciplinary action as outlined in the Student Code of COnduct.</i>	OSS (4)	OSS (8) Program Removal

<p><b>Disorderly Conduct / Lewd Behavior</b>  <i>Including, but not limited to offensive touching with a part of the body or with an instrument thereby causing offense, a perceived offense, and/or alarm. Any actions by one or more person involving the use or display of those parts of the body generally referred to as "private"</i></p>	OSS (4)	OSS (8) Program Removal
<p><b>Physically Resisting Detainment</b></p>	OSS (4)	OSS (8) Program Removal
<p><b>Fighting (Physical Altercation)</b></p>	OSS (4)	OSS (8) Program Removal
<p><b>Possession of a Weapon or Weapon related Paraphernalia with the Intent to Threaten/Harm</b>   <i>Including, but not limited to Fireworks, Hazardous Materials, Knives, or taser</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>
<p><b>Act of Aggression and/or Threat Towards a School Employee</b>   <i>NOTE: Implicit of explicit threats with intent to harm or act out violently against an agent of the board of education. Pursuant to NJ Rev Stat 18A:37-2.1</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>
<p><b>Terroristic Threat (Written, Verbal and/or Electronic)</b>   <i>NOTE: A threat having the purpose of terrorizing or acting with reckless disregard for a third party and is imminent and can potentially be carried out.</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>
<p><b>Solicitation/Distribution/Possession of Alcohol, Prescription Medicine, Drugs, and/or Paraphernalia</b>  <i>(Paraphernalia includes any equipment, product, accessory, or material that is modified for making, using, or concealing drugs or alcohol. In addition, the possession of two or more electronic cigarettes/vapes and/or a bottle of e-juice)</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>



Distribution/Possession of Child Pornography	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>
<p><b>Bias Related Acts</b>  <i>Incidents determined to be Bias-Related mean that it is an incident directed as a person, group of persons, private property, or public property that is motivated in whole or part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice</i></p> <p><i>A bias-related incident need not involve conduct that constitutes a criminal offense. All bias-related incidents will be reported to law enforcement to determine if the incident rises to bias-intimidation. New Jersey law defines bias intimidation as threatening or committing an offense (or attempting or conspiring to commit an offense) "with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity."</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>
<p><b>Aggravated Assault with a Weapon</b>  <i>Attempted or actual attack upon a student, staff member, or guest with a dangerous controlled weapon or any instrument</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>
<p><b>Sexual Assault</b>  <i>Forced sexual contact without consent committed on school property</i></p>	OSS (8)	<ul style="list-style-type: none"> <li>● NJSP Notified</li> <li>● Parent/Guardian meeting to determine continuance at SCVTS</li> <li>● Psychological assessment and clearance to return to school is required.</li> </ul>

## **KEY TERMS**

### **Multiple Offenses, One Incident:**

A single incident can consist of multiple incident types. For example, a student might make a criminal threat toward another student while holding a knife.

### **Fight:**

Mutual engagement in a physical confrontation in which the offenders understood that the confrontation may result in bodily injury to either party. Does not include a verbal confrontation or a minor confrontation, such as a shoving match. Each participant must be classified as an offender.

### **False Public Alarm:**

Initiating or circulating a report or warning of an impending fire, explosion, bombing, crime, catastrophe, or emergency, knowing that the report or warning is false or baseless and that it is likely to cause evacuation of a school building, school bus, or other place of assembly on school grounds. This includes knowingly setting off a fire alarm when no fire exists.

**Assault:**

A person attempts to cause – or purposely, knowingly, or recklessly causes – bodily injury to another.

**Bias-Related Act:**

Incidents determined to be Bias-Related means that it is an incident directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religious, sexual orientation, or ethnic prejudice. A bias-related incident need not involve conduct that constitutes a criminal offense. All bias-related incidents will be reported to law enforcement to determine if the incident rises to bias-intimidation. Bias-Intimidation is an incident that was confirmed by a law enforcement official to be bias-intimidation.

