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# Passaic County Vocational School District

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## Student and Parent Handbook

**PASSAIC COUNTY TECHNICAL VOCATIONAL SCHOOLS  
BOARD OF EDUCATION**

Albert A. Alexander	President
Damaris M. Solomon	Vice President
Michael Coscia	Commissioner
Glenn L. Brown	Commissioner
Mae Remer	Board Secretary

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John Maiello	Assistant Superintendent
Richard Giglio	Business Administrator
Ted Szczawinski	Director of Curriculum
Javier Rabelo	Director of STEM
Nick Bucci	Director of Pupil Personnel Services
John DePalma	Director of Continuing Education
Michelle Rizzo	Director of Special Services
Nic Nese	Director of Athletics

**DISTRICT ADMINISTRATION**

Boaz Laor	Supervisor of Testing/Research
Betty Schulte	Supervisor of Admissions
Jen Turi	Supervisor of State & Federal Programs

**PCTI ADMINISTRATION**

Antonio L. Garcia	Principal
Kenneth McDaniel	Assistant Principal for Class of 2021
Jeannie Holman	Assistant Principal for Class of 2022
Joseph Sabbath	Assistant Principal for Class of 2023
Jerry Castaneda	Assistant Principal for Class of 2024
Alaa Abdelaziz	Supervisor of Instruction
Darrlyn Alexander	Supervisor of Instruction
Mark Cacace	Supervisor of Instruction
Michael Coscia,	Supervisor of Instruction
Catiana Valik,	Supervisor of Instruction
Mohamed Khairullah,	Supervisor of Instruction
Maureen Wacha,	Supervisor of Instruction

**DIANA C. LOBOSCO STEM ACADEMY ADMINISTRATION**

Joaquim W. Johnson	Principal
Salvatore Gambino	Assistant Principal
Tracy Espiritu	Supervisor of Student Research
Scott Cumberbatch	Supervisor of Instruction
Kimberly Salma	Supervisor of Instruction

**DISTRICT TELEPHONE DIRECTORY**

Chief School Administrator	(973) 389-4201
PCTI Principal	(973) 389-4259
STEM Principal	(973) 389-4227
Adult/Continuing Education	(973) 389-4101
Athletics	(973) 389-4106
Attendance Office	(973) 389-4223/4148
PCTI Discipline Office	(973) 389-4221
Guidance Office	(973) 389-4230
PCTI Nurse's Office	(973) 389-4225/4145
STEM Academy Nurse's Office	(973) 389-2235
PCTVS Parent Liaison	(973) 389-4275
School to Careers	(973) 389-4112
Special Needs	(973) 389-4197
Student Activities	(973) 389-7200

For Operator Assistance call (973) 790-6000

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*PCTI BELL SCHEDULE*

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PERIOD	TIME	MINUTES
1	8:10 - 8:56	46
2	9:01 - 9:41	40
3	9:46 - 10:26	40
4	10:31 - 11:11	40
5	11:16 - 11:56	40
6	12:01 - 12:41	40
7	12:46 - 1:26	40
8	1:31 - 2:11	40
9	2:16 - 2:56	40

**LUNCH SCHEDULE**

Period 3B	10:06 -10:26
Period 4A	10:31 -10:51
Period 4B	10:51 -11:11
Period 5A	11:16 -11:36
Period 5B	11:36 -11:56
Period 6A	12:01 -12:21
Period 6B	12:21 -12:41
Period 7A	12:46 -1:06

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*DCL STEM BELL SCHEDULE*

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PERIOD	TIME	MINUTES
1	8:10 - 9:16	66
2	9:20 - 10:24	64
3	10:28 - 11:32	64
4	11:36 - 12:40	64
5	12:44 - 1:48	64
6	1:52 - 2:56	64

**LUNCH SCHEDULE**

Period 3.1	10:26 -10:58
Period 3.2	10:58 - 11:30
Period 4.1	1:35 - 12:07
Period 4.2	12:07 - 12:39
Period 5.1	12:44 - 1:16

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## **ACCEPTABLE USE OF COMPUTER NETWORK/COMPUTERS AND RESOURCES**

Pupils are responsible for good behavior on computer networks/computers just as they are in a classroom or a school hallway. Communications on the computer network/computers are often public in nature. Policies and Regulations governing behavior and communications apply. The school district's networks, Internet access and computers are provided for pupils to conduct research and communicate with others. Access to computer network services/computers is given to pupils who agree to act in a considerate and responsible manner. Parent permission is required.

Network access is a privilege, not a right. Access entails responsibility. Individual users of the district computer network/computers are responsible for their behavior and communications over the computer network/computers. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for the actions of individuals utilizing the computer network/computers who violate the policies and regulations of the Board.

Computer network/computer storage areas shall be treated in the same manner as other school storage facilities. Computer network/computer administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger pupils will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media. Behavior including but not limited to the following are prohibited:

- Sending or displaying offensive messages or pictures;
- Using obscene language and/or accessing visual depictions that are obscene as defined in section 1460 of Title 18, United States Code;
- Using or accessing visual depictions that are child pornography, as defined in section 2256 of Title 18, United States Code;
- Using or accessing visual depictions that are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
- Depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- Harassing, insulting or attacking others;
- Damaging computers, computer systems or computer network/computers;
- Violating copyright laws;
- Using another's password;
- Trespassing in another's folders, work or files;
- Intentionally wasting limited resources;
- Employing the network/computers for commercial purposes; and/or
- Engaging in other activities that do not advance the educational purposes for which computer network/computers are provided.

### **Information Content and Uses Of The System**

Users agree not to publish on or over the system any information which violates or infringes upon the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which, without the approval of the system administrators, contains any advertising or any solicitation of other members to use goods or services. The user agrees not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity, which is prohibited by law.

Because the school district provides, through connection to the Internet, access to other computer systems around the world, pupils and their parent(s) or legal guardian(s) understand that the Board and system administrators have no control over content. While most of the content available on the Internet is innocuous and much of it a valuable educational resource, some objectionable material exists. The Board will provide pupil access to Internet resources only in supervised environments and has taken steps to lock out objectionable areas to the extent possible, but potential dangers remain. Pupils and their parent(s) or legal guardian(s) are advised that some systems may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. The Board and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parent(s) or legal guardian(s) having

accounts on the system should be aware of the existence of such materials and monitor home usage of the school district computer network. Pupils knowingly bringing such materials into the school environment will be disciplined in accordance with Board policies and regulations and such activities may result in termination of such pupil's accounts on the computer network and their independent use of computers.

