The Warrior Way

- **INTEGRITY** is doing the right thing, even when no one is looking.
  - Character Traits: Honesty, Trustworthiness, and Dignity

- **PERSEVERANCE** is continually trying to accomplish something, even though it may be difficult.
  - Character Traits: Confidence, Responsibility, and Determination

- **INNOVATION** is adapting or creating new ideas, approaches, devices, or methods.
  - Character Traits: Creativity, Flexibility, and Inspiration

- **CITIZENSHIP** is being a responsible member of a community that contributes to the greater good.
  - Character Traits: Compassion, Service, Teamwork, and Leadership

- **RESPECT** is being considerate and honoring the feelings, opinions, and properties of others.
  - Character Traits: Empathy, Courtesy, and Understanding

Property of: ____________________________________________

Homeroom Teacher: _____________________________ Room # ________

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

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

**MISSION STATEMENT**
- Ensure all students are proficient in the New Jersey Student Learning Standards
- Prepare all students for career and college success
- Develop ethical character
- Provide a safe, secure and caring environment

**VISION STATEMENT**
- The Camden County Technical School District is dedicated to student success through college & career readiness in an ever-changing world environment.
- Students will develop into ethical citizens who demonstrate active inquiry, effective problem-solving, while fostering creativity, communication and collaboration skills. The student experience will include the core values of environmental awareness, emotional and social development, self-respect and respect for others.
- This vision will be achieved through a collaborative effort of students, parents and guardians, the staff, the greater Camden County community and the Board of Education.

Copies of the Comprehensive Equity Plan are located in the Instructional Materials Center (IMC) at the Gloucester Township Campus.
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<td>Superintendent</td>
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<td>Ms. Karen DiGiacobbe</td>
<td>Assistant Superintendent for Curriculum, Instruction,</td>
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<td>Assessments and Grants</td>
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<td>Mr. Scott Kipers</td>
<td>School Business Administrator/Board of Education Secretary</td>
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<tr>
<td>Mrs. Denise Kinney</td>
<td>Assistant to the School Business</td>
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<td>Ms. Kathleen Cassidy</td>
<td>Manager of Human Resources/ Affirmative Action Officer</td>
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<td>Mrs. Suzanne Golt</td>
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<td>Mrs. Dawn Sponheimer</td>
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<td>Mr. Kelly Freeman</td>
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<tr>
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<tr>
<td>Mr. Dino Valentino</td>
<td>Chief Technology Officer</td>
<td>5580</td>
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<tr>
<td>Mr. Anthony DePrince</td>
<td>District Project Director; Day Care</td>
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GLOUCESTER TOWNSHIP CAMPUS
HIGH SCHOOL DIVISION
343 Berlin Cross Keys Road • Sicklerville, NJ  08081
856-767-7000

Mrs. Wanda Pichardo, Principal .......................................................... 5430
Mr. Christopher Castner, Assistant Principal, Truancy Officer .................. 5371
Dr. John Hourani, Assistant Principal/Anti Bullying Specialist ................. 5375
Mr. Ansaar Saalih, Assistant Principal .................................................. 5422
Mrs. Jessica Tosti, Assistant Principal .................................................. 5294
Mrs. Eva Cetrullo, Director of Student Personnel Services ......................... 5440
Mrs. Suzanne Cherubini, School Counselor ........................................... 5275
Mrs. Victoria Hampton, School Counselor ............................................ 5379
Mr. Joseph Kingsmore, School Counselor ............................................. 4820
Mr. Christopher Liano, School Counselor .............................................. 4818
Mr. Brian Yukna, School Counselor ..................................................... 5381
Mr. Vincent Leavey, Athletic/Activities Director ..................................... 5357
Mrs. Sandra Batdorf .............................................................................. 5350
Mrs. Heather Gilmore, Registered School Nurse .................................... 5391
Ms. Karenlynn McBride, Librarian/Media Specialist ................................. 5255/5262
Mr. Kelly Freeman, Chief Security Officer ............................................ 5260
Ms. Rosemary Hannah Bryan, Attendance Clerk ................................... 5300
Mr. Michael Trabosh, Security Resource Officer ..................................... 5374

CHILD STUDY TEAM
Mr. Leo Lampman, Director of Special Education ..................................... 5301
Mr. James Murtaugh, School Psychologist .............................................. 5313
Mrs. Christine Swider, School Psychologist ............................................ 5311
Mrs. Stacey Whelan, School Social Worker ............................................ 5310
Mrs. Grace Nuzzi-Chabot, School Social Worker .................................... 5314
Mrs. MaryBeth Donohue, Learning Disabilities/Teacher Consultant .......... 5318
Ms. Ruthann Moffitt, Learning Disabilities/Teacher Consultant ................ 5309
Ms. Megan McKay, Speech Specialist ................................................... 5276
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In the event of an emergency closing(s), days will be made up in this order: June 19 through June 26, 2020; and April 17, April 16, April 15, and April 14, 2020.
AFFIRMATIVE ACTION
The Board of Education of Camden County Technical Schools declares it to be the policy of this district to provide an equal opportunity for all students regardless of age, color, creed, national origin, race, religion, sex, marital status, disability, ancestry, affectional or sexual orientation, familial status, liability for service in the Armed Forces of the United States, or nationality. For more information, contact Kathleen Cassidy, the Affirmative Action Officer at 856-767-7000, ext. 5438.

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

ATTENDANCE
To report a student absent at the Gloucester Township Campus, please call 767-7000, ext. 5300. Pupils attending a public school in the State of New Jersey are entitled to a thorough and efficient education. To obtain the maximum competence or skill within the working environment, regular attendance is mandatory of all pupils of compulsory attendance age.

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

LATENESS/EARLY DISMISSAL

<table>
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<th>Students Leaving School</th>
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<tr>
<td>7:39 to 10:00 (LATE)*</td>
<td>7:39 to 10:00 (ABSENT FULL DAY)</td>
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<td>10:01 to 12:00 (ABSENT HALF DAY)</td>
<td>10:01 to 12:00 (ABSENT HALF DAY)</td>
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<tr>
<td>12:00 to 2:30 (ABSENT HALF DAY)</td>
<td>12:00 to 2:30 (EARLY DISMISSAL)</td>
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*Every group of four late arrivals and/or early dismissals equal a half day of absence. For example, two late arrivals and two early dismissals equal a half day of absence.

ATTENDANCE RECORDING PROCEDURES
A note from a parent/guardian must be submitted to the Assistant Principal’s Office 24 hours in advance of the day of early dismissal. The student must bring the note to the Attendance Desk (GTC) and have the clerk verify the early dismissal and receive an early dismissal form. Students may be excused for the early dismissal as per district policy. The student may only leave with an individual that is designated as a contact person in the student record. The student must report to the Attendance Desk (GTC) on the designated date at the designated...
early dismissal time and date to sign out prior to leaving campus. Students that sign out must leave campus. Students will be charged a half-day absence for every four days of unexcused lateness and/or unexcused early dismissals that they accumulate during the school year. Students that are not 18 years old may not sign themselves out to leave school.

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

To successfully complete the curriculum, daily attendance is required to maintain continuity of instruction. Documentation of the nature and causes of absences shall be the responsibility of the pupil and parents/guardians when the pupil’s attendance is called into question. Pupils who exceed 14 days absence during the school year must present a physician’s certification to substantiate the cause and duration of illness absences. The physician’s certification shall be submitted within 30 days of the date of the illness absence, when such absences occur during the period September through May. A physician’s certification must be presented within one day for illness absences occurring during the month of June.

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

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

To receive a grade for a course, a pupil must make up any assignment missed during any absences. A pupil who is truant or cuts class will not be given the opportunity to make up work that is missed and will receive the lowest possible grade for work missed. A pupil exceeding 20 days absence within a school year as determined by the attendance review board may not receive credit and may have to repeat the school year with Superintendent permission. A pupil exceeding 25 days absence within a school year as determined by the attendance review board shall repeat the school year and return to their district of residence.

Students exceeding a total of 45 excused and/or unexcused absences may be required to return to their district of residence.

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

TRUANCY

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

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

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

RECOGNIZED ABSENCES

The board considers the following as recognized absences:

A. Disabling illness or accident
B. Recovery from accident
C. Death of immediate family member (documentation needs to be provided)
D. Verified religious holiday
E. Life altering tragedy, i.e. house fire
F. Subpoena to appear in court
G. College visits – 3 per year (11th & 12th grade only)

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

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

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

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

Lateness to school and early dismissal will be cumulative and affect attendance by way of cumulative accounting thereof, and may affect credit.
If a teacher finds it necessary to detain a pupil so he/she is late to or absent from another class, the teacher must provide a written explanation. The lateness or absence shall not be counted.

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

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

The following is the code of conduct for the Camden County Technical School district. This code of conduct can also be found on the CCTS website. Other school policies regarding searches can be provided upon request.

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

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

Students who are sent to the Assistant Principal’s Office for behavioral reasons are to report there promptly. They should report to the secretary so that their presence may be recorded. Students must not leave the office until they have been seen by an assistant principal or until they have been given instructions to go elsewhere. The administration has the authority to suspend and/or recommend expulsion and/or prosecute in cases of severe and/or continuing misconduct. The decision to suspend is made by the assistant principal and/or principal. Parents agree that they will sign a probation contract if one becomes necessary. CCTS has established a reputation for being a positive, safe, and secure school. Because of this, more learning is possible.
CHARACTER DEVELOPMENT
Students may be assigned lunch or after-school detention by teachers and administrators. Students assigned to after-school detention may be given written notice 24 hours prior to the detention. After-school detentions are held from 2:45 to 5:45 at the Gloucester Township Campus. Bussing home is provided for students with after-school detention.

Students assigned to lunch detention will be provided the opportunity to purchase and eat their lunch. However, normal lunchtime social interactions and activities will be suspended during their lunch period.

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

1. Students must report to Behavior Development on time (between 7:50 a.m. and 7:55 a.m.). Students with a partial day of Behavior Development must report to Behavior Development prior to the beginning of the period indicated on the Behavioral Development pass.
2. Students must follow all rules in the Behavior Development Program.
3. Students must be in uniform and must wear school ID.
4. Students will complete all assigned work.
5. Students will bring all necessary items (books, pencils, paper, and other school supplies) with them.
6. Students will work quietly.
7. Students may not leave the room without permission from the supervising teacher.
8. Failure to report for or follow the rules of Behavior Development may result in further disciplinary action/external suspension.
9. Students will participate in all discussions and activities assigned by the Behavior Development instructor.

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

An attempt will be made via telephone to notify the parents/guardians on the day that the student is advised of the external suspension. Parents/guardians will also be notified of the suspension by a letter. Parents/guardians should direct any questions pertaining to their child’s suspension to the appropriate assistant principal. In some cases, parents may be required to attend a conference upon the student's return to school.
MISCONDUCT THAT WARRANTS ADMINISTRATIVE DISCIPLINARY ACTION

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

1. Altercation
2. Arson
3. Assault
4. Attempting to fight/Fighting/Instigating a fight
5. Bomb threat
6. Bringing animals to school
7. Bullying incident/Harassment/Intimidation
8. Burglary
9. Bus misconduct, including but not limited to:
   - Not showing respect for the driver and other students
   - Not entering and leaving the bus in an orderly manner
   - Not riding the bus assigned to ride
   - Not remaining seated
   - Misconduct at pickup and drop off points
   - Not talking in a reasonable tone of voice; not avoiding loud voice/noises
   - Throwing objects out of the bus
10. Electronic device violation (Campus rules will be distributed annually)
11. School computer misuse
12. Chewing gum
13. Creating a disturbance
14. Cutting administrative detention
15. Cutting class/HSPA tutoring/teacher detention
16. Dangerous physical contact/Dangerously inappropriate behavior
17. Defacing/Destruction of property
18. Disrespect to staff member
19. Disruptive behavior
20. Eating or drinking outside of lunchrooms
21. Endangering the safety and welfare of self/others
22. Explosive device
23. Extortion
24. Failure to cooperate with staff/administration
25. Failure to serve assigned discipline
26. Fighting - fights may be reported to the Gloucester Township Police Department
27. Fire alarm violation
28. Forgery
29. Gambling
30. Hitting a student
31. ID violation
32. Inappropriate behavior
33. Inappropriate comment
34. Inciting a group disturbance
35. Intentional unsafe/dangerous use of shop tools
36. Late to class
37. Leaving campus
38. Leaving class without permission
39. Parking violation
40. Plagiarism or cheating
41. Possession of tobacco or vape product(s)/fireworks
42. Possession/sale/use/distribution of alcohol/weapon(s)
43. Possession of stolen property
44. Profanity
45. Pushing a staff member or student
46. Robbery
47. Sexual inappropriateness
48. Smoking violation
49. Speeding violation
50. Spraying perfume, cologne, hairspray or deodorant in class
51. Substance Abuse
52. Theft
53. Threats
54. Throwing object(s)
55. Uniform violation
56. Unauthorized area violation
57. Unauthorized removal of shop tools, supplies or food items from career area
58. Vaping violation
59. Other offenses that may occur but may not be listed

**EXPULSION**

Students who are of compulsory school age may, upon due process, be recommended for expulsion by the superintendent upon the advice of the principal. Offenses that merit recommendations for expulsion include but are not limited to:

1. Weapons offense
2. Bomb threat
3. Assault on any employee
4. Selling drugs
5. Chronic misconduct
6. Breaking a behavior, attendance or academic contract
7. Gang related offenses
8. Other offenses that my occur and may not be listed above

Note: Classified pupils are subject to the same discipline as non-classified pupils and may receive consequences in accordance with their IEP. However, after a total of 10 days of suspension, before a classified pupil receives consequences, it must be determined whether further suspensions constitute a change in placement. If so, a Manifestation Determination meeting will be held.
CODE OF CONDUCT (5600)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools or designee will establish a process for the annual review and update of the district’s Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district’s schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district’s Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district’s Student Discipline/Code of Conduct’s equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; martial, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students’ abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into
account the behavior’s nature, the students’ developmental ages and the students’ histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student’s family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district’s Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences
and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student’s record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

**HARASSMENT, INTIMIDATION, AND BULLYING (5512)**

**Policy Statement**
The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student’s ability to learn and a school’s ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.
For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. **Harassment, Intimidation, and Bullying Definition**

“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 orderly operation of the school or the rights of other students; and that:
   
a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

   b. Has the effect of insulting or demeaning any student or group of students; or

   c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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

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

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

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students’ abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);

2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;

3. Student rights; and


Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students’ histories of inappropriate behaviors, and the mission and physical facilities of the individual
school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

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.

D. **Consequences and Appropriate Remedial Actions**

Consequences and Appropriate Remedial Actions – Students

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), consider the developmental ages of the student offenders and students’ histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Factors for Determining Consequences – Student Considerations

1. Age, developmental and maturity levels of the parties involved and their relationship to
2. the school district;
3. Degrees of harm;
4. Surrounding circumstances;
5. Nature and severity of the behavior(s);
6. Incidences of past or continuing patterns of behavior;
7. Relationships between the parties involved; and
8. Context in which the alleged incidents occurred.
Factors for Determining Consequences – School Considerations

1. School culture, climate, and general staff management of the learning environment;
2. Social, emotional, and behavioral supports;
3. Student-staff relationships and staff behavior toward the student;
4. Family, community, and neighborhood situation; and
5. Alignment with Board policy and regulations/procedures.

Factors for Determining Remedial Measures

Personal

1. Life skill deficiencies;
2. Social relationships;
3. Strengths;
4. Talents;
5. Interests;
6. Hobbies;
7. Extra-curricular activities;
8. Classroom participation;
9. Academic performance; and
10. Relationship to students and the school district.

Environmental

1. School culture;
2. School climate;
3. Student-staff relationships and staff behavior toward the student;
4. General staff management of classrooms or other educational environments;
5. Staff ability to prevent and manage difficult or inflammatory situations;
6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board’s approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students’ histories of inappropriate behaviors consistent with the Board’s approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.
Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways he or she can solve the problem and change behaviors;
2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;
3. Explain the long-term negative consequences of harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;
5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences and skill building;
7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student understands the impact of his or her actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.
Personal – Target/Victim

1. Meet with a trusted staff member to explore the student’s feelings about the incident;
2. Develop a plan to ensure the student’s emotional and physical safety at school;
3. Have the student meet with the school counselor or school social worker to ensure he or she does not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;
5. Help the student develop skills and strategies for resisting bullying; and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

1. Develop a family agreement;
2. Refer the family for family counseling; and
3. Offer parent education workshops related to bullying and social-emotional learning.

Examples of Remedial Measures – Environmental (Classroom, School Building, or School District)

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. 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;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
20. Supervision of student victims before and after school, including school transportation;
21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
22. Targeted use of teacher aides;
23. Disciplinary action, including dismissal, for school staff who contributed to the problem;
24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
25. Parent conferences;
26. Family counseling;
27. Development of a general harassment, intimidation, and bullying response plan;
28. Behavioral expectations communicated to students and parents;
29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
30. Recommendations of a student behavior or ethics council;
31. Participation in peer support groups;
32. School transfers; and
33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student’s perception of safety.

Sufficient safety measures should be undertaken to ensure the victims’ physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.
Examples of support for student victims of harassment, intimidation, and bullying include:

1. Teacher aides;
2. Hallway and playground monitors;
3. Partnering with a school leader;
4. Provision of an adult mentor;
5. Assignment of an adult “shadow” to help protect the student;
6. Seating changes;
7. Schedule changes;
8. School transfers;
9. Before- and after-school supervision;
10. School transportation supervision;
11. Counseling; and
12. Treatment or therapy.

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy. All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal’s designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report. The Principal will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. Students, parents, and visitors may report an act of harassment, intimidation, or bullying anonymously. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.
The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

F. **Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/Climate Team**

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

   The district Anti-Bullying Coordinator shall:

   a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;

   b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;

   c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;

   d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and

   e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a school counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.
The School Anti-Bullying Specialist shall:

a. Chair the School Safety/Climate Team as provided in N.J.S.A. 18A:37-21;

b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and

c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/Climate Team shall meet, at a minimum, two times per school year. The School Safety/Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety/Climate Team shall:

a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;

b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;

c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;

d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;

e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Harassment, Intimidation, and Bullying Investigation

The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying. The investigation shall be initiated by the Principal or the Principal’s designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation.

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent’s report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and
regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the information about the investigation. The hearing shall be held within ten school days of the request. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent’s report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent’s decision. The Board’s decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board of Education’s decision.

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

H. **Range of Responses to an Incident of Harassment, Intimidation or Bullying**

The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses
to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.

2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student’s situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.

4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, and faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information, or any other person who has reliable information about an act of harassment, intimidation, or bullying or 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. All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.
Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.

J. Consequences and Appropriate Remedial Action for False Accusation

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Students 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 and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

3. 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 or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances
of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school-sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post a link to the district’s Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district’s website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district’s website.

The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district’s website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school’s website.

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

The Superintendent and Principal(s) shall provide training on the school district’s Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required
two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member’s first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a “Week of Respect” beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the Core Curriculum Content Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 et seq.

M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review

The Superintendent shall develop and implement a process for annually discussing the school district’s Harassment, Intimidation, and Bullying Policy with students.

The Superintendent and the Principal(s) shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, with input from the schools’ Anti-Bullying Specialists, and recommend revisions and additions to the Policy as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

N. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence,
vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

O. School and District Grading Requirements

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school’s website and the district’s website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district’s website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

P. Reports to Law Enforcement

Some acts of harassment, intimidation, and bullying may be bias-related acts and potentially bias crimes and school officials must report to law enforcement officials either serious acts or those which may be part of a larger pattern in accordance with the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts


The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

R. Students with Disabilities


The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.
DRUGS, ALCOHOL, TOBACCO - SUBSTANCE ABUSE
(5530 & 5533)
(The entire current policy and regulation is posted on the CCTS website.)

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

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

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while
armed with a firearm or found knowingly in possession of a firearm on any school property or on
a school bus or at a school-sponsored function shall be immediately removed from the school’s
regular education program for a period of not less than one calendar year. Each pupil so removed
shall be placed in an alternative educational program or on home instruction.

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

Teaching staff members and other employees of the board having authority over pupils shall take
such lawful means as may be necessary to control the disorderly conduct of pupils in all situations
and in all places where such pupils are within the jurisdiction of the board.
BELL SCHEDULE

Before School – Students are to assemble in the cafeteria or cafetorium in building #4 (Cade) before 7:34 a.m. Weather permitting, students may also wait outside at the rear of the school and enter through the pool lobby in building #4. Students must be in their seats before the 7:39 a.m. bell in order to be on time for class.

<table>
<thead>
<tr>
<th>TIME</th>
<th>PERIOD</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>7:19 a.m.</td>
<td>7:34 a.m.</td>
<td>Breakfast</td>
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<td>7:34 a.m.</td>
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<td>Passing Bell</td>
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<tr>
<td>7:39 a.m. – 7:50 a.m.</td>
<td>Homeroom</td>
<td>Attendance</td>
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<tr>
<td>7:50 a.m. – 8:30 a.m.</td>
<td>Period 1</td>
<td>Instructional time</td>
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<tr>
<td>8:35 a.m. – 9:15 a.m.</td>
<td>Period 2</td>
<td>Instructional time</td>
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<tr>
<td>9:20 a.m. – 10:00 a.m.</td>
<td>Period 3</td>
<td>Instructional time</td>
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<tr>
<td>10:05 a.m. – 10:45 a.m.</td>
<td>Period 4</td>
<td>Instructional time or lunch “A”</td>
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<tr>
<td>10:50 a.m. – 11:30 a.m.</td>
<td>Period 5</td>
<td>Instructional time or lunch “B”</td>
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<tr>
<td>11:35 a.m. – 12:15 p.m.</td>
<td>Period 6</td>
<td>Instructional time or lunch “C”</td>
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<tr>
<td>12:20 p.m. – 1:00 p.m.</td>
<td>Period 7</td>
<td>Instructional time or lunch “D”</td>
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<td>1:05 p.m. – 1:45 p.m.</td>
<td>Period 8</td>
<td>Instructional time</td>
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<tr>
<td>1:50 p.m. – 2:30 p.m.</td>
<td>Period 9</td>
<td>Instructional time</td>
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BOOKS

1. Students are responsible for their own books. Students must pay for any books damaged, lost, or stolen. Students will be fined for damaged books. The amount of the fine will be determined by the extent of damage but will not exceed the cost of the book.
2. A student who loses a book must obtain a new book from the Assistant Principal’s Office. A replacement fee will be charged.
3. All books must be covered.
4. If a book is lost, remember to check in the lost and found (refer to the “Lost and Found” section in this book for locations).
5.

CARE OF SCHOOL PROPERTY

1. Students who damage or destroy school property will be disciplined and will pay for the cost of repairs and/or replacement. The school may file charges against students who damage school property.
2. Students issued textbooks, calculators and other school property for the school year must return these items on the last day of school in attendance. Students who lose or damage any or all of these items will be required to pay for them.
3. Students must use waste baskets and/or other appropriate containers to discard trash.
CARS AND PARKING

1. Students must not drive in an unsafe manner on school property.
2. Students who drive to school must park on school property in the designated area(s). Students must observe the single white parking lines and park between those lines. Students must leave their vehicle immediately after it is parked.
3. Students are not permitted to go to their vehicles, unless approved by their Assistant Principal, or drive them off campus between the time of their arrival in the morning and departure at dismissal. Violation of this rule will result in suspension as well as a loss of driving privileges to school.
4. All traffic signs on school property are to be obeyed; the speed limit is 5 miles per hour.
5. Students who drive onto school property while their parking privileges are revoked or who park in unauthorized spaces may have their vehicles towed at their own expense.
6. Student vehicles on school property are subject to search and seizure procedures.

Students who drive to school are only permitted to park in lot #2. High school seniors and students on co-op may apply for a parking permit. Students are not permitted to drive behind building #4 or the loading and unloading area for buses. Before and after school, students may only be dropped off or picked up from parking lot #2. The single white lines are for all student parking; the double lines are for staff parking; blue lines are for reserved parking. Students may not park in any marked spaces.

Student vehicles must display a school decal when on school grounds. Decals may be purchased at the Principal's Office at a cost of $5 per school year. A valid registration, current insurance card, school ID, and a current driver’s license must be presented at the time of purchase. Each student applying for a decal must sign a parking privilege contract. Violation of this contract will result in loss of parking privileges. Five late arrivals to school will result in a two-week loss of driving privileges. Second offense of five late arrivals will result in one-month loss, and third offense of five late arrivals will result in loss of driving privileges the remainder of the current school year.

CHANGE OF CUSTODY OR GUARDIAN

Students and parents/guardians are to immediately report any change in their address or telephone number to the School Counseling Office. Parents/Guardian must report any legal custody/guardian change to the School Counseling Office immediately.
ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES (2361)
(The entire current policy and regulation is posted on the CCTS website.)

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

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

Standards for Use of Computer Networks

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

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

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

Using the computer networks in a manner that:

1. Intentionally disrupts network traffic or crashes the network;
2. Degrades or disrupts equipment or system performance;
3. Using the computing resources of the school district for commercial purposes, financial gain, or fraud;
4. Steals data or other intellectual property;
5. Gains or seeks unauthorized access to the files of others or vandalizes the data of another person;
6. Gains or seeks unauthorized access to resources or entities;
7. Forges electronic mail messages or uses an account owned by others;
8. Invades privacy of others;
9. Posts anonymous messages;
10. Possesses any data which is a violation of this Policy; and/or
11. Engages in other activities that do not advance the educational purpose for which computer networks/computers are provided.

**Internet Safety Protection**

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

**Violations**

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

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

**DRUG FREE SCHOOLS AND CAMPUSES ACT**

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

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

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

**STANDARDS OF CONDUCT**

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

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

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

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

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

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

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

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

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

The Board of Education established the following eligibility policy. This policy will apply to all extracurricular activities, sports and clubs, etc., except the vocational student organizations (VSOs) which the students are required to attend such as FIRST, FCCLA, HOSA, Skills USA, FFA and FBLA.

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

1. Fall and Winter Seasons: Students must pass 30 credits at the conclusion of the preceding school year.
2. Spring Seasons: Students must be passing their career program at mid-year and may not be failing more than two subjects.
3. Eligibility for students transferring into this school district will be the same as stated above.
4. Students cannot become academically ineligible during a current sport season.
5. The New Jersey State Interscholastic Athletic Association requires a complete physical done by the student’s home doctor or the school doctor.
6. An athletic pre-participation health history questionnaire form must be completed by the parent or guardian for each sports season. Note: only one physical is needed each year, but the health history form is required for each sports season.
7. Sports physicals are done throughout the year.
8. Discipline measures (related to the student behavior whether connected to sports or not) may result in the removal of a student from extracurricular activities at the discretion of the principal or designee.

For the criteria for membership into any organization, please contact the advisor or the Director of Athletics and Student Activities at extension 5357.
ACTIVITIES, CLUBS AND PROGRAMS

Athletes Against Bullying (AAB)  Mediation
Gay Straight Alliance (GSA)  Physical Conditioning/Weight Training
Helping Other Pupils Evolve (HOPE)  Robotics
Interact Club  School Newspaper
Intercultural Club  Star Student Achiever
National Honor Society  Student Council
National Technical Honor Society  Yearbook

Please Note: Not all of the activities, clubs and athletics are offered at both campuses and offerings may change yearly. Please check with the Principal or Director of Athletics and Student Activities for more information.

NATIONAL HONOR SOCIETY (NHS)

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

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

This organization is designed to recognize students who excel in their career program.

VOCATIONAL STUDENT ORGANIZATIONS

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

FCCLA (Family, Career, and Community Leaders of America) is a national vocational student organization offering members the opportunity to expand their leadership potential and develop skills for life-planning, goal setting, problem solving; decision making and interpersonal communication necessary in the home and work place.

FFA is the national organization for students enrolled in vocational agriculture/agribusiness. It is an integral part of the curriculum of our ornamental horticulture career programs.

FIRST (For Inspiration and Recognition in Science and Technology) is the national organization for students enrolled in pre-engineering and other career program areas.

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

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

**ELECTED OFFICER QUALIFICATIONS**

1. Officers must maintain passing grades in all subjects and must maintain a grade point average of 80 or higher. (90 or higher for NHS)
2. Officers must stay within the guidelines of the district attendance policy.
3. Officers may not remain in their elected position if they are issued external suspension during their term as an officer.

Students seeking officer positions must have maintained passing final grades in all subjects during the prior school year. Additionally, students must have a cumulative grade point average 80 or higher. (90 or higher for NHS) This also applies to new and/or students who transfer. Each Class (Freshmen, Sophomore, Junior and Senior), under the direction of a faculty advisor, will elect officers and sponsor activities to enhance school spirit and raise money to finance their activities.

**ATHLETICS – Gloucester Township Campus**

**Fall Season** - Boys' and Girls' Soccer, Boys' and Girls' Cross Country, Girls' Volleyball.

**Winter Season** - Boys' and Girls' Swimming, Boys' and Girls' Basketball, Boys' and Girls' Bowling, Cheerleading.

**Spring Season** - Baseball, Softball, Boys' and Girls' Track & Field, Boys' Volleyball

**FIELD TRIPS**

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

**FINES**

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

**GRADUATION REQUIREMENTS**

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

A. Successfully complete a minimum of 120 credits and meet the State established graduation requirements. This minimum must include the following courses:
1. Four years of Language Arts Literacy
2. Three years of Mathematics.
3. Three years of Social Studies.
4. Three years of Science.
5. One year of Health/Physical Education for each year of enrollment.
6. Five credits in a World Language.
7. Five credits in Visual or Performing Arts.
8. A minimum of 2.5 credits in Financial Literacy.
9. One year of occupational training for each year of enrollment with a minimum of three years in the same program.
10. A student must successfully complete the final year of occupational training. Exceptions are only at the discretion of the Principal.

Individual prescriptions, approved by the building principal, may provide an alternative to the three-year minimum in the same program.

B. Students may not have more than 14 days absent per school year (including late arrivals to school). See “Attendance” section of this Handbook for more information.

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

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

The student must pass all academic graduation requirements and must demonstrate proficiency in English Language Arts and Mathematics as outlined by the New Jersey Department of Education in order to receive a high school diploma. The student must also comply with the CCTS attendance requirements (see attendance section in this handbook). Students who do not meet all of these requirements will not be permitted to participate in graduation.

**FAILURE**

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

1. Attending an accredited summer school and satisfactorily completing the same subject failed. Summer school courses must be approved in advance by the school counseling department.
2. Receiving private tutoring, as approved by the principal.
3. Repeating the course.
PROMOTION/RETENTION

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

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

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

Under ordinary circumstances, a student who fails his/her career program twice will not be able to Camden County Technical Schools provide students with the opportunity to meet their educational, vocational, and technical needs in accordance with their post-graduation plans.

Students are encouraged to select courses that best match their potential and aspirations. Both academic and non-academic markers are carefully evaluated by teachers, counselors, and discussed with students and/or parents, to ensure equity and access are afforded to every student in their course selection.

**Academic Markers**

- Teacher Recommendations
- Rigor of current courses and current grades
- Multiple standardized assessments

**Non Academic Markers**

- Students are actively engaged in classroom activities and discussions
- Students complete homework independently and thoroughly in an appropriate amount of time
- Students make efficient and effective use of class time
- Students complete assignments according to teacher’s directions.

After speaking with the school counselor, parents may appeal the course selection recommendations by contacting the Director of School Counseling.
PUPIL GRIEVANCE PROCEDURE (5710)

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

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

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

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

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

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

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

Level Four
If a satisfactory resolution is not secured at level three, then within five school days, the pupil or parent/guardian must make an appointment with Mr. Gregory Cappello, Principal, with the objective of resolving the matter. After the meeting, the Principal will respond within five school days.
Level Five
If a satisfactory resolution is not secured at level four, then within five school days, the pupil or parent/guardian must submit a written appeal to Ms. Karen DiGiacobbe, Assistant Superintendent. The Assistant Superintendent will render a decision and respond within five school days.

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

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

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

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

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

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

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

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

Personal/Social Development - Students will:

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

HOMEWORK AND MAKEUP WORK

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

Students who make up assignments missed during an absence will be eligible to receive full credit unless their absence was due to truancy or cutting class. Students who are truant or cut class will not be given the opportunity to make up missed assignments. It is the responsibility of the student to contact the teacher for said makeup work. Students must complete assigned work to the satisfaction of their teachers and/or the attendance review board and/or child study team. Students will be given two school days to make up work for each day of absence.

When a student is absent due to illness or other authorized reasons, for a prolonged period (two weeks or more for illness), the school will arrange for him/her to do assignments at home if a request for homebound instruction is placed by the parents/guardians by completing the homebound request form and returning the form to the school counseling department or child study team. Request for homebound instruction will require a doctor's authorization.

Parent Portal

You will be able to access your child’s progress information (grades, attendance, etc.) throughout the school year if you have internet access. Go to www.ccts.info and choose Parent Portal from the quick links on the top right. Enter your portal code, user name and password. It is the same as last year or it was mailed to you if your student was new. Report cards will not be mailed home unless you notify us that you do not have internet access. If you do not have internet access or if you forget your portal code, user name or password, please contact the School Counseling Office at x5440.
HOPE

HOPE (Helping Other People Evolve) is a committee of students dedicated to improving CCTS with a particular focus on decreasing and preventing bullying. The committee meets 1-2 times per month to discuss student-focused topics with a shared goal to make our school a positive, safe place. HOPE students enjoy volunteering in a number of community service activities, including: county park clean-ups, food drives, and fundraising for charities such as the Autism Society and the ALS Association. There are more than 50 active members on the HOPE committee.

IDENTIFICATION CARDS

New and returning students will receive an identification (ID) card at the beginning of the school year at no charge. Returning students are asked to retain their ID cards over the summer and use them until new ones are issued. Students must visibly wear their ID cards on an approved school-issued lanyard around their neck, at all times during the school day and when attending school functions. Students who fail to wear their ID cards as directed or continually report to school without their ID card will receive a disciplinary consequence. ID cards will be replaced for $2 and lanyards for $1. ID cards may not be defaced. Students must hand their ID card to any staff member upon request. Students may not possess other students’ ID cards.

Students reporting to class without their ID card will be sent to the assistant principal’s office. A temporary ID card will be issued and a replacement card will be made at the student’s expense.

INSURANCE

Student and Athlete Insurance is purchased by the Board of Education for each student. This policy covers accidents that occur during the school day or during school–related functions. Students must report all accidents/injuries to the school nurse or athletic coach and complete an accident report in the event of an accident or injury.

The district provides insurance coverage on an EXCESS BASIS ONLY. This means that it will cover only those medical expenses that are not covered by the student’s own or group insurance, provided an accident report has been filed. The State of New Jersey requires us to ask who has medical insurance.

LATENESS

A student who arrives to homeroom after 7:39 a.m. is considered late to school. Students arriving to homeroom after 7:50 a.m. must first report to the Attendance station at GTC. Four late arrivals and/or early dismissals equal a half day absence and will be counted as such in the student’s attendance record. Students must be in their seats before the second bell in order to be on time for class. Students will be disciplined for arriving late to class. In addition, a student who arrives to class late may be assigned a lunch detention on the same day. Procedures for this will be distributed upon the student’s arrival to school. Students who do not attend lunch detention will receive further consequences.
POLICIES/PROCEDURES: When visiting the IMC, a student must present his/her student ID card with signed Student Handbook to a staff member at the Circulation Desk, and sign the “Student Visitor” log book. If a student wishes to leave the IMC before the passing bell, then he/she must have an IMC staff member sign the Student Handbook. Students may use the IMC during their lunch periods. Upon arriving from the lunch area, students must remain in the IMC until the passing bell. Food and beverages are not permitted. Students must display his/her student ID card to use the computers and/or borrow books. Computers are assigned by IMC staff members and are only to be used for curriculum related assignments. Two books may be borrowed at a time for two weeks. When a book is returned, the student may borrow another book. A book may be renewed if it is not reserved for another person. Lost or damaged books must be reported to an IMC staff member. If a book is overdue, a notice will be sent to the student’s English or reading teacher.

LOCKS AND LOCKERS

All students will be assigned lockers. When not in use, lockers should be securely locked. No additional locks may be put on hall lockers. **DO NOT** give your locker combination to any other student. Lockers are the property of the school and the administration reserves the right to search them at any time. Please report broken lockers to the Assistant Principals’ Office. N.J.S.A.18A:36-19.2 permits search of student lockers as long as students are informed in writing at the beginning of each school year that inspections may occur. Students are permitted to go to their locker throughout the day but are obligated to arrive to class on time. Students must manage their time between classes as going to their locker is not an acceptable reason for being late to class.

Since gym lockers are shared by all students period by period, gym locks must be used. Lockers must be used during a students’ physical education class. Immediately following a students’ physical education class, all locks and clothing must be removed from the lockers.

LOST AND FOUND

Articles found by students should be taken to the Assistant Principals’ Office in Building 4 at the Gloucester Township Campus. Any person losing an article should report his/her loss and check back to determine if the article has been found. Unclaimed articles will be disposed of during the school year. The school is not responsible for the loss of personal property, including, but not limited to cash, jewelry, or other personal items brought to school.
**LUNCH RULES**

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

**MONITORING DEVICES ON SCHOOL VEHICLE (8690)**

*(The entire current policy and regulation is posted on the CCTS website.)*

The Board of Education recognizes that safe and secure conditions for all pupils transported in school owned or contracted school vehicles is paramount. Pupils transported in a school owned or contracted school vehicle must maintain proper discipline in the vehicle at all times.

To maintain the safe and secure conditions for all pupils transported on school owned or contracted school vehicles, the Board may use devices to monitor and/or observe pupil behavior, teacher and support staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques. The device may be a sound video camera, a voice monitoring device or other appropriate devices. Each school vehicle will have a sign clearly posted in the school vehicle stating that:

“Video And/Or Audio Monitoring Devices Are Used On School Owned And Contracted Vehicles And This Vehicle May Be Monitored At Any Time.”

The recording may be used in pupil and staff discipline matters, driver evaluations or for driver discipline or training. Notice of this policy will be provided to parent(s) or legal guardian(s) and all transportation personnel each year in staff, pupil and/or parent handbooks.

**NURSE**

The nurse’s/health office is located in building #4 (Cade) at the Gloucester Twp. Campus.

1. When an accident occurs, it must be reported at once to the teacher in charge, who will refer it to the school nurse and any other necessary authorities or medical personnel.
2. Students must have a pass/hallway passport to go to the nurse’s office.
3. Scoliosis screening is done every other year to check for abnormal curving of the spine. This is a New Jersey State law. A student who does not want this done must submit a written note from his/her parents/guardians to the school nurse. The note must state they do not want their
child screened. The nurse will include this with the student’s health record.

4. All students participating in athletics are required to have a physical examination. Students are encouraged to have the physical exam performed by their home physician who will complete the approved school form. If a student does not have a home physician, the school’s doctor will perform the physical exam.

5. The school nurse will screen students yearly for vision, blood pressure, height and weight. Hearing will be tested in the eleventh grade.

6. Mantoux - TB testing will be done each year by the school nurse on all students who have transferred to the district from a high risk area designated by the New Jersey Department of Health. This is a New Jersey State law (18A:40-16).

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

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

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

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

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

Any time it is necessary for a student to leave his/her classroom or program area, he/she must obtain a pass from the teacher. Upon return, the student must give the pass to the teacher. Students are not permitted to wander aimlessly about the school. Normally, passes are only issued to the following offices: school nurse, child study team, school counseling, library/IMC, parent/school liaison coordinator, cooperative education coordinator, assistant principals, and principal. Students must present their pass as well as their ID card to the teacher or staff member. The instructor will complete the passport enabling the student to leave class and report to the appropriate office or student activity.

MEDIATION/CONFLICT RESOLUTION

Mediation at the Gloucester Township Campus helps students resolve conflict without resorting to physical violence. Mediation can and should occur in cases involving social issues. Students can request mediation through a teacher, School Advisory Council (SAC,) Child Study Team, or an Assistant Principal. Mediation Form and submit it to the high school APO in building #4 at GTC. The Peer Mediation program has proven to be highly effective in working with students at the high school level both in teaching good communication skills and as a non-violent method to resolving conflict.

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

PHYSICAL EDUCATION AND HEALTH

All students are required by state law [6:8-7.1 (c) li (5)] to take and pass Physical Education and Health. A doctor’s note is required for any extended or permanent excuse from physical education. Details regarding gym attire, procedures and use of facilities will be explained by the physical education instructor. Jewelry is prohibited in physical education class. Electronic devices are also prohibited in all Physical Education/Health classes. At GTC all students are required to purchase and use a lock for PE class.

All students are required to take one marking period of dance by their junior year. Dance is a separate grade and MUST be passed in order to graduate.

PROJECT CHILD FIND

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

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

GRADES

The final grade for students in grades 9-12 are to be determined using this formula:

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
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<tbody>
<tr>
<td>Percentage Weight</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
<td>25%</td>
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</table>

FINAL GRADE

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

The number grade spread is as follows for all class work, assessments, progress report, and report card grades:

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

Report Cards

The minimum grade for a marking period will be an average of 50. A teacher may record a grade lower than 50 for the marking period average if the following criteria are met in advance:

- Principal approval
- School Counseling Office/CST approval
- Parent notified in writing and an attempted parent meeting

Progress Reports

- If a grade of “F” appears imminent for the marking period after the required midpoint parent notification, the teacher shall prepare due notification to student, parent/guardian and school counselor/CST case manager at any time up to the marking period closure.
- If a teacher fails to notify a parent/guardian and student before five days before the marking period ends, the grade shall become an “I.” “I” grades shall be changed to reflect any tests made up, homework or projects delayed, etc. within 15 days the
reported “I.” The grade given shall be reported to the student, parent/legal guardian, counselor, and if applicable, child study team case worker.

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

The marking period averages lead up to a final average for the year.

**MARKING PERIOD AND PROGRESS REPORT DATES 2019-2020**

<table>
<thead>
<tr>
<th>MP</th>
<th>Marking Period Ends</th>
<th>Grades Due</th>
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<tbody>
<tr>
<td>1</td>
<td>November 15, 2019</td>
<td>November 21, 2019</td>
</tr>
<tr>
<td>2</td>
<td>February 3, 2020</td>
<td>February 8, 2020</td>
</tr>
<tr>
<td>3</td>
<td>April 9, 2020</td>
<td>April 20, 2020</td>
</tr>
<tr>
<td>4</td>
<td>June 18, 2020</td>
<td>June 19, 2020</td>
</tr>
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**Progress Report Dates**

<table>
<thead>
<tr>
<th>MP</th>
<th>Start Date</th>
<th>End Date</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>October 7, 2019</td>
<td>October 11, 2019</td>
</tr>
<tr>
<td>2</td>
<td>December 13, 2019</td>
<td>December 18, 2019</td>
</tr>
<tr>
<td>3</td>
<td>March 6, 2020</td>
<td>March 12, 2020</td>
</tr>
<tr>
<td>4</td>
<td>May 15, 2020</td>
<td>May 20, 2020</td>
</tr>
</tbody>
</table>

(ALL DATES ARE SUBJECT TO CHANGE)

**SAFETY**

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

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

**SCHOOL COLORS**

Gloucester Township school colors are: blue, gold, and white. The mascot is the Warrior. See “uniform attire” section of this handbook for more information regarding uniform, colors and requirements.
SECTION 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides: “No otherwise qualified individual with a disability in the United States….shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance…..” For more information, contact Mr. Leo Lampman, at 856-767-7000, Ext. 5301.

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

SEXTING

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

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

SEXUAL HARASSMENT

Under federal law, state statutes and Board of Education policy (File Code: 5751) prohibits sexual harassment by employees or students. The Board of Education and the Administration will not condone or tolerate sexual harassment in any form, at the work place or on the school premises. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a nature which constitutes harassment. Mrs. Kathleen Cassidy, district Affirmative Action Officer, can be reached at 767-7000, ext. 5438.

STAR STUDENT ACHIEVER (SSA)

The Star Student Achiever program rewards students every marking period for meeting certain responsibilities/goals for 5 points of the star. These points are: Attendance, Attitude, Academics, Activities/Sports/Community Service, and Accountability. Students can earn a gold, silver or bronze star each marking period depending on the goals they met. At the end of the school
year, students are awarded with a final award based on the all-around majority of marking period awards they have earned. Activities awarded for the students in the program include an in-school movie presentation or a bowling/luncheon social event.

**SUPPORT SERVICES**

CCTS maintains child study team support (CST) services inclusive of a school psychologist, a learning disabilities teacher/consultant, and a school social worker to assist students who may experience academic and/or social/emotional concerns that affect their success. A parent, teacher or student may request services through the school counseling or child study team offices.

CCTS maintains an Intervention and Referral Service team (I&RS). CCTS has established and implemented a coordinated system in each school building for the planning and delivery of intervention and referral services that are designed to assist staff in addressing students’ learning, behavior, or health needs. A parent, staff member or student can request services through the school counseling office.

**USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD) (5516)**

*(The entire current policy and regulation is posted on the CCTS website.)*

"Electronic communication" means a communication that is transmitted by means of a personal electronic device that takes place on school property, at any school-sponsored function or on a school bus.

Personal electronic devices may include portable computing devices such as laptops, Netbooks, tablets, computers, mobile phones, iPods/iPads/MP3 players, wireless devices, digital cameras, e-readers, and any other new personal electronic devices as they become available. Personal electronic devices may be used before school, during pupil lunch periods, and after school. Personal electronic device use is a privilege and may be extended to staff and pupils at other times solely at the discretion of the Building Principal. Personal electronic devices may never be used during class time unless special permission has been granted by the Principal. Cell phones must be turned off or silenced during class time. Calculators that are issued by the school may be used at the discretion of the teacher.

The district recognizes that whether pupils have their own personal electronic devices is a family decision. In order to address equity issues, the district will provide access to pupils who do not own a personal electronic device in circumstances when their use is required for instructional purposes during the school day.

Pagers are not permitted at any time by pupils except for pupils who are duly registered rescue workers, volunteer firemen or perform some homeland security function.
The school telephone system is for the sole use of staff; however, with verbal permission from an employee of the Board, the telephone system may be used by a pupil.

The Board does not encourage the use of personal electronic devices owned by staff or pupils in school(s); however, the Board recognizes that in today’s world, these devices are carried by employees and pupils. All employees and pupils are reminded and given notice that personal electronic devices are brought in at one’s risk and discretion; hence, the Board takes no liability for lost, stolen, broken, or destroyed personal electronic devices. The Board only assumes liability for personal electronic devices confiscated by the Principal/Assistant Principal. The Board reminds Principals/Assistant Principals of the procedures noted below to insure safe, locked and secure storage until the personal electronic device is presented to the pupil, to the police, or to parents/guardians who shall sign off that it was returned.

Use of District Wireless Network:

• Users may bring personal electronic devices into the district to access the district public wireless system for the use of filtered Internet access only. Such filtered access will be consistent with that available when using a district-owned device. Bypassing or attempting to bypass this network through proxies, tethering, or other means is prohibited.

• File, print, and application services will not be available on the district public wireless system. Personal electronic devices may be connected with a district-owned piece of equipment (i.e. LCD projector or SMART Board) for instructional purposes only and under the direction of a district staff member.

• Any means of connecting to the district’s LAN other than wireless public access is prohibited on any personal electronic device.

• Users connecting to district systems, even those with a personal electronic device, should have no expectation of privacy. The district may review and monitor accounts, without notice, to ensure responsible technology use and maintain system integrity.

• There are no guarantees with regards to the availability or quality of Internet service for personal electronic devices.

• Users will be responsible for all the content stored on personal electronic devices.

• Users will be responsible for all the activity that takes place on their personal electronic devices.

• Users will accept responsibility for ensuring the protection of confidential staff or pupil data accessed from personal electronic devices.

• Users found to be in violation of district policies using a personal electronic device will be subject to consequences, including disciplinary action, exclusion of the device from the district, or criminal prosecution.
• Configuration of personal electronic devices to connect to the district public wireless system is the sole responsibility of the owner. Any involvement of the district’s IT staff is as a courtesy only and therefore the IT staff or district will not be liable for any damage, data loss or failure of the device.

Personal electronic devices may be used if the following conditions are met:

• The mobile number, for pupils, must be registered in a database — the means by which this registration shall take place shall be determined by the Principal annually and shall be made known to parents/guardians, pupils and staff. If a mobile number is changed, it is the parent/guardian’s or pupil’s responsibility to notify the school. The Principal shall devise a way to have this change/update recorded.

• Pupil personal electronic devices shall not be used during instructional time from the moment the bell rings to signal the beginning of class. A teacher may ask that personal electronic devices be used but only for instructional purposes and if reflected in the lesson plans.

• Pupil personal electronic devices may be used for texting and voice after vacating classrooms and instructional spaces. If used, the pupil must honor the privacy of others with no loud conversation. No pupil shall be excused as late for class(es) due to personal electronic device use. Pupils shall be permitted to use personal electronic devices for voice/texts during lunch. Personal electronic devices shall not be used as cameras/videos (see below).

• Pupils may use a personal electronic device to text in the media centers/libraries unless this shall cause a disturbance. Personal electronic devices used for calls/cameras/video shall not be used in the IMC/ICC. The librarian/multi media specialist has the authority to prohibit use by any pupil if disturbances ensue.

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

Personal electronic device parameters are as follows:

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

• No teacher shall confiscate a personal electronic device. A teacher/staff member is to contact an Assistant Principal (either personally or by discipline report) when he/she sees a pupil misusing a personal electronic device during instructional time and as noted above. The Assistant Principal may confiscate the device. The Assistant Principal may
return the personal electronic device to the pupil or may hold the device for law officials or the parent-guardian to retrieve it. If any of the above reasons cause a personal electronic device to be confiscated, the Assistant Principals shall hold a personal electronic device in a locked secure setting.

- A personal electronic device shall not be used to photograph/video another pupil, faculty member, or incident unless written permission is granted by the pupil (if 18 years of age) or the pupil's guardian if the pupil is under 18 years of age, or staff in the photo/video. A personal electronic device shall never be used for photography/video in the gymnasium, locker rooms, lavatories or to take pictures/videos of pupils (willing or not) unless in full attire and permission is granted as noted previously.

- If any pupil is asked to end a call, to stop texting, or stop the use of their personal electronic device for any reason cited above or because he/she should be in class or he/she is causing a disturbance, then, in that case, the Assistant Principal has the authority to confiscate the phone and safely secure it for a police investigation or until the parents/guardians come to retrieve the device.

- The Assistant Principal has the discretion to return the personal electronic device to the pupil if the device was confiscated but no crime or suspected harassment took place. It shall be the Principal's prerogative to have the parent/guardian retrieves a confiscated personal electronic device.

- No bullying, harassment or discriminatory remarks, texts, photos, video, etc., shall ever be tolerated in person, by written note or by electronic communication.

- The privilege to use personal electronic devices as specified herein can be revoked by the Principal at any time for school safety and security; the Principal has sole authority to apply this privilege to a specific program or field trip, etc.

- The privilege to use personal electronic devices as specified herein can be revoked by the Principal at any time for any and all staff and pupils who willfully and continually violate(s) this policy. Continually shall be defined for this purpose as a verbal warning, a written warning and/or one discipline (administrative). The Principal only can return the privilege at his/her determination.

- After school activities use of personal electronic devices shall be the sole determination of the advisor, coach, teacher, staff member, etc., with permission from the Principal.

- All employees of the Camden County Technical Schools' Board of Education shall be trained on this policy to insure uniform compliance. All pupils shall be instructed on this policy. All parents/guardians shall be informed of this policy either by annual notice or by posting this policy on the district website. All teachers should spend time explaining the proper etiquette of personal electronic device use. All parents/guardians shall be made aware of the parameters within this policy.

This policy shall be posted on the district website immediately and shall go into effect immediately.
TITLE IX

Title IX of the Education Amendments of 1972 provides that no person shall be excluded from participation in or be denied the benefits of the programs or activities of the Camden County Technical Schools on the basis of sex. For more information, contact Kathleen Cassidy, Title IX Officer, at 856-767-7000, Ext. 5438.

TRANSFERS

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

TRANSPORTATION

Bus transportation is provided by the local Boards of Education of sending districts. Bus passes must be secured at the place designated by your local Board of Education. They are not issued at CCTS. Parents are asked to call their local Board of Education for resolution of problems pertaining to buses. Each student must show a bus pass in order to ride on the bus. Safety is important in bus transportation. Students are expected to refrain from loud talking, smoking, getting out of seats, leaning out of windows, or other practices which endanger their own lives and the lives of others. Failure to comply with safety regulations will result in the loss of bus privileges and/or disciplinary action. Transportation for students playing sports and students participating in after school activities will be provided following school sponsored events by way of our activity buses. Students riding these buses may not be dropped off at their normal bus pick-up and drop-off locations because of the limited number of buses available. However, students will be dropped off within a reasonable distance from their homes. Only students who are eligible and actively participating in an approved school program are permitted to ride these buses.

UNIFORM ATTIRE

<table>
<thead>
<tr>
<th>Type of attire</th>
<th>Uniform attire requirements</th>
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<tbody>
<tr>
<td>Career Programs</td>
<td>Career program teachers will give their career attire requirements to the students as applicable.</td>
</tr>
<tr>
<td>Footwear</td>
<td>Shoes, sandals, sneakers or other appropriate footwear must be worn at all times.</td>
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<td></td>
<td>NO FLIP FLOPS, SLIDES, OR SLIPPERS ARE PERMITTED.</td>
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<tr>
<td><strong>Head Wear</strong></td>
<td>No type of head covering (this includes but is not limited to hats, caps, scarves, bandannas, and wave caps) may be worn between 7:15 a.m. and 2:30 p.m. Hats must be out of sight in students' lockers or book bags from 7:39 a.m. to 2:30 p.m. Hair bands less than 2” in width may be worn.</td>
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</table>
| **Hoodies, Sweatshirts, and Sweaters** | Hoodies, sweatshirts, and sweaters may be worn over the mandatory powder blue polo style shirt and must be solid royal blue with no writing or emblems on them. 
School approved CCTS clothing items such as approved royal blue career program hoodies and royal blue CCTS athletic apparel may also be worn over the mandatory powder blue uniform shirt. 
Non – royal blue CCTS Career and Athletic apparel may be worn on Warrior Wear Fridays, but a powder blue collar shirt must be worn. |
| **Outerwear (coats/jackets)** | Students may wear their outside jackets during class changes and when outside at the end of their lunch period. 
**Outerwear may not be worn in classrooms.** |
| **Pants** | **Solid black pants with front and back pockets** (frayed, ripped, distressed, faded, or low riding pants are unacceptable). Pants must be worn on or above the hip. Shirt and pants must overlap at all times, including while seated. 
**Sweatpants, stretch pants, joggers, and sleepwear are unacceptable.** |
| **Shirts** | A short sleeve or long sleeve powder blue polo style shirt (**shirt with a collar**) that is the **exact color** as the shirts sold in the school store is mandatory. 
**Exception:** A plain powder blue Oxford style, collared, button down shirt may be worn in place of the school polo style shirt, provided it is buttoned at all times. 
Denim style shirts are not permitted. |
Shirts and Pants underneath the uniform

Camisoles, tank tops, and t-shirts may be worn underneath the approved uniform shirt. Long sleeve shirts and stretch pants worn under the approved uniform must be solid black or solid white.

Shorts, Skirts, and Capri Pants

Must be solid black.

Athletic shorts and gym shorts are not permitted.

Shorts and skirts must be knee length (short shorts or short skirts are not permitted even when worn with leggings underneath).

<table>
<thead>
<tr>
<th>Physical Education Uniform Requirements</th>
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<tbody>
<tr>
<td>Pants</td>
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<td>Shirts</td>
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<tr>
<td>Shorts</td>
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<tr>
<td>Sweatshirts and Hoodies</td>
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</tbody>
</table>

CAREER PROGRAM ATTIRE

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

CCTS Dress Down Day - Procedures and Rules

All students must purchase a wristband to be worn on Dress Down Day. Students must wear the wristband and it must be visible on Dress Down Day. Students not wearing the wristband must be in proper uniform.

The following are NOT appropriate:

<table>
<thead>
<tr>
<th>Revealing clothing</th>
<th>Beach attire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweatpants, yoga pants or stretch pants</td>
<td>Mini skirts</td>
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<tr>
<td>Hats</td>
<td>Extremely low hip-huggers</td>
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<tr>
<td>Flip Flops/Slides</td>
<td>Tank tops</td>
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<tr>
<td>Excessively tight or revealing clothing</td>
<td>Sheer blouses</td>
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<tr>
<td>Transparent clothing</td>
<td>Clothing with obscene vocabulary</td>
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<tr>
<td>Bare midriffs</td>
<td>Inappropriate images</td>
</tr>
<tr>
<td>Bare sides</td>
<td>Gang affiliation</td>
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<tr>
<td>Thermal underwear</td>
<td>Double-meaning slogans</td>
</tr>
<tr>
<td>Pajamas or pajama-like clothing</td>
<td>Sunglasses</td>
</tr>
</tbody>
</table>
Students **must** wear their ID cards. Failure to follow these rules may result in disciplinary action.

**WE TIP HOTLINE**  
1-800-78-CRIME

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

**YOUTH HELPLINE OF NJ**

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