**Bias-Intimidation:**

New Jersey law defines bias intimidation as threatening or committing an offense (or attempting or conspiring to commit an offense) (1) with a purpose to intimidate an individual or group of individuals because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity; or (2) knowing that the conduct constituting the offense would cause an individual or group of individuals to be intimidated because of race, color, religion, gender, disability, sexual orientation, gender identity or expression, national origin, or ethnicity. A person is guilty of the crime of bias intimidation if he commits, attempts to commit, conspires with another to commit, or threatens the immediate commission of an offense specified in chapters 11 through 18 of Title 2C of the New Jersey Statutes; N.J.S.2C:33-4; N.J.S.2C:39-3; N.J.S.2C:39-4 or N.J.S.2C:39-5.

**Suspensions:**

Administration recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process. Any student 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 of 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. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq. For the purposes of this policy, "suspension" means the temporary removal of a student from the regular instructional program. Suspension is the denial of school attendance and of participation in or attendance at school-sponsored activities. "Short Term suspension" means a suspension of not more than ten days, and "long-term suspension" means a suspension of more than ten days. All out-of-school suspensions will result with a re-entry meeting with student, parent/guardian, and building administration. All suspensions may be appealed to the principal and are subject to Due Process/Appeals Procedure.

**Expulsion:**

Expulsion from this district is the most severe sanction that can be imposed upon a student. It is when a school district is no longer required to provide educational services to a general education student. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2. An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17.

**Formal Charge:** A formal allegation made by a law enforcement official asserting that somebody has committed a crime. A station house adjustment would not be considered a formal charge. (A stationhouse adjustment is an alternative method that law enforcement agencies may use to provide for immediate consequences, such as community service or restitution and a prompt and convenient resolution for the victim, while at the same time avoiding a formal juvenile delinquency record.)

**Hate or Hateful Behaviors:**

Hate or hateful behaviors relate to beliefs or practices that attack, malign, delegitimize or exclude an entire class of people based on immutable characteristics, including their ethnicity, religion, gender, sexual orientation, or disability. Hate actors are understood to be individuals, groups or communities that actively and overtly engage in the above activity, as well as those who implicitly attack classes of people through, for example, the use of conspiracy theories and disinformation. Hateful activity is understood to be antithetical to pluralism and the universal application of human rights.

### **Due Process / Appeal Procedures**

A student has the right to appeal the discipline decision of a school administrator for any infraction resulting in an Out of School Suspension (OSS), and has the right to an advocate during the appeal process. Every effort is made to reach an agreement at the lowest level possible. Appeals begin with the administrator who administered the disciplinary infraction. The purpose of the Appeals Procedure is to provide a student/parent/guardian (complainant) with an administrative remedy to dispute alleged violations, misinterpretations, and misapplications of Board policies, regulations, procedures, and practices and/or law. Based on the merits of the written report filed by the complainant, the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied. All suspensions will be served immediately. Detentions are not considered appealable in that they do not deprive a student of his/her educational program. An appeal must be filed in writing within three (3) school days of the date the aggrieved knew or should have known of the circumstances, which caused the appeal/grievance. The administrator shall render a decision within ten (10) school days from the date the appeal was originally filed. When requesting an appeal, the complainant must include the following information in writing:

1. Student Name
2. Date of decision and/or incident that you are appealing
3. Briefly describe the reason you are appealing the decision in this matter. Cite relevant laws, policies, or regulations that you believe have been violated
4. Provide a detailed statement with supporting facts and evidence to support your appeal of the disciplinary decision. The district will not consider additional evidence and/or claims at subsequent levels.
5. Please indicate the remedy or outcome you are seeking:
  - **Appeal to the Principal:** If a complainant is not satisfied with the written decision rendered by the administrator for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the principal within five (5) school days of receiving the administrator's written decision. The Complainant will be provided with the opportunity to present witnesses and evidence in support of his/her cause. The principal shall render a decision within ten (10) school days from the date the appeal was filed with the principal.
  - **Appeal to the Superintendent:** If a complainant is not satisfied with the written decision rendered by the principal for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the Superintendent's Office within five (5) school days of receiving the principal's written decision. The appeal must request a review of the complaint, include the principal's decision and all pertinent information, and state the remedy requested. Within ten (10) school days of the receipt of the appeal, the Superintendent or his/her designee will render a written decision and send it to the complainant and the principal.
  - **Appeal to the Board of Education:** If a complainant is not satisfied with the written decision rendered by the Superintendent or his designee for consequences resulting in out-of-school suspensions (OSS) only, the complainant may submit a written appeal to the Board of Education within five (5) school days of receiving the Superintendent's written decision. The appeal must request a review of the complaint, include the decision of the Superintendent/Designee and include all pertinent information, and state the remedy requested. The Board of Education will hear the appeal at the next scheduled Board meeting.

All lockers are the property of SCVTS and are subject to a regular inspection. Use of such lockers or storage areas is subject to all conditions established by the Board of Education. Students are expected to only use assigned district lockers and locks. Any lock found on a student's locker, which has not been issued by the school, shall be removed. Periodically through the year, the school administration shall arrange for locker inspection(s) with or without the student's knowledge or consent. Any authorized school district employee may inspect a locker whether or not the student is present. Fines may be assessed for damage to lockers. The school is not responsible for items which might somehow be removed from the locker. Students are advised not to give their combination to friends and to securely lock their lockers when they leave them.

### **Closed Campus**

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

### **IT Acceptable Usage Policy**

It is the responsibility of all users of the SCVTS IT services to read and understand this policy. Unacceptable use of district computers and network resources may be summarized as:

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

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

## Section 7 - Substance Abuse Policy & Procedures

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the school.

### **Student Suspected of Being Under the Influence of Alcohol and/or Other Drugs**

- Any staff member observing a student who appears to be currently under the influence of alcohol and/or other drugs shall report the observed student's behavior and symptoms immediately to a building administrator. The staff member must immediately notify the main office that assistance of a building administrator is required immediately. The situation shall be handled as a health problem and potential emergency. The staff member will remain anonymous and submit any required referrals and documentation.
- The building administrator must remove the student for an immediate health screening by the school nurse. The student will be kept under surveillance by school personnel. The school nurse shall conduct a preliminary health screening of the student's vital signs, appearance, and overall wellness. The health screening report shall be submitted immediately to the building administrator.
- Upon completion of the school nurse's preliminary health screening, the building administrator shall notify the parent/guardian of the results. The parent/guardian is required to meet with the building administrator immediately to obtain the necessary forms and discuss the appropriate course of action. To ensure the student's safety, the student's person, belongings, locker, and car (if on campus) will be searched.
- If the parent/guardian contests the assessment of the health screening, the parent/guardian shall be required to take the student for an assessment by a physician.
  1. The parent/guardian has the right to select the physician licensed to practice medicine or osteopathy to perform the drug screening on the student. This must be scheduled immediately upon leaving the school campus but no later than 24 hours after the incident. If the physician of the parent/guardian's choice is not immediately available, the student will be scheduled for a drug screening performed by the school district's physician. When the medical examination is conducted by a physician selected by the parent/guardian, the examination shall be at the sole expense of the parent/guardian. Alternatively, a medical examination conducted by a physician selected by the District or by a physician at the emergency room of the nearest hospital will be at the expense of the District. The parent/guardian must comply with all minimum requirements for the examination as defined by the District, including chemical screenings performed at the lowest possible legal cut off levels.

If a parent opts to not subject the student to a drug screening there will be the presumption of a violation of the Student Code of Conduct and the appropriate consequences will be assigned as per school policy.

**N.J.S.A. 18A:40A-12(a) and N.J.A.C. 6A:16-4.3(a) (4)**

2. Copies of all reports/forms shall be filed in a location separate from the student's permanent school record. Information from reports will be disclosed only as required by NJ Administrative Code, state laws, federal laws, and/or court order.
3. When a chemical screening specimen is determined to be **diluted/abnormal and/or tampered with**, the student shall be considered to have a **positive result**. District disciplinary procedures will be implemented as such.

### **Re-Entry for Students Who Submit to Drug Screening**

- Once the completed Substance Screening Report, which indicates lab tests have been completed is received, it must be presented to the building administrator. Failure to submit appropriate documentation will prohibit re-entry to school.
- If the results of the chemical screening are **positive** (including failure to comply with chemical screening, diluted, or tampered), progressive discipline will be implemented.
  1. **Prior to his/her return to school**, the physician must verify that the student is physically and mentally capable of returning to school. Parent/Guardian will be given the SCVTS Physician's Note to Return to School Form. This must be completed upon re-entry into the school building.
  2. **Upon the student's return to school** a re-entry probation meeting shall be held with the parent/guardian, the student, and a building administrator.

### **Students Found Possessing, Distributing, and/or Selling/Purchasing Controlled Dangerous Substances (CDS) or Drug Paraphernalia**

- Any staff member observing a student who appears to be in possession of a controlled dangerous substance and/or drug paraphernalia must report the observed student's behavior immediately to a building administrator. The staff member must notify the main office that assistance is required immediately.
- The building administrator shall escort the student to the main office.
- The building administrator will notify the parent/guardian, and the appropriate law enforcement agency if necessary.
- The student will be suspended per the Code of Conduct and removed from the building. The student's parking privilege will be revoked for the balance of the school year.
- A student in possession of a controlled dangerous substance will be subject to a health screening by the school nurse to determine if the student is exhibiting the signs of being under the influence of a controlled dangerous substance. The procedures will be followed as identified previously under the section of **Student Suspected of Being Under the Influence of Alcohol and/or Other Drugs.**
- The Superintendent of Schools has the authority to extend the suspension and/or initiate expulsion proceedings in accordance with Board Of Education policy.

## **Authority**

New Jersey law (N.J.S.A. 18A-40-4.1) mandates an immediate examination of students suspected of using a chemical substance for the purpose of diagnosing whether the student is under the influence of a chemical substance. If it is determined the student is under the influence of a chemical substance, a report must be furnished to the New Jersey State Department of Health, and the student cannot resume attendance at school until a written medical report is submitted certifying that substance abuse no longer interferes with the student's physical and mental ability to perform in school.

Because other variables may be the cause of symptoms associated with substance abuse, determination of a student being under the influence of a chemical substance is not always possible without an examination by a physician. State law (N.J.S.A. 18A:40-4.2) recognizes this difficulty and provides protection in stating that **“no action of any kind in any court of competent jurisdiction shall be against any teaching staff member, school nurse, other educational personnel, medical inspector, examining physician, other office or agent of the board of education, or personnel of the emergency room of a hospital because of any action taken by virtue of the provisions of this act (N.J.S.A.18A:40-4.1), provided the skill and care given is that ordinarily required and exercised by other teaching staff members, nurses, educational personnel, medical inspectors, physicians, or other agents of the board of education or emergency room personnel.”**

## **Smoking/Chewing Tobacco**

New Jersey State and the Board of Education prohibit smoking on school property and at any school activity (i.e.: prom, field trips, etc.) “Smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device. “Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe. There are no approved smoking areas.

Violation of the rules regarding the use of smoking/chewing tobacco will result in detention and/or suspension and dismissal from the sport or activity for each occurrence. In addition, violations of New Jersey law and local municipal law will subject the student to possible legal penalties.

Smoking cessation programs are offered by the school to any student who violates the smoking/chewing tobacco policy and/or any student who wants to quit smoking/ chewing tobacco.

## Section 8 - Technology

SCVTS has implemented a 1:1 Chromebook initiative for all of our students. This initiative provides our students with technology-rich environments in which to be engaged and successful members of a digital society and workforce. Please reference the [SCVTS Technology Website](#) for Chromebook care, guidelines, expectations, policy, and more information.

### Financial Responsibilities for Chromebook Repair

As a parent or guardian of this student, you will be required to sign a Technology Agreement in order for the student to receive a district-issued device. When signing the Agreement, parents/guardians acknowledge that they will be held accountable for:

- Rules and regulations outlined for care, maintenance and student responsibility of district- issued devices apply to all SCVTS-issued technology, including desktop computers, iPads, laptops, etc.
- Violation of the Student Code of Conduct Computer/technology offenses will be addressed through the Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else’s account, etc.).
- The financial burden of repairs due to damages caused by their child for the following areas:

PART/COMPONENT	COST
District-issued device screen	\$22.00
District-issued device keyboard/trackpad	\$40.00
Protective case	\$40.00
Chargers	\$25.00
Lost/Stolen/Total Unit replacement	\$250

*All other damages are assessed on a case by case basis.*

### Violation of the Student Code of Conduct

Computer/technology offenses will be addressed through the SCVTS Code of Conduct. This includes, but is not limited to minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else’s account, etc.). If a student violates any of these rules, they may receive consequences, lose Chromebook privileges, and/or pay for any damages. Payment for damages will be required within 30 days and is to be made out to Salem County Vocational Technical School District. Rules and regulations outlined for care, maintenance and student responsibility of Chromebooks apply to all SCVTS-issued technology, including desktop computers, iPads, laptops, etc.



## Section 9 - Affirmative Action & Harassment

### **AFFIRMATIVE ACTION**

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

**If you believe that you have been discriminated against, contact the Affirmative Action Officer, Kathleen Pompper at 769-0101 x5312.**

### **SEXUAL HARASSMENT POLICY**

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

### **BULLYING**

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

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

- Any gesture, written, verbal or physical act, or electronic communication, whether a single incident or series of incidents, AND
- That is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability, or by any other distinguishing characteristic, AND
- That takes place on school property, at any school-sponsored function, on a school bus or off school grounds that substantially disrupts or interferes with the orderly operation of the school AND
- that any gesture, any written, any verbal or physical act...and that:
  - (a) a reasonable person should know...will have the effect or physically or emotionally harming a student or damaging the student's property, or placing the student in reasonable fear of physical or emotional harm to his person or...property; or
  - (b) has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school;
  - (c) creates a hostile environment at school for the student; or
  - (d) infringes on the rights of the student at school.

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

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

1. Student Code of Conduct, Behavior and Demeanor.

Students of the SCVTS schools are expected and required to follow the Student Code of Conduct. Students are prohibited from harassing, intimidating or bullying others traveling to and from school, while at school, and at all school functions or any function sponsored and/or sanctioned by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem. For students transported by vehicles owned or contracted by another Board of Education, any such acts of harassment, intimidation, or bullying shall be reported to that Board of Education. Students are encouraged to support other students who:

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

2. Remedial Actions and/or Support.

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

Factors for Determining Consequences:

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

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

Environmental

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

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

Examples of Consequences

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

Examples of Remedial Measures

- Restitution and restoration;
- Mediation;
- Recommendations of a student behavior;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Involvement of school “disciplinarian;”
- Student counseling;
- Parent conferences;

Environmental (Classroom, School Building or School District)

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peersupport groups;
- School transfers; and
- Law Enforcement (e.g., school resource officer, juvenile officer) involvement.

3. Reporting and Receiving Complaints.

In each school operated by the Board of Education of the Special Services School District and the Vocational School District of the County of Salem, the Principal and/or the Affirmative Action Officer is responsible for receiving complaints alleging violations of board policy for harassment, intimidation or bullying. All school employees are required to report all violations or alleged violations of this policy to the principal and/or Affirmative Action Officer via a form provided for this purpose or by any other acceptable communication means as established by the building principal and/or the Affirmative Action Officer. All other members of the SCVTS school community including students, parents, volunteers, and visitors are expected to report any act of harassment, intimidation or bullying that may be a violation of this policy. While submission of the report form is not required, the reporting party is encouraged to use the report form available from the principal of each building or available at the school district's central office, or the reporting party may use the district's web-based reporting system. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on an anonymous report. N.J.S.A. 18A:37-15 (3) (b) (5) and N.J.A.C. 6A:16-7.9(a)2 vii

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

The district board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including school resource officers. N.J.S.A. 18A:37-15(3)(b)(6) and N.J.A.C. 6A:16-7.9(a)2 viii N.J.S.A. 18A:37-15(3)(b)(7) and N.J.A.C. 6A:16-7.9(a)2ix

5. Reprisal or Retaliation

The Board of Education prohibits reprisals or retaliations against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. N.J.S.A. 18A:37-15(3)(b)(8) and N.J.A.C. 6A:16-7.9(a)2x

6. False Accusations.

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

Students– The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7., Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

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

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

7. Publicizing.

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