#### **On-Line Conduct**

Any action by a pupil or other user of the school district's computer network/computers that is determined by a system administrator to constitute an inappropriate use of computer network/computers resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in limitation on or termination of an offending member's account and other action in compliance with the Board policy and regulation. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material; nor shall a user encourage the use, sale, or distribution of controlled substances. Transmission of material, information or software in violation of any local, state or federal law is also prohibited and is a breach of the Consent and Waiver Agreement.

Users and their parent(s) or legal guardian(s) specifically agree to indemnify the Passaic County Technical Vocational School District and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the Board relating to, or arising out of any breach of this section by the user. Computer network/computer resources are to be used by the user for his/her educational use only; commercial uses are strictly prohibited.

#### **Software Libraries On The Network**

Software libraries on the network are provided to pupils as an educational resource. No pupil may install, upload, or download software without the expressed consent of the system administrator. The system administrators, at their sole discretion, reserve the rights to refuse posting of files and to remove files. The system administrators, at their sole discretion, further reserve the right to immediately limit usage or terminate the account or take other action consistent with the Board's policies and regulations of a member who misuses the software libraries.

#### **Real-Time, Interactive, Communication Areas**

The system administrators, at their sole discretion, reserve the right to monitor and immediately limit the use of the computer network/computers or terminate the account of a member who misuses real-time conference features (talk/chat/Internet relay chat).

#### **Email**

All messages sent and received on the school district computer network must have an educational purpose and are subject to review. The Board reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any E-mail transmitted on the school district computer networks or computers.

#### **Security**

- Security on any computer system is a high priority, especially when the system involves many users. Passwords to the system should not be easily guessable by others, nor should they be words, which could be found in a dictionary. Students should immediately notify a system administrator if a password is lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Any student identified as a security risk will have limitations placed on usage of the computer network/computers or may be terminated as a user and be subject to other disciplinary action.

#### **Vandalism**

- Vandalism will result in cancellation of system privileges and other disciplinary measures in compliance with the District's discipline code. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other network/computers that are connected to the Internet backbone or of doing intentional damage to hardware or software on the system.

#### **Printing**

- The printing facilities of the computer network/computers should be used judiciously. Printing for other than educational purposes is prohibited.

#### **Violations**

- Violations of the Acceptable Use of Computer Network/Computers and Resources may result in a loss of access as well as other disciplinary or legal action. Disciplinary action shall be taken as indicated in Policy and Regulation No. 2361, Acceptable Use of Computer Network/Computers and Resources, No. 5600, Pupil Discipline, No. 5610, Suspension and No. 5620, Expulsion as well as possible legal action and reports to

the legal authorities and entities.

#### **Determination Of Consequences For Violations**

- The particular consequences for violations of this policy shall be determined by the Technology Department Manager in matters relating to the use of computer networks/computers and by the Principal in matters of school suspension. The Superintendent or designee and the Board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Individuals violating this policy shall be subject to the consequences as indicated in Regulation No. 2361 and other appropriate discipline, which includes but are not limited to:

- Use of Computer Network/Computers only under direct supervision;
- Suspension of network privileges;
- Revocation of network privileges;
- Suspension of computer privileges;
- Revocation of computer privileges;
- Suspension from school;
- Expulsion from school; and/or legal action and prosecution by the authorities.

#### **ADVANCED PLACEMENT COURSES**

All students enrolled in any Advanced Placement course offered by the district are required to take the course's Advanced Placement exam. The Advanced Placement exams are taken in order to gain college credit or advanced placement at the college level.

Students enrolled in Advanced Placement classes who do not take the Advanced Placement exam for the course will only be awarded General weighting (see Regulation 2624).

#### **Advanced Placement Test Fee Program**

The Advanced Placement Test Fee (APTF) program is a federal grant program that enables states to pay part or all of the costs of advanced placement test fees for students who are enrolled in an advanced placement class and qualify as low-income students who are enrolled in an advanced placement course and plan to take an advanced placement test. The program is designed to increase the number of low-income students who take advanced placement tests and receive scores for which college academic credit is awarded. Any student who takes an Advanced Placement Test without being enrolled in an Advanced Placement class is not eligible for financial support.

For the purposes of this policy, "low-income" shall be defined as an individual who is determined to be a child, age 5 through 19, from a low-income family, based on eligibility for free or reduced-price lunches under the National School Lunch Act.

Awards may be used only to support advanced placement test fees for low-income students. Fees for the College Board Advanced Placement (AP), International Baccalaureate (IB) or Cambridge International (CI) tests taken by low-income students are covered.

The NJ Department of Education may use its APTF grant to pay a portion of the exam fee for low-income students, contingent upon receipt of a supplemental federal grant award.

As a district participating in the APTF program, the Board of Education shall provide each student taking the Advanced Placement test the same dollar reimbursement amount. This dollar amount shall be calculated annually according to the directions posted on the NJDOE website under Advanced Placement Test Fee Program.

When the portion of the AP exam fee is determined for eligible (free and reduced lunch students) and non-eligible students, the Guidance Department shall notify students and their parents of the amount of fee which is their responsibility.

Should a particular student not take the examination after qualifying to do so, and paying the required fee, the Guidance Department shall be responsible for both securing and returning such funds to the student and/or his/her parents/guardians.

Parents/guardians shall be notified of the AP Test Fee Program, through printed materials sent home with the AP students, as well as other communications methods, as determined by the administration, informing them of the

required per exam fee for each exam taken.

The district will not be responsible for any fees for Advanced Placement exams when the Advanced Placement course is not offered by the district. These fees will be the sole responsibility of the student.

#### **AFFIRMATIVE ACTION/SEXUAL HARASSMENT**

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the person's gender. Whenever such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with school performance or creating an intimidating, hostile, or offensive learning environment, the student shall have cause for complaint. Any student, who believes that he or she is a victim of sexual harassment by another student or a school employee, must notify an administrator, faculty member, or counselor. All reports of harassment will be submitted to the Sexual Harassment Officer. The Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affection or sexual orientation or sex, social or economic status, or disability. Disciplinary consequences will be imposed as per the district's policies and discipline codes.

**Sexual Harassment Officers:**  
[Mr. Nick Bucci](#) (973) 389-4230  
[Ms. Michele Rizzo](#) (973) 389-4197

#### **AFTER SCHOOL ACADEMIC ASSISTANCE**

PCTVS provides an after-school Academic Assistance program Monday and Wednesday at 3:15 pm. Registration for the program is completed by the Guidance Department via a permission slip endorsed by parents or guardians. Transportation home is provided for all participants.

#### **ALCOHOL AND DRUGS**

The drinking, use, or possession of any alcoholic beverage or controlled, dangerous substances (drugs) in the school or on the school grounds is prohibited by borough ordinance (#824), NJ Statutes, and Board of Education Policy #5530. Any student who drinks, uses, or possesses alcoholic beverages or controlled dangerous substances, or who is under the influence while on school property or at any school-related activity, shall be subject to suspension from school and a mandatory substance screen will be required. A parent/guardian conference will be required before reinstatement to school. Additional violations shall be subject to further suspension and possible recommendation to the board of education for expulsion. A report may also be made to the police department.

Pursuant to State law, students who are suspected of being under the influence of alcohol or drugs will be reported immediately to an administrator. The school nurse will be immediately informed and will conduct a preliminary physical examination. An administrator shall notify the parent/guardian and arrange for an immediate examination by a doctor. PCTVS will assume the cost of such examination if the school's selected provider is used. If the doctor is selected by the parent/guardian, the parent/guardian will assume the cost of such examination. If no doctor is available, the student shall be taken to the emergency room of the nearest hospital or medical out-patient facility for examination accompanied by the parent/guardian, if available, or an administrator. The pupil shall be examined and tested as soon as possible for the purpose of diagnosing whether or not the pupil is under such influence. The Commissioner of Education has stated that administrators do not have the discretion to investigate a referral to validate the observations made by the referring staff member or the reasonableness of the staff member's conclusions. Administrators who have students referred to them for possible drug or alcohol use, must in every instance have them tested for alcohol and/or drugs and have them medically examined. Further action, including a report to the police, will be taken as outlined in Chapter 387, Laws of 1988, State of New Jersey, and the board's Drug-Free School Zone Policy.

No student found to be under the influence of alcohol or drugs shall be returned to school until she/he has submitted a doctor's report certifying that the student is physically and mentally able to return. Any student who sells, or offers for sale, alcohol, drugs, or any controlled, dangerous substance on school property shall be reported to the police and charges will be filed by the principal or his/her designee. Suspension shall be immediate, and a recommendation shall be made to the board of education for expulsion from school.

#### **ANTI-GANG ACTIVITY**

The presence of members of gang associations and gang association activities on campus or at off-campus, school-sponsored activities is likely to cause a substantial disruption or material interference with school and school activities. A "gang" is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

The following activities are prohibited at school or at school-related activities:

- No student shall wear or display clothing or other objects that are commonly considered evidence of membership or affiliation with any gang.
- No student shall commit any act, or use any speech, verbal or nonverbal, showing membership in, or affiliation with, a gang.
- No student shall commit any act that furthers gangs or gang activity including, but not limited to, wearing garb or displaying symbols directly associated with affiliation with a known local gang, soliciting others for membership in any gangs or inciting other students to act with physical violence upon any other person. Such acts are presumed to undermine the school's basic mission and will create an immediate danger to the orderly operation of the school.

#### ATHLETIC ELIGIBILITY/PARTICIPATION GUIDELINES

To participate in any athletic competition students must be present for a minimum of four school hours. Students assigned to ISS or OSS are not eligible to participate in practices or competitions until the assigned ISS or OSS is fulfilled. Participation in athletic competition is a privilege and may be revoked due to egregious behavior, poor attendance, or poor academic performance.

According to NJSIAA regulations, to be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must:

- Have passed 30 credits of the 120 required by the State of New Jersey for graduation during the immediately preceding academic year.

To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must:

- Have passed the equivalent of 15 credits of the 120 required by New Jersey for graduation Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

#### ATHLETIC INSURANCE

PCTVS provides insurance to help cover accidental injury to students while participating in interscholastic athletics. Coverage is also provided for cheerleaders and those who perform with the marching band. This coverage, paid for by the board of education, provides payments on an excess basis only. This means that only that portion of the hospital and surgical expenses not covered by other insurance will be covered by this plan, up to policy limits. Other benefits are provided on a primary or non-excess basis.

#### ATTENDANCE

To participate in any athletic competition or extra-curricular activity or event, students must be present for a minimum of four school hours. Students assigned to ISS or OSS are not eligible to participate in practices or competitions until the assigned ISS or OSS is fulfilled. Participation in athletic competition or an extra-curricular activity or event is a privilege and may be revoked due to egregious behavior, poor attendance, or poor academic performance.

“Attendance” is a pupil's presence in school and in the classroom/room, or participation in daily instructional activities delivered remotely, to which he/she is assigned at the times scheduled for instruction or other school activities.

- A pupil will be considered to have attended school for the school day if he/she has been present at least four hours during the school day, or has participated in the Remote Learning Activities under the guidelines set forth in the Remote Learning Continuity Plan. However, the student will be counted as absent for any scheduled classes the student misses.
- A pupil not present in school because of his/her participation in an approved school activity (such as a field trip, meeting, cooperative education assignment, or athletic competition) will be in attendance.

*What are excused absences from classes and/or the school day?*

- A verified, authentic physician-documented illness
- Death of an immediate family (mother, father, guardian, sibling)
- Proof of interview with an admissions officer at an institution of higher education
- State approved religious observances
- Required attendance at a CST, Guidance, SAC meeting or an EP service appointment
- Suspension from school (ISS or OSS)
- Proof of a court-ordered appearance
- Proof of examination for a driver's license

- Necessary medical appointments during school hours.
- Participation in on-site college presentations or registrations at PCTVS
- CTE trips, competition, or extended curricular activities
- Student activity related competitions
- Proof of visiting a college or university during a scheduled school day

*What are **unexcused** absences from classes and/or the school day?*

- A non-verifiable doctor's visit or emergency medical appointment
- A non-verifiable interview with an admissions officer of an institution of higher education
- A non-verifiable examination for a driver's license
- A non-verifiable court appearance
- A non-verifiable IEP meeting or service appointment
- A non-verifiable Guidance, SAC, CST, or IEP meeting
- Participation in a club meeting during the school day
- Classes missed after an early dismissal from school by a Nurse
- Early exit and late arrivals not covered under excused absences
- Cuts to any class

**Notice of a Pupil's Absence**

- In keeping with the Board of Education's policy regarding student attendance, the following warnings and notifications have been implemented:
- A daily automated telephone call to parent/guardian of an absent student via automatic telephone calling service.
  - Fifth (5th) absence: Parents notified via regular mail.
  - Tenth (10th) absence: Parent notified. Students under 17 will automatically be referred to their local Municipal Court for not regularly attending school (Title 18A:38-25). The Attendance Officer will request (via email or phone or letter) a conference with the parent and student. The Guidance Counselor will also be notified and be included in this meeting.
  - Fifteenth (15th) absence: Parent notified by the Attendance Officer. A mandatory in-school parent conference is required. The Attendance Officer will develop an attendance contract for the student. The Guidance Counselor is notified.
  - Eighteenth (18th) absence: Parents notified of the loss of credit for the school year. A conference with the parent and student.
- Students who exceed the maximum number of days absent without valid/approved documentation will lose credit for the year and may be placed in an alternate educational setting for all periods for the remainder of the school year. Without valid/approved documentation on file no appeals process will be granted. Students who have accumulated more than 18 days absent may also be referred for transfer to the home district.
- Students who exceed the maximum number of days absent will lose credit for the year. A letter will be sent to the parent informing that the child has been placed in "no credit" (NC) status.
- The parent will have five days from receipt of the letter to appeal the decision with evidence, e.g. verified, authentic medical notes, legal documentation, etc.
- No further appeals will be granted beyond this 5-day timeline; students may be placed in an alternate educational setting for the remainder of the school year as a result. Students that are 16 years of age or older may also be dropped from the rolls and referred for transfer to the home district.

**Readmission to School After an Absence**

- A pupil returning from a medical absence of any length must present a verified, authentic dated and signed document from a physician within ten (10) school days in order for the absence to be considered as "excused".
- A note explaining a pupil's absence for non-communicable illness for a period of more than five school days must be accompanied by a physician's statement of the pupil's illness.
- A pupil who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy No. 8451.

**Assignments during absences**

- A pupil who anticipates an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy No. 2412. The parent(s) or legal guardian(s) or adult pupil must request home instruction whenever a student will be absent for a period of 10 days or greater.

- Pupils absent for any reason are expected to make up the work missed. The pupil is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
- A pupil who missed a test because of an excused absence shall be offered an opportunity to take the test within two days of his/her return to school.
- If the make-up work or test is not handed in within five days, the teacher shall notify the pupil's parent(s) or legal guardian(s). An extension may be granted, if extenuating circumstances exist and the pupil shows initiative in seeking to complete the work, with the approval of the Principal. If there is a disagreement with regard to the definition of extenuating circumstances, the Principal shall have the final decision.
- Students on Home Instruction for an extended period of time will receive an Incomplete (I) for all coursework until such time as the teacher(s) can assess the student's work and an appropriate determination of a grade can be made.

#### **Denial of Course Credit**

- The teacher will determine the credit to be awarded a pupil for make-up work, subject to the rules set forth in this section. Where class participation is a factor in the learning process, the teacher may consider a pupil's absences in determining a final grade, except that absences for the observance of a pupil's religious holiday or for a suspension from school cannot adversely affect the pupil's grade. The teacher may record an incomplete grade, in accordance with Regulation No. 2624, for a pupil who has not had full opportunity to make up missed work.
- A student will be denied course credit when he/she has accumulated nine (9) or more unexcused absences of the class sessions for a half-year course and eighteen (18) or more unexcused absences from class sessions for a full-year course. Absences for the observance of religious holidays and absences caused by a pupil's suspension will not count toward the total.

Pupils may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth in Policy No. 2430.

- Pupils may be denied participation in athletic competitions or student activity competitions/events if their attendance fails to meet the standards set forth in Board Policy No. 2431.
- No pupil who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award.

#### **Appeal**

- The parent(s)/guardian shall file a written appeal to the Assistant Principal within five school days of receiving notice of the action. The appeal should state the reasons for admitted absences, documentation that would reduce the number of absences, and reasons why the pupil should continue to be enrolled in the course and/or receive course credit.
- The Assistant Principal will schedule an appeal conference no later than seven working days after receiving the pupil's appeal.
- If the parent(s)/guardian is not satisfied, he/she may submit a written request to the Principal for consideration by an Attendance Review Committee.

#### **CLASS RANK**

Class rank is computed for all students at the end of each semester.

#### **CUSTODIAL RIGHTS**

The law establishes the presumption that both parents share equally in the care and responsibility of their children, N.J.S.A. 9:2-4. The high school administration is justified in presuming, therefore, in the absence of notice to the contrary, that each natural or adoptive parent of a child has equal rights and responsibilities. We cannot presume as school officials that one parent or the other has been granted custody or that another custodial arrangement forecloses the rights of the non-custodial parent. We require that the parent who has assumed sole custody of the child bear the burden of rebutting the assumption established above. Please bring this information to the attention of the Principal's office with all necessary supporting documentation as soon as possible.

#### **CUTS TO CLASS**

Every student is expected to attend all of his/her classes every day of the school year. One cannot expect to learn the material and get satisfactory grades unless she/he attends class on a regular basis and concentrates on all school-work. PCTVS does not permit or condone class "cuts". A "cut" is defined as an unexcused absence based upon a pupil's decision not to attend a full class session without prior administrative approval. Students will be issued at least one day of After School Detention (ASD) for each cut.

In addition to receiving After School Detention (ASD), cutting a class or being truant from school will result in a “zero” for any work assigned or due that day. If it is determined that a student cut a class when a test was given, the student will receive a zero on the test and will not be allowed to make up the work. Excessive cutting will result in removal from class. Other disciplinary consequences may be imposed at the discretion of the administration.

PCTVS will consider any unauthorized or unexcused absence of 20 minutes or more during an assigned class period as being a cut. It is considered to be a deliberate action on the part of the student to avoid his/her scheduled responsibilities. Each student will be held fully responsible for his/her attendance. A student who has cut a class/shop four (4) times will not receive credit for that course and must complete a 120-hour make-up course to qualify for course credit.

NOTE: A half-year course will have a maximum of two (2) cuts prior to the loss of credit for the course. Physical Education will have a maximum of three cuts and Health/Driver’s Education courses will have a maximum of two cuts prior to loss of credit.

The following procedures will be followed regarding cuts:

**First Cut**

- Parent notification
- One Day ASD

**Second Cut**

- Parent notification
- One Day ASD
- Counselor notified

**Third Cut**

- Parent conference
- Notification sent home to parent indicating the possible loss of credit if one more cut is accrued.
- Two Days ASD
- Counselor notified

**Fourth Cut**

- Parent conference
- Student is issued Loss of Credit
- Counselor notified

**Loss of Credit**

- Will be issued for a full-year course when a fourth cut is verified
- Will be issued for a half-year course when a second cut is verified
- Will be issued for Physical Education when a third cut is verified
- Will be issued for Driver’s Education or Health when a second cut is verified

A student cannot make up a loss of credit course due to cuts in our summer school program. Make-up programs may charge a fee to attend.

**DISCIPLINE INFRACTIONS**

Infraction	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	Beyond 3 <sup>rd</sup> Offense
<ul style="list-style-type: none"> <li>• Use of temporary ID Badge</li> </ul>	Warning	Warning	1 day ASD	Graduated Sanctions
<ul style="list-style-type: none"> <li>• Mask Violation</li> </ul>	Warning w/ education	1 day ASD	2 days ASD	Graduated Sanctions
<ul style="list-style-type: none"> <li>• Cell phone violation</li> <li>• Uniform violation</li> </ul>	2 days ASD	3 days ASD	1 day ISS	2 days ISS

<ul style="list-style-type: none"> <li>• Use of speakers</li> </ul>				
<ul style="list-style-type: none"> <li>• ID badge / lanyard violation</li> <li>• Not in assigned area</li> <li>• Wearing headphones / earbuds</li> <li>• Eating / drinking in unapproved areas</li> </ul>	1 day ASD	2 days ASD	3 days ASD	1 full day ISS per infraction
<ul style="list-style-type: none"> <li>• Failure to comply with ASD</li> </ul>	1 Additional Day of ASD for Each Missed Day	1 Additional Day of ASD for Each Missed Day (not to exceed 4 days)	2 Day ISS	2 Days ISS
<ul style="list-style-type: none"> <li>• Failure to comply with ISS</li> </ul>	OSS to be Determined	OSS to be Determined	OSS to be Determined	OSS to be Determined
<ul style="list-style-type: none"> <li>• Cafeteria, classroom, or shop disruption</li> <li>• Campus Driving / Parking Violations</li> <li>• Dishonesty</li> <li>• Disrespect</li> <li>• Forged pass or forged notes</li> <li>• Gambling</li> <li>• Horseplay</li> <li>• Improper language</li> <li>• Instigation</li> <li>• Insubordination</li> <li>• Leaving school without permission</li> <li>• Misuse of computers or network</li> <li>• Safety violations</li> <li>• Sagging Pants</li> <li>• School Bus Violations</li> <li>• Selling food or drinks not associated with fundraisers</li> <li>• Smoking or use of e-cigarettes on school grounds or property at any time</li> </ul>	<p>Any of the following to be determined by administration:</p> <ul style="list-style-type: none"> <li>– Multiple days In-School Suspension;</li> <li>– 1-5 days Out-of-school suspension;</li> <li>– Mandatory substance abuse screen;</li> <li>– Civil/criminal complaint filed with the police/prosecutor’s office</li> <li>– Students assigned to ISS or OSS are ineligible for field trips, co-op, special programs, and/or extracurricular activities until the assigned ISS or OSS is fulfilled</li> <li>– Educational programs designed to elicit behavior modifications</li> </ul>			
<ul style="list-style-type: none"> <li>• Attempted Assault</li> <li>• Assault</li> <li>• Bomb scare</li> <li>• Fight</li> <li>• False Fire alarm</li> <li>• Fireworks (possession/use of)</li> <li>• Gang activity</li> <li>• Harassment / HIB</li> <li>• Intentionally supplying false information during an administrative investigation</li> <li>• False reporting of a code of conduct or policy violation</li> <li>• ISS disruption</li> <li>• Possession of smoking / vaping paraphernalia</li> <li>• Theft</li> <li>• Threats</li> <li>• Unauthorized use of video / recording devices</li> <li>• Use of tobacco or vape products</li> <li>• Use, possession, or distribution of alcohol, vape paraphernalia, vape pens, vaping devices or drugs</li> <li>• Vandalism / Graffiti</li> <li>• Weapons possession or use</li> </ul>	<p>Any of the following, to be determined by administration:</p> <ul style="list-style-type: none"> <li>– Up to 10 days Out-of-school suspension;</li> <li>– Mandatory psychiatric evaluation;</li> <li>– Mandatory substance abuse screen;</li> <li>– Civil/criminal complaint filed with the police/prosecutor’s office; and/or</li> <li>– Recommendation of long-term suspension (more than ten days), out-of- district placement, expulsion or return to sending district.</li> <li>– Students assigned to ISS or OSS are ineligible for field trips, co-op, special programs, and/or extracurricular activities until the assigned ISS or OSS is fulfilled</li> <li>– Educational programs designed to elicit behavior modifications</li> </ul>			

### **DISORDER AND DEMONSTRATION**

The Board recognizes the right of each pupil to attend school for the purpose of receiving an education. The disruption of the educational program by disorder or any other purposeful activity will not be tolerated. Disorder is any deliberate activity by an individual or a group, whether peaceful or violent, which interferes with the normal operation of the school. Pupils shall not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that such exercise does not infringe on the rights of others and does not interfere with the operation of the school.

Activities which shall be disallowed by the Board includes those which:

- Materially disrupt class work or cause substantial disorder or invasion of others' rights;
- Involve the use of obscenity or themes considered to be harmful to the normal development of impressionable pupils;
- Involve slanderous or libelous statements;
- Involve threats of physical violence; and
- Advertise or sell products or services for unauthorized commercial gain.

### **DISSEMINATION OF PRINTED MATERIAL**

The principal must approve before printed material is disseminated or posted on school grounds. Otherwise students are prohibited from disseminating printed material (leaflets, flyers, etc.). Students are prohibited from posting information on school grounds. Violators will be subject to disciplinary actions including, but not limited to, removal of all related material from campus, restitution, ASD, ISS, or OSS.

### **DRIVER'S TEST**

A student scheduled by the Motor Vehicle Department for a driver's examination during school hours is required to pick up an official form from the attendance office prior to the appointment. This form must be completed and returned to the office prior to the test, and the student will be excused for a maximum of two and one-half hours. No student will be excused to accompany another student who is being tested. No student will be excused to receive a driver permit. A student who takes time off will receive an unexcused absence for each class missed.

### **DROPPING OR CHANGING COURSES/CTE PROGRAM**

Changing course levels or courses will only be considered when a grave error in scheduling, course level misplacement, or change in IEP is noted. All other requests for change of course, teacher, or CTE program will not be considered.

### **EARLY DISMISSAL REQUESTS**

We are legally responsible for the care, safety, and wellbeing of all students, regardless of age, until such time as they are released into the trust and care of a parent, guardian, or emergency contact listed in PowerSchool.

Students should not request early dismissal from school for purposes of Medical/Dental appointments or other such personal appointments which can be made on the student's own time.

A Parent/Guardian picking up a student during the school day is required to present official identification (driver's license and/or picture I.D.). A student will not be released from school without presentation of valid identification. An unexcused absence will be recorded for every course missed.

Please note the following with regard to signing-out process:

1. No student (unless enrolled in an off-campus STC position), regardless of age, are permitted to leave campus unless a parent, guardian, or emergency contact listed in PowerSchool signs the student out through the Attendance Office.
2. Emancipated or independent students must have an emergency contact on file in PowerSchool whom we can contact for dismissals.
3. If an emergency contact listed in PowerSchool arrives on campus to sign a student out, the parent or guardian will be called, and verification/authorization must be obtained prior to the student leaving.

### **EMERGENCY SCHOOL CLOSINGS**

In the event of snow days or other emergency school closings, our Automated Emergency Phone Message will be activated, and announcements will be placed on our website.

### **FIELD TRIPS**

Appropriate behavior and dress are required of all students and all school rules (re: smoking, drugs and alcohol) apply. Any student going on a school- sponsored trip must have the written permission of a parent before leaving on

the trip. Permission forms will be provided by the teacher in charge at least two weeks before the trip. Students must always remain with the group and no student will be permitted to leave the group early or remain when the group returns. No student is required to participate in a field trip, and those who do not participate will not be penalized but are expected to attend school as usual. On specific trips, students may be asked to dress more formally than required at school. Jackets and/or dress shirts and ties for boys and conservative apparel for girls are considered proper on these trips. Eligibility to participate in school trips may be limited or revoked based on a student's academic status, attendance records, and/or disciplinary concerns.

### **FIGHTING**

Any student who engages in a fight will, without question, will be suspended from school for a minimum of 10 days. Further instances of fighting will result in suspension for a longer period of time. The Assistant Principal will meet with the student and a parent before the student is readmitted to school.

### **FINAL EXAMS**

Final Exams are required and will be administered to all students, regardless of academic standing or achievement.

### **FINAL EXAM MAKE-UP POLICY**

- No student will be approved to take final exams prior to their regularly scheduled time unless they are involved in a school approved activity.
- Students participating in school approved activities will be provided the option of taking final exams when they return or waiving the final exams with the approval of the school administration and faculty. Final grades will be computed based on work completed prior to the final exam schedule.
- Requests for the early administration of final exams for vacation travel, school visitations, camp experience, etc. will be denied.
- Students who choose to miss regularly scheduled exams must make-up the exam no later than 5 days after the close of the school year. Incomplete final exams will be changed to a grade of "F" after this time limit has been exceeded. Students on approved medical leave during the final exam schedule will take them as soon as they are physically able to do so.
- The final exam will be administered by a bedside instructor or taken in the Guidance Office during the summer, under supervision.

### **FINES/OBLIGATIONS**

Monetary fines will be issued to students should any damage to, or loss of, issued school property take place during the school year. This may include, but is not limited to, lost, stolen, or damaged locks, lost, stolen, or damaged textbooks, lost, stolen, or damaged ID cards, damaged school equipment, and outstanding balances due to a school organization. Students who do not pay fines to the school will have their diplomas withheld until the fine(s) is collected.

### **FUND RAISING**

The Board prohibits the collection of money in school or on school property or at any school-sponsored event by a pupil for personal benefit. Collection of money by school organizations approved by the Board shall be approved by the Principal. Collections by organizations outside the schools or by pupils on behalf of such organizations must be approved by the Superintendent.

### **GRADING**

The student must meet requirements of the course/subject and must achieve a minimum grade of 65 for a final passing grade. A minimum grade of 50 has been established for each grading period to provide students ample opportunity to pass coursework and overcome significantly low grades during the year. The "floor" of 50 will be removed during the administration of final exams. Honors and Advanced Placement courses are "weighted" to reflect the quantity and quality of coursework required for successful completion of these courses. As a result, students enrolled in these courses will receive one additional quality point toward their grade point averages for the Honors or Advanced Placement course they are enrolled in.

### **GRADUATION REQUIREMENTS**

Satisfactory completion of the following academic and CTE course credits shall qualify a pupil for the award of a State endorsed diploma:

All students must earn a minimum of 167.5 credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

- **20 credits** in language arts literacy aligned to grade nine through twelve standards
- **15 credits** in mathematics, including Algebra I or the content equivalent ("content equivalent" is defined at

N.J.A.C. 6A:8-1.3), including geometry or the content equivalent effective with the 2010-2011 grade nine class,; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers effective with the 2012-2013 grade nine class;

- **15 credits** in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2.; five (5) credits in world history,; and the integration of civics, economics, geography, and global content in all course offerings;
- **15 credits** in science, including at least five (5) credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics
- **5 credits** in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;
- **5 credits** in visual and performing arts;
- **5 credits** in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
- **2.5 credits** in financial, economic, business, and entrepreneurial literacy
- Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;
- **55 credits** in Career and Technical Education /CTE education;
  - Grade 9: 12.5 credits
  - Grade 10: 12.5 credits
  - Grade 11: 12.5 credits
  - Grade 12: 17.5 credits
- Each student is required to successfully complete four years of Career and Technical Education /CTE training.
- Students entering at grades ten or eleven must satisfactorily complete thirty credits of Career and Technical Education /CTE respectively.
- Electives as determined by the high school program sufficient to total a minimum of 167.5 credits. As defined in N.J.A.C. 6A:8-1.3, “credit” means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.
- Students who must retake a course or subject may only earn or be awarded credits from New Jersey school districts.
- Students who wish to take a course or subject (up to 6 credits per academic year) not previously taken and for which credits or advanced course placement may be awarded may only earn credits from New Jersey school districts or colleges with prior approval by the Principal or designee.
- Grades from a course or subject (up to 6 credits per academic year) not previously taken and for which credits or advanced course placement may be awarded shall not be factored into the students’ grade point average.
- Students may take only up to 24 total credits for courses or subjects not previously taken during their time as a student.
- Students who wish to enroll in an online course or subject for retake purposes or take a course or subject not previously taken and for which credits or placement may be awarded, may only earn credits through the New Jersey Virtual School with prior approval by the Principal or designee.
- Up to six credits per academic year will be awarded upon successful completion of a New Jersey Virtual School course.
  - The district will not assume the responsibility for any costs of enrollment, fees, course materials, or required technology for such courses.
  - Grades from a New Jersey Virtual School course or subject (up to 6 credits per academic year) not previously taken and for which credits or advanced course placement may be awarded will not be factored into the students’ grade point average.
- Any student enrolled in a New Jersey Virtual School course will be required to take the course final exam on the premises of Passaic County Technical Vocational Schools on the date or dates determined by New Jersey Virtual School.

## GRIEVANCE PROCEDURE

The Board of Education has established a policy, which recognizes the rights of students, parents, and citizens to grieve educational and/or administrative issues relating to the public schools. Briefly, our grievance procedure follows these steps:

1. Grievant will attempt to resolve any problem with the staff member and his/her supervisor through a formal

conference. If the problem is not resolved, then a formal grievance procedure begins at Step 2.

2. The matter will be reported to the Principal who will take reasonable and prudent steps to resolve the complaint. A conference will be held between the school principal and the grievant.
3. If problem is not resolved with the Principal, the grievant may request a conference with the Superintendent of Schools.
4. If grievance is still unresolved after a meeting with the Superintendent of Schools, the grievant may request a hearing with the Board of Education. In some cases, it may be necessary to include a meeting with the affirmative action officer. Also, there may be other instances where issues arise, which cannot be resolved at the district level and may include an appeal to the Commissioner of Education.

#### HALL PASSES

Official hall passes are mandatory whenever a student is excused from class, even if only going outside the class/shop. The teacher's decision to issue or not issue a pass is final. The teacher is not required to issue a pass merely because the student requests one. Students are not permitted to wander around the school. Hall passes are required at all times to go to the lavatory, library, offices and other classes/shops. Electronic hall passes may be used, in lieu of traditional hall passes. Hall passes must be given/shown to the teacher/security monitoring the area. It is the student's responsibility to have a hall pass. Disciplinary action will be taken against students possessing and/or attempting to utilize unauthorized or otherwise fraudulently passes to gain access to unassigned areas of the building. It is the responsibility of the student to obtain a pass when necessary. Students found in the hall during class, shop or cafeteria periods without an official pass will be escorted to the Discipline Office or any Supervisor's Office for disciplinary action.

#### HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation and bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6. The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

- An investigation shall be initiated by the Principal or the Principal's designee within one school day of the report of the incident and shall be conducted by a school's Anti-Bullying Specialist.
- The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
- The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
- In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
- The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968,
- c.410 (C.52:14B-1 et seq.).
- The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
- The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
- Parents or legal guardians of the pupils who are parties to the investigation shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was 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 or legal guardian may request a hearing before the Board of Education after receiving the information.
- This hearing shall be held within ten days of the request;
- The Board shall meet in executive session for the hearing to protect the confidentiality of the pupils; and
- At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
- At the next Board of Education meeting following its receipt of the report, the Board of Education 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 the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.

- A parent, pupil, legal guardian, 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.).

#### HOME INSTRUCTION

For those students who are medically unable to attend school for 10 or more consecutive days, bedside instruction can be provided upon receipt of both a medical doctor's note and also a parent/guardian note requesting home instruction. Certified teachers will provide instruction providing an adult is present in the home during the visit. The doctor's note must include:

- The nature of the disability
- Assurance that the condition is not infectious
- Approximate recuperation time
- A student's re-entry requires a second doctor's note indicating that the student is fit to return to school.
- While a student is receiving Home Instruction, the student shall not be permitted to participate or attend any school sponsored activities.
- While a student is receiving Home Instruction, the student shall not be actively employed in either a school sponsored School to Career employment position or a non-school sponsored employment position.
- Students on Home Instruction for an extended period of time will receive an Incomplete (I) for all coursework until such time as the teacher(s) can assess the student's work and an appropriate determination of a grade can be made.

#### HONOR ROLL

- **Principal's Honor Roll:** An average of A- in all subjects, with no subject lower than a B.
- **Honor Roll:** An average of B+ in all subjects, with no subject lower than B-.

#### HONORS/AP COURSES:

Students are determined to be eligible for Honors/AP courses based on academic performance, teacher recommendation and satisfactory performance on standardized tests. All students enrolled in AP courses must take the AP exam.

#### ILLNESS

If your child has a persistent illness, upset stomach, contagious illness or has had a fever greater than 100 degrees F. in the 24 hours before the start of the school day, s/he should be kept home from school, symptom-free without medication, for 24 hours. In the event your child has contracted a contagious illness, i.e. influenza, strep, chicken pox, whooping cough, MRSA, Coxsackie's, COVID-19, etc., you must notify the school nurse so that this illness may be recorded on the student's health record and the nurse can monitor the possible spread of communicable diseases within the school building.

#### LAPTOPS (PERSONAL LAPTOP)

The use of technology to provide educational material is not an entitlement but a privilege. Students and parents/guardians participating in Bring Your Own Device (BYOD) must adhere to the Student Code of Conduct, as well as the Computer Systems Acceptable Use Agreement as stated in the Student Handbook.

- The student and parent take full responsibility for his or her technology device. The school is not responsible for the security of student-owned technology.
- The student will maintain confidentiality of usernames and passwords and protect the confidentiality and safety of others when sharing work or images.
- The student will refrain from sending any form of communication that harasses, threatens or is discriminatory.
- The student accesses only files on the device or Internet sites which are relevant to the classroom curriculum.
- The student and parent will only access the Internet using the PCTVS wireless connection while on campus.
- The student and parent acknowledge that the PCTVS network filters will be applied to one's connection to the Internet and will not attempt to bypass them.
- The student and parent understand that infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the AUP policy and will result in disciplinary actions.
- The student and parent realize that processing or accessing information related to "hacking", altering, or

- bypassing network security policies is in violation of the AUP policy and will result in disciplinary actions.
- The school has the right to collect and examine any device that is suspected of causing problems or being the source of an attack or virus infection.
- PCTVS will not “push” applications to the student’s personal laptop or mobile device. Approved educational applications are only “pushed” to PCTVS-owned laptops and mobile devices.
- PCTVS will not manage the settings, wireless connection from home, updates, or device at any time.
- All issues with the device’s performance, updating, settings, wireless connection from home will be the sole responsibility of the student or parent.
- PCTVS will not provide filtering of Internet sites, content, or material when the student is using their device off campus.

## **LAPTOPS (DISTRICT-ISSUED LAPTOP)**

### **Access to Internet Material**

In accordance with the “Children’s Internet Protection Act” (CIPA), Passaic County Technical Vocational Schools will use appropriate filtering measures to limit the exposure of students to indecent or objectionable material on the Internet while the device is connected to the school network. Furthermore, District staff will monitor student use of the device while on campus and provide guidance in the appropriate use of the device and the access to the global Internet. Parents/guardians agree to monitor the student use of the device while off campus and are encouraged to establish rules of usage with the student.

### **Bringing the District-Issued Laptop to School**

It is imperative that students bring their District-Issued laptop s and charging unit to school each day for their learning. Teachers will be designing their lessons and classrooms based on students having access to their District-Issued laptop. The District-Issued laptop must be kept in the carrying bag at all times when it is not being used.

### **Charging of District-Issued Laptops**

It is the students’ responsibility to have their District-Issued laptops charged each day when they come to school. During a normal school day, a typical District-Issued laptop fully charged (through a normal electrical outlet) can be used the entire day for classes with no additional charging required. The school cannot allow “one student” to charge a District-Issued laptop during class due to the disruption to the learning environment that this may cause. If a student comes to class with a District-Issued laptop that is not charged, specific academic consequences may occur for the student. Establish a routine at home for the charging of the District-Issued laptop so that it can charge overnight. The charging time of the District-Issued laptop and responsibility is very similar to the charging of a cell phone.

### **District-Issued Laptop Damages and Care**

If a District-Issued laptop is damaged the school needs to be notified immediately. If a student damages a laptop, the student/student’s family is responsible for paying repair costs according to the Cooperative Loss Agreement. If a laptop is intentionally damaged, judged by the administration to be intentionally damaged, or is severely damaged due to the student’s negligent or irresponsible behavior, the student will be responsible for paying the entire cost of repair or replacement. A student who accidentally damages a School-issued laptop will be issued a temporary laptop until the original laptop is repaired and returned to the student.

### **District-Issued Laptop Problems**

It is always a student’s responsibility to maintain a 100% working laptop. If the student’s District-Issued laptop is not working properly, the student needs to take the District-Issued laptop to the Technology Office. If the District-Issued laptop cannot be fixed immediately, the student will be issued a different District-Issued laptop to use on a temporary basis. Do not attempt to remove or change the physical structure of the District-Issued laptop, including keys, screen cover or plastic casing. Doing so will void the warranty, and the student/family will be responsible for 100% of the repair or replacement cost.

### **Damage Fees**

Students and families are financially responsible for a fine (payable to Passaic County Technical Vocational Schools) for damage to the District-Issued laptop. Students who accumulate a third occurrence of damage to the District-Issued laptop will no longer receive a District-Issued device.

### **Electronic Recording Capabilities**

Any electronic recordings obtained with the device must be for instructional/educational purposes only. Students must obtain prior approval from a staff member in order to use the audio, image or video recording capabilities of the device. Students should ask all individuals being recorded for their permission before start the recording. No

recording should start without the permission of all the individuals being recorded. In addition, electronic recordings obtained with the device may not be shared, published or re-broadcasted for any reason by the student without obtaining the permission of the district and all individuals present in the recording. Furthermore, students should be aware that State and Federal laws in many instances prohibit secret or recording undertaken without the knowledge and consent of the person or persons being recorded. Violations of State and Federal recording laws will be reported to the proper authorities and may result in criminal prosecution.

#### **Laptop Care Reminders**

Keep your District-Issued laptop in a safe place. The District-Issued laptop bag, with the District-Issued laptop and other equipment, must be stored in a safe place (lockers at school during non-class times). Do not leave the District-Issued laptop on the floor where it might be stepped on or within reach of small children or pets. Don't leave it in a car or anywhere it might be exposed to extreme temperatures. Laptops left in bags in unattended classrooms or other areas are considered "unattended" and may be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the laptop back. If the laptop is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the laptop back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen - including at school - will be the student's responsibility. Exposure to liquids will severely damage a laptop and will result in large repair costs. Water, soda, juice, power drinks, coffee, etc. will all ruin your District-Issued laptop completely. Keep your friends' food and liquid away from your laptop. Open cans of soda and cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/soda/etc. in your backpack with your laptop, even if it is sealed.

#### **Loss Fees**

Students and families are financially responsible for full reimbursement (payable to Passaic County Technical Vocational Schools) for the loss of the school- issued laptop.

#### **Only One User**

Do not allow anyone else to use your District-Issued laptop other than your parent or guardian. Loss or damage that occurs when anyone else is using it will be your responsibility.

#### **Privacy**

The Administration reserves the rights to examine, restrict, or remove electronic data from devices assigned to students. Students and their parent/guardians understand the assigned device may record or collect information on the student's activity or the student's use of the device. Students and parents/guardians further understand that all communication sent or received while connected to Passaic County Technical Vocational Schools network infrastructure and services can potentially be recorded and archived. The District reserves the right to share any of such archived records with law enforcement authorities if deemed appropriate by the District. In addition, the District reserves the right to use the geolocation features of the device to track its location in case it is lost or stolen. The District shall not use any of the recording or geolocation capabilities of the device in a manner that would violate the privacy rights of the student or any individual residing with the student.

#### **Software and Applications**

Students are allowed to install software ("apps") on the device. The Technology Department reserves the right to audit and remove any software in the student assigned device at any time. Students and parents/guardians understand that the Technology department may require the installation of software that will have access to personal information stored in the student assigned device (e.g. Mobile Device Management software). Students and their parents/guardians agree to install and not to tamper with any software the Technology Department requires in the student assigned device. Furthermore, students and their parents/guardians agree not to unlock locked-out features, gain elevated access, or replace the operating system provided with the device.

#### **Student Access to Internet**

At school, students will have access to the Internet through the school server. When not at school students can access the Internet if they have Internet access available to them in their home or other locations. The security system of the school will also be in place when students access the Internet outