STUDENT HANDBOOK

CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER

Greg McGraw, PRINCIPAL •
Patricia Robbins, ASSISTANT PRINCIPAL • Celese Nolan, ASSISTANT PRINCIPAL
3400 College Drive
Vineland, NJ 08360
(856) 451-9000
www.cctecnj.org

CUMBERLAND COUNTY TECHNICAL EDUCATION CENTER
PARENT/STUDENT HANDBOOK

TABLE OF CONTENTS

Section I – Introduction — Page No.

- Principal's Letter……. 1
- Board of Education……. 2
- Mission…… 2
- Vision…….. 2
- Affirmative Action Statement……. 2
- Non-Discrimination Statement ……. 3
- School Calendar…….. 4
- Events Calendar……... 5-6
- Bell Schedule…… 7
- Communication…… 8
- Genesis Parent Portal…… 8
- School Website……. 8
- Newsletter & Emails…….. 8

Section II – Program Participation

- Attendance…… 8-10
- Incompletes……... 10
- Early Releases and Lateness to School……. 10
- Tardiness……... 10
- Detentions…….. 11
- Suspensions……... 11

Section III – Student Code of Conduct

- Student Code of Conduct…….. 11-16
- Academic Integrity…… 16-17
- Dress Code…… 17-18
- Substance Abuse…… 18-20
- Distribution of Illegal Drugs……. 19-20
- Students Found Exhaling Smoke, Possessing Cigarettes or Smoking Paraphernalia……... 20
- Harassment, Intimidation, Bullying…….. 20-21
- School Property/Financial Obligations…….. 21
- Crisis Intervention…….. 21
- Standards for Participation in Student Activities…… 21
- Technology…… 22
- Cell Phones & Personal Electronic Devices…….. 22

Table of Contents (Continued)

Section IV – Student Services/Activities

- Guidance Services……. 23
- Grading…….. 23
- Reporting Grades……... 23
- Class Rank and Grade Point Average…… 23-24
- Honor Societies……. 24
- School Counts…… 24
- CCTEC Academic Excellence Varsity Letter…… 24
- Procedures for Course Failures…….. 25
- Student Options for Failures…….. 25

CUMBERLAND COUNTY TEC

Cumberland County's Newest High School

September 2016

Dear Students, Parents and Guardians;

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

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

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

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

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

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

Greg McGraw
Principal

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

CUMBERLAND COUNTY BOARD OF VOCATIONAL EDUCATION

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

BOARD OF EDUCATION

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

MISSION

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

VISION

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

AFFIRMATIVE ACTION STATEMENT

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

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

Dr. Dina Rossi Elliott, Superintendent
Affirmative Action/Civil Rights Officer
Cumberland County Technical Education Center
3400 College Drive
Vineland, New Jersey 08360
(856) 451-9000

NON-DISCRIMINATION

The Cumberland County Board of Vocational Education does not discriminate and prohibits discrimination in all of its programs and activities, as required by State and Federal law.

The following persons, as indicated, can be contacted regarding complaints of discrimination and inquiries regarding Section 504, Americans with Disabilities Act, Title IX, and reasonable accommodations.

Accommodation Requests:

Dr. Dina Rossi Elliott
Superintendent
3400 College Drive
Vineland, NJ 08360
delliott@CCTECnj.org
Phone: 856.451.9000

All requests for accommodations from Cumberland County Board of Vocational Education employees, guests, and visitors, pursuant to Section 504 or the ADA, should be directed to Dr. Rossi Elliott, the Section 504 Administrator and ADA Coordinator. All matters, other than student accommodation requests and complaints, also may be directed to Dr. Rossi Elliott.

Student Accommodation Requests

Dr. Dina Rossi Elliott
Superintendent
3400 College Drive
Vineland, NJ 08360
delliott@CCTECnj.org
Phone: 856.451.9000

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

Complaints

Dr. Dina Rossi Elliott
Superintendent
3400 College Drive
Vineland, NJ 08360
delliott@CCTECnj.org
Phone: 856.451.9000

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

CCTEC School Calendar 2016-17

SEPTEMBER 20/15Days

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

OCTOBER 20/20 days

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

NOVEMBER 17/17 Days

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

Notes

September 1, Thursday	New Teacher Orientation
September 5, Monday	Labor Day School Closed
September 2 and 6-9, Monday - Friday	Teacher In-Service
September 12, Monday	Students Report
October 10, Monday	Columbus Day School Closed
November 9, 2016	Veteran's Day Observed School Closed
November 10 & 11 Thursday-Friday	NJEA Conference – School Closed
November 23 (½ day) November 24-25, Thurs-Friday	Thanksgiving Recess
December 26 -30 and Jan 2, Mon - Mon	Winter Recess Classes Resume 1/3/17
January 16, Monday	M.L. King's Birthday School Closed

NOTE: Students do not report to school on In-Service Days.

DECEMBER 17/17Days

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

JANUARY,2017 20/20Days

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

In-Service Days (in Blue):
September 2,6,7,8 and 9

CCTEC School Calendar 2016-17

FEBRUARY 19/19 days

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

MARCH 23/23 Days

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

APRIL 14/14 Days

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

Notes

February 20, Monday	President's Day – School Closed
April 13 (1/2 day) April 14-21 Friday-Friday	Spring Recess
May 29, Monday	Memorial Day School Closed
June 19, 2017	Last Day Students
June 20, 2017	Last Day Teachers

NOTE: Parents, students and staff should not plan vacation, trips and other activities that call for deposits, non-refundable fees, etc., prior to July 1, 2017, as the school year may be extended beyond June 20.

Make-up days due to inclement weather/emergency closings will follow the subsequent order: June 20, 21, 22, 23, April 21, 20, 19.

Board Approved: May 11, 2016

MAY 22/22 days

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

JUNE 13/13 days

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

Marking Period Dates:
QTR 1: November 17, 2016
QTR 2: February 1, 2017
QTR 3: April 6, 2017
QTR 4: June 19, 2017

Progress Report Dates:
QTR 1: October 12, 2016
QTR 2: December 21, 2016
QTR 3: March 6, 2017
QTR 4: May 16, 2017

CCTEC Events Calendar

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

July 1-29, 2016	ESY	8:30 am - 1:45 pm
July 4, 2016	Independence Day	SCHOOL CLOSED
August 17, 2016	Summer Institute	8:00 – 12:00
August 18, 2016	Shared Time Orientation	10:00 am - 12:00 pm
August 18, 2016	Shared Time Orientation	6:00 pm - 8:00 pm
August 26, 2016	Fresh TEC (Freshman Orientation)	8:30 am-11:30 am
August 31, 2015	Substitute Training	8:00 am - 10:00 am
August 31, 2016	Make-up Fresh TEC	1:00 pm - 3:00 pm
September 1, 2016	New Staff Orientation	N/A
September 2, 2016	All Staff Report/Staff In-Service	N/A
September 5, 2016	Labor Day - School Closed	N/A
September 6-9, 2016	Staff In-Service (Full Day)	N/A
September 12, 2016	Students Report	N/A
September 16, 2016	Freshman Assembly	TBD
September 19, 2016	Shared Time Assemblies AM & PM	8:45 am & 12:30 pm
September 23, 2016	Student Council/BOE Student Representative Forms Due	N/A
September 26, 27 & 28, 2016	Yearbook Pictures	TBD
September 26-28, 2016	Student Council Campaigning	N/A
September 29, 2016	Student Council Speeches	TBD
September 30, 2016	Student Council Elections	TBD
October 3-5, 2016	PRE NOCTI Testing	TBD
October 4, 2016	Staff Meeting	2:15 – 2:45
October 6, 2016	Full Time Students Back to School Night	6:00 pm - 8:00 pm
October 8, 2016	CCTEC 5K - Deerfield Harvest Festival	TBD
October 10, 2016	Columbus Day - School Closed	N/A
October 13, 2016	Shared Time Back to School Night	6:00 pm - 8:00 pm
October 21, 2016	Mole Day	N/A
October 24-28, 2016	Spirit Week	N/A
October 24-28, 2016	Week of Respect/ Red Ribbon Week	N/A
October 28, 2016	Halloween Ball	TBD
November 1, 2016	Staff Meeting	2:15 – 2:45
November 1, 2016	Day of the Dead	N/A
November 9-11, 2016	NJEA Conference-School Closed	N/A
November 18, 2016	Movie Night	TBD
November 23, 2016	½ Day for Students	N/A
November 24-25, 2016	Thanksgiving Recess-School Closed	N/A
December 6, 2016	Staff Meeting	2:15 – 2:45
December 10, 2016	Princess Tea Party	TBD
December 26-January 2, 2017	Winter Recess	N/A

January 13, 2017	Volleyball Night	TBD
January 16, 2017	MLK King Day-School Closed	N/A
February 2017	Black History Month	N/A
February 2017	CTE Month	N/A
February 3, 2017	Give Kids a Smile Event	TBD
February 7, 2017	Staff Meeting	2:15 – 2:45
February 17, 2017	CTE Month Pep Rally	TBD
March 7, 2017	Staff Meeting	2:15 – 2:45
March 14, 2017	Pi Day	N/A
March 24, 2017	Coffee House Open Mic Night in the Media Center	TBD
March 29, 2017	College & Career Day	TBD
April 3-7, 2017	NOCTI Practical Testing	TBD
April 4, 2017	Staff Meeting	2:15 – 2:45
April 10-12, 2017	NOCIT Written Testing	TBD
April 13, 2017	½ Day for Students	N/A
April 14-21, 2017	Spring Recess	N/A
April 24, 2017	Earth Day	N/A
April 25, 2017	NTHS Induction Ceremony	6:00 pm – 8:00 pm
April 28, 2017	International Dance Day	N/A
May 2017	National Police Week	TBD
May 1, 2017	Project Frontline	N/A
May 1-5, 2017	Teacher Appreciation Week	N/A
May 2, 2017	Staff Meeting	2:15 – 2:45
May 4, 2017	Star Wars Day	N/A
May 8-12, 2017	PARCC Testing	TBD
May 15-19, 2017	Make-up PARCC Testing	TBD
May 20, 2017	Freshman Semi-Formal	TBD
May 24, 2017	Art Show	TBD
May 25, 2017	Law Enforcement Rodeo	TBD
May 26, 2017	Tentative STRIVE Prom	TBD
June 2017	Special Olympics Summer Games	TBD
June 1, 2017	Academic Varsity Letter Ceremony	TBD
June 2, 2017	Tentative Completers Assembly	TBD
June 7, 2017	Tentative Awards & Scholarships Assembly	6:00 pm - 8:00 pm
June 15, 2017	Tentative Completers' Ceremony	6:00 pm - 8:00 pm
June 19, 2017	Tentative Last Day for Students	
June 20, 2017	Tentative Last Day for Teachers	

Full Time Bell Schedule

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

Shared Time Arrival & Dismissal

AM Arrival 7:50 a.m. – 10:13 a.m. PM Arrival 11:37 a.m. – 2:00 p.m.

Time	Length	Schedule	Period
7:50 – 10:13	143 minutes	Instructional Block	1 - 2
11:37 – 2:00	143 minutes	Instructional Block	5 -6

COMMUNICATION

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

GENESIS PARENT PORTAL

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

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

SCHOOL WEBSITE

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

NEWSLETTER & EMAILS

CCTEC publishes a quarterly newsletter that highlights school news, information, student achievements and more. This newsletter can be found on our school website and will be emailed to the student's primary household email on record.

CCTEC will use email to send out occasional important email notifications for special events and messages.

PROGRAM PARTICIPATION

ATTENDANCE

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

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

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

2. "**Excused Absence**" is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons. PLEASE NOTE: A parent note is **not** considered an excused absence.
    a. Death in the family
    b. Court
    c. Religious holiday
    d. Resident District Transportation Issue
    e. Job Interviews – Seniors only and interview must be related to career pathway.
    f. College visitation – verification from the college must be provided. Pupils in eleventh or twelfth grade only may have up to three (3) days for the purpose of visiting colleges, other post-secondary training, or military institutions.
    g. Take Your Child to Work Day (N.J.A.C. 6A:16-7.8).
    h. Medical Emergencies – documentation required. Routine medical appointments do not count as excused absences (i.e., dentist appointments, orthodontist appointments, well visits).
3. "**Unexcused Absence**" is a pupil's absence for all or part of a school day for any reason other than those listed under #2. Vacations are not excused absences. A letter from the parent does not constitute an excused absent.
4. A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with board policy. The parent(s) or legal guardian(s) must request home instruction through Mrs. Robbins' office at ext. 3102.
5. Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teacher will provide make-up assignments as necessary. If you have any questions, kindly contact the teacher.
6. Documentation is required for any excused absence. A parent note will not suffice as documentation. Medical notes will be submitted directly to the School Nurses' office and all others to the Attendance Office upon the students return to school.
7. Doctor's notes can only represent one illness and will not be accepted with disjointed days (i.e., students seen in office on 11/2, 12/20, 4/12).

Attendance Process for Full Time Students

- When the student has accumulated three (4) unexcused absences, the Attendance Office will send a letter to the parent/guardian.
- When the student has accumulated eight (8) unexcused absences, the Attendance Office will send a letter to the parent/guardian. The Guidance Counselor will meet with the student to discuss the serious nature of the attendance problem and the possibility of being placed on non-credit status. An action plan will be developed to improve student attendance.
- When the student has accumulated twelve (12) unexcused absences, the student will be placed on a non-credit status. A certified letter will be sent to the parent/guardian of the student. The parent/guardian will be responsible for contacting the attendance office to schedule a meeting with the Assistant Principal to discuss non-credit status and the process for credit recovery.
- Any student on non-credit status will be required to make up lost credits.

Attendance Process for Shared Time Students

- When the student has accumulated four (4) absences, the Attendance Office will send a letter to the parent/guardian.
- When the student has accumulated eight (8) absences, the Attendance Office will send a letter to the parent/guardian. The Guidance Counselor will meet with the student to discuss the serious nature of the attendance problem and develop a plan of action to improve student attendance.
- When the student has accumulated twelve (12) absences, the Attendance Office will send a letter to the parent/guardian. The Guidance Counselor will meet with the student and parent/guardian to discuss the serious nature of the attendance problem and to review the plan of action to improve student attendance.
- When the student has accumulated sixteen (16) absences, all attendance documentation will be forwarded to the Assistant Principal. If there are no extenuating circumstances for the excessive absenteeism, the student will be transitioned out of his/her CCTEC program. A letter will be mailed home to the parent/guardian and CCTEC will contact the home district to coordinate a transition out of CCTEC.

INCOMPLETES

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

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

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

EARLY RELEASES AND LATENESS TO SCHOOL

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

TARDINESS

Students who are continually late for class or for school will be subject to disciplinary action. Three times tardy will result in a warning letter mailed home. Six times tardy will result in a lunch detention. Nine times tardy will result in a day of after school detention and a conference with the student, parent/guardian and Assistant Principal. Students are considered late after the 7:30 bell. Students who report after 8:53 a.m. will be marked absent for the day.

DETENTIONS

Students who violate the Code of Conduct may be required to serve one or more days of lunch or after-school detention. The after-school detention program is held from 2:00 p.m. – 3:00 p.m. Parents will be required to provide transportation for students who are serving detentions. If a student fails to serve a lunch detention, the student will be issued an after-school detention. If a student fails to serve the scheduled after-school detention, he/she will be assigned a day of in-school suspension. After-school detentions are scheduled Monday-Thursday.

SUSPENSIONS

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

Students under in/out-of-school suspension are prohibited from participating in or attending any school-regulated activity during the dates(s) of their suspension. On the date(s) of the out of school suspension(s), they may not enter the school building or grounds of the District without the permission of the Principal or designee.

Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work. Days absent from school which are the result of a suspension will be recorded as excused absences.

Parents will also be informed of suspension including length of suspension and requirements for reinstatement.

STUDENT CODE OF CONDUCT

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

CCTEC offers the following positive reinforcement for good conduct and academic success:

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

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

CONSEQUENCES FOR VIOLATION OF SCHOOL RULES

1. ***PARENT CONTACT:*** **MAY BE WITH TEACHERS, ADMINISTRATORS, COUNSELORS, CHILD STUDY TEAM MEMBERS. A WRITTEN RECORD OF THE OUTCOME OF THE CONFERENCE WILL BE DISTRIBUTED TO ALL AFFECTED PARTIES.**

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

3. ***IN-SCHOOL SUSPENSION:*** **LENGTH OF SUSPENSION OF PRIVILEGES TO BE DETERMINED BY ADMINISTRATION.**

4. ***OUT OF SCHOOL SUSPENSION:*** **LENGTH OF SUSPENSION OF PRIVLEGES.**

5. ***EXPLUSION:*** **REGULATIONS REGARDING ALTERNATIVE EDUCATIONAL OPPORTUNTIES WILL BE FOLLOWED.**

CITIZENSHIP – Promoting Respect for the Personal Rights of Others.

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

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

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

ASSAULT: the unlawful attempt, coupled with a present ability, to commit a violent physical attack upon a person. This includes threatening language or gestures without actually touching another person. *NOTE: Assault against a staff member carries increased consequences.*		**2**	**3**	**4**	**5**
BULLYING: an incident or pattern of behavior that results in a student feeling intimidated or harassed by another. *NOTE:* Bullying may also include those offenses that occur through electronic mechanisms (i.e., cyber bullying) when such behavior impacts the health or safety of students and/or proves disruptive to the education environment.		**2**	**3**	**4**	**5**
FIGHTING: mutual aggression in which both parties have contributed to the situation by verbal and/or physical action. Parent contact required.			**3**	**4**	**5**
HAZING: any action taken or situation created that causes or is reasonably likely to cause harassment, physical harm, serious mental or					

emotional harm, extreme embarrassment, ridicule, or loss of dignity to another student for purposes of initiation into a student organization or activity. Parent contact required.		**2**	**3**	**4**	**5**
VERBAL ABUSE: disrespectful and/or inappropriate language directed toward another person. *NOTE: Verbal abuse against a staff member carries increased consequences.*	**1**	**2**	**3**	**4**	**5**
INSTIGATING FIGHT/ ANTAGONISTIC BEHAVIOR: any form of communication (written, verbal, electronic, other) that encourages conflict between parties of people (students and/or staff).	**1**	**2**	**3**	**4**	**5**

CITIZENSHIP – Promoting Responsibility and Respect for Property.

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

EXTORTION: the obtaining of property from another, with or without that person's consent, by a wrongful use of force, fear, or threat. The parent or guardian shall be liable for all damages so caused by the student. Parent contact required.		**2**	**3**	**4**	**5**
THEFT: the unlawful taking of property by false pretense. The parent or guardian shall be liable for all damages so caused by the student. Parent contact required.		**2**	**3**	**4**	**5**
WILLFUL DAMAGE OF SCHOOL PROPERTY: willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to the school district or failure to return or replace books, sports uniforms, etc. The parent or guardian shall be liable for all damages so caused by the students. Parent contact required.		**2**	**3**	**4**	**5**
WILLFUL DAMAGE TO PROPERTY BELONGING TO OTHERS: willfully cutting, defacing, or otherwise injuring in any way any property, real or personal, belonging to another. The parent or guardian shall be liable for all damages so caused by the student. Parent contact required.		**2**	**3**	**4**	**5**
UNAUTHORIZED ACCESS TO COMPUTER NETWORKS: HACKING (TO GAIN ILLEGAL OR UNAUTHORIZED ACCESS TO A FILE OR NETWORK) OR USE OF ANOTHER USER'S ACCOUNT. The student's computer privileges may be revoked. Parent contact required.		**2**	**3**	**4**	**5**

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

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

GAMBLING: the playing of a game of chance for stakes. Parent	**1**	**2**	**3**	**4**	

contact required.					
PLAGIARISM/CHEATING: the unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose. Any grades or credit earned by those involved in such action will be disallowed.	**1**	**2**	**3**	**4**	
VULGARTIY/PROFANITY: language that is inappropriate, disgusting or repulsive to the senses.	**1**	**2**	**3**	**4**	
OFFENSIVE SOCIAL BEHAVIOR: activities that are an infraction of acceptable social actions, including inappropriate displays of affection and/or obscene gestures to student(s)/staff.	**1**	**2**	**3**	**4**	
DISCRIMINATORY PRACTICES: activities that are intended to be offensive to one's race, religion, heritage, gender, sexual orientation or disability, including sexual harassment. Offenders will be required to participate in an educational activity. This activity, designed by the school administrator, counselor, or school team, and approved by the building Principal, is intended to educate, sensitize, and instill openness, tolerance, and nondiscrimination. Police notification may be required. Parent contact required.		**2**	**3**	**4**	**5**

CITIZENSHIP – Promoting Responsibility for Maintaining Public Health and Safety.

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

DRUGS, NARCOTICS, or CONTROLLED DANGEROUS SUBSTANCES: possession, use, being under the influence to any degree or being party to an actual or attempted transaction of any of the substances which are, or have the appearance of, drugs (prescription or nonprescription used outside of their legal medical purpose), narcotics, controlled dangerous substances, or drug paraphernalia. Steroids are considered a drug. Parent conference required.				**4**	**5**
SNIFFING or INHALING HARMFUL SUBSTANCES: the deliberate sniffing or inhaling of substances releasing toxic vapors which cause intoxication, excitement, or dulling of the brain or nervous system. Parent conference required.				**4**	**5**
ALCOHOL: possession, use or being under the influence to any degree of any alcoholic product while on school grounds or at school-sponsored activities. Parent conference required.				**4**	**5**
DISTRIBUTION: dispensing or conspiring to dispense, with or without the exchange of money, drugs, narcotics, controlled dangerous substances, drug paraphernalia, inhalants, alcohol, or any substance having the appearance of these items. Parent conference required.				**4**	**5**
TOBACCO: possession or use of any type of tobacco product. Students are subject to a court appearance and fines for violations. Parent contact required.		**2**	**3**	**4**	
WEAPON POSSESSION: possession or use of any instrument such as					

a knife, brass knuckles, chains, or any other implement that the school administrative staff deems could inflict bodily harm, or any look-alike weapon. Police will be notified. Parent conference required.				**4**	**5**
FIREARM POSSESSION: possession of any weapon from which a shot is discharged by gunpowder on school property, inclusive of vehicles parked on school property. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from school. Police will be notified. Parent conference required.					**5**
EXPLOSIVE DEVICES AND FIREWORKS: the possession or detonation of any explosive device or fireworks. Police will be notified. Parent conference required.				**4**	**5**
BOMB THREAT: false notification of impending explosion or presence of a bomb. Police will be notified. Parent conference required.				**4**	**5**
ARSON: any person attempting to, aiding in, or setting fire to the property of another. Police will be notified. Parent conference required.				**4**	**5**
FALSE FIRE ALARM: illegally activating a fire alarm or issuing a false fire alarm. Police will be notified. Parent conference required.				**4**	**5**

<u>CITIZENSHIP - Respect for school administrative procedures:</u>

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

DEFIANCE OF AUTHORITY: the willful refusal or failure to follow a legal direction/order given by a staff member. Parent contact required.		**2**	**3**	**4**	
DISRUPTIVE/ INAPPROPRIATE BEHAVIOR: actions which interfere with the effective operations of the school and/or are offensive to others.	**1**	**2**	**3**	**4**	
FORGERY: falsifying signatures or data on official records.		**2**	**3**	**4**	
LEAVING CAMPUS: leaving campus during school hours without proper clearance. Parent contact required.		**2**	**3**	**4**	
DRIVING TO CCTEC WITHOUT PERMISSION	**1**	**2**	**3**	**4**	
MISBEHAVIOR ON SCHOOL BUS: bus drivers are responsible for the orderly conduct of pupils while they are on the school bus. Continued disorderly conduct or severe misbehavior shall be sufficient reason for the Principal to deny bus transportation.	**1**	**2**	**3**	**4**	
STUDENT ATTIRE: students shall be clean and neatly dressed in a manner that will be decent and not hazardous to the health and safety of the student or others, and not disruptive of the educational program of the school. Student must follow dress code regulations.	**1**	**2**	**3**		
VIOLATION OF SUSPENSION: being present on a school campus or at a school activity during a suspension. Parent contact required.		**2**	**3**	**4**	
TRESPASSING: unauthorized presence on school property, including while on suspension. Parent contact required.		**2**	**3**	**4**	**5**

REFUSAL TO ALLOW SEARCH AND SEIZURE: willful refusal to cooperate with a school administrator at any time during a search of the student's person or property.		**2**	**3**	**4**	
CLASS CUTTING: absence from class without permission. Parent contact required.		**2**	**3**	**4**	
TRUANCY: absence from school without permission. Chronic offenders will be referred to a pupil personnel worker and may receive court intervention.	**1**	**2**	**3**	**4**	
ELECTRONIC EQUIPMENT: students are not permitted to use iPods, MP3s, cellular telephones, or cameras during instructional time. It is an expectation that students keep such items turned off and stored out of sight. Exempt are students with disabilities who need portable pagers or cellular telephones for medical reasons; and members of a fire department, ambulance company or rescue squad who have furnished to the Principal written authorization from their chief.	**1**	**2**	**3**	**4**	
REFUSAL TO FORFEIT ELECTRONIC DEVICE: electronic devices that are being used during instructional time will be confiscated by security or members of the administration. Parents/guardians will be contacted to retrieve the electronic device from the school. Failure to forfeit the device to security and/or the administration will result in disciplinary action.			**3**	**4**	
RECKLESS DRIVING: driving on school property in such a manner as to endanger persons or property. Offenders may have their driving privileges revoked by the school. Parent contact required.		**2**	**3**	**4**	
PARKING: parking in an unauthorized areas on school property. The student's parking privileges may be revoked.	**1**	**2**	**3**		
VIOLATION OF ACCEPTABLE USE POLICY: unauthorized use of computers or use that violates the acceptable use regulations. The student's computer privileges may be revoked.	**1**	**2**	**3**	**4**	

ACADEMIC INTEGRITY

Violation of Academic Integrity includes but is not limited to:

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

Consequences:

1st Offense:

- Referral to Assistant Principal

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

2nd Offense:

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

3rd Offense:

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

DRESS CODE

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

The following guidelines for student dress have been established:

Clothing

- Sleeveless attire is permitted as long as the straps cover the majority of the shoulder area. No tank tops or spaghetti straps.
- Off-the-shoulder tops, halter tops and tube tops are not permitted.
- No low-cut front or back tops. No bare midriffs or bare backs. Tops and bottoms must meet at all times – sitting and standing.
- All clothing that is see-through (including fishnet fabrics or fabric that is too thin) is prohibited.
- Clothing shall conceal undergarments at all times, including boxer shorts, bra straps, etc.
- Undergarments are never to be worn as outer garments.
- The length of shorts and/or skirts will not be less than the tip of the pupil's fingertips when standing straight with both arms extended downward. Shorts, and/or skirts may be longer.
- Spandex pants/capris (leggings, jeggings, yoga, etc.) are to be worn only with shirts, skirts, shorts, tunics, etc. that are fingertip length or longer.
- Pants are to be worn at the waistline with undergarments not exposed.
- No pajamas.
- Clothing must be properly buttoned.
- If jeans, pants, shorts or skirts have holes in them, leggings, colored pantyhose or patches must be behind each hole higher than fingertip length.

- Shorts must not be worn in those shops and/or labs where specific trade attire is required. Therefore, students must keep a change of clothes in their lockers for days that shorts are worn to school.

Headwear

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

Footwear

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

Other Items

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

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

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

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

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

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

1st Offense:

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

2nd Offense:

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

3rd Offense:

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

Distribution of Illegal Drugs:

1st Offense:

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

Conviction for Violation of Drug Abuse Policy off School Property:

1st Offense:

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

Possession or Distribution of Over the Counter Medication:

1st Offense:

- Notification of the police and appropriate action taken for possession.
- Parent/Guardian notified.

- Up to three (3) days out-of-school suspension.
- Re-Entry Meeting to include Administrator, Student, Parent/Guardian, School Nurse, SAC/Guidance Counselor will be arranged to develop re-entry plan.

2nd Offense:

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

STUDENTS FOUND EXHALING SMOKE, POSESSING CIGARETTES, OR SMOKING PARAPHERNALIA:

1st Offense:

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

2nd Offense:

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

Violation of Policy/Procedures/Re-entry Contract

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

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

Smoking

Students are not permitted to smoke at any time in school buildings, on school grounds, on school buses or when on a school-sponsored trip or activity off-school premises. Students are not to carry cigarettes or other smoking materials such as tobacco, pipes, cigarette rolling papers, electronic or vapor cigarettes. Students who violate the smoking regulations will be subject to appear in municipal court to answer charges of code violation.

HARASSMENT, INTIMIDATION, BULLYING – POLICY #5512

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

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and

expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic.
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15:3:
3. Substantially disrupts or interferes with the order.

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

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

SCHOOL PROPERTY/FINANCIAL OBLIGATIONS

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

CRISIS INTERVENTION

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

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

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

STANDARDS FOR PARTICIPATION IN STUDENT ACTIVITIES

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

TECHNOLOGY

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or while attending an after school activity. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **The use of the network is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see. Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and to ensure that students are using the system responsibly.

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

- Intentional damage to hardware or software, or the creation or distribution of viruses, worms or other forms of electronic mayhem.
- Creating, displaying or transmitting threatening, racist, sexist, obscene, or abusive or harassing language or materials.
- Unauthorized use of a computer account or distribution of a password.
- Copying other people's work or intruding into other people's files.
- Using electronic mail (e-mail) to harass or threaten others, including sending repeated, unwanted email to another user.
- Giving your name, address, or phone number to anyone over the Internet.
- Unauthorized Internet access - only students, faculty and staff and approved guests are permitted Internet access.
- Downloading and/or installation of any software including, but not limited to, executable files, games, MP3 files or players, video files, zip files.
- Connecting personal electronics to the network whether through an Ethernet connection or wireless. This includes, but is not limited to, laptops, cell phones, PDA's, or other devices not provided for use by the Cumberland County Technical Education Center.

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

CELL PHONES & PERSONAL ELECTRONIC DEVICES

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

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

STUDENT SERVICES/ ACADEMICS

GUIDANCE SERVICES

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

GRADING

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

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

REPORTING GRADES

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

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

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

CLASS RANK AND GRADE POINT AVERAGE

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

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

The GPA can be calculated as weighted or unweighted. For final GPA and class rank, CCTEC will utilize the weighted GPA. For a full description on how to calculate your child's GPA, please refer to the CCTEC Course Description Booklet.

HONOR SOCIETIES

Cumberland County Technical Education Center sponsors chapters of the National Honor Society and the National Technical Honor Society. Criteria for participation are set by the national organizations.

SCHOOL COUNTS

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

School Counts Criteria:

- Obtain a grade of 'C' or better in every course
- Achieve a 95% attendance and punctuality record.
- Take more than the minimum graduation requirements
- Complete high school in four consecutive years

CCTEC ACADEMIC VARSITY LETTER

Academic excellence is promoted every year through a special recognition program that will take place in May. Students who maintain at 3.5 GPA for each of the first three marking periods of the school year will earn a CCTEC Academic Varsity Letter.

PROCEDURES FOR COURSE FAILURES

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

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

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

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

STUDENT OPTIONS FOR FAILURES

For Required New Jersey Courses

- Student may take summer courses at another New Jersey high school.
- Student may take Principal approved on-line courses through Educere (cost of program to be paid by the student)
- Repeat the course.

For Electives

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

For Career and Technical Education Courses

- Career-path teachers will contact the guidance department to schedule a parent meeting whenever a student is in danger of failure.
- If a student fails a career-path course, an individual plan will be developed by a review team which must include: Guidance Counselor, parent, student career program teacher, administrator and Child Study Team member, if applicable.

The options available are:

1) Counsel student to return to home high school if failure is due to lack of interest in the programs or desire or ability to remediate deficiencies
2) Repeat the grade
3) Alternative placement within CCTEC

Please note: due to scheduling or other concerns, every option may not be available to an individual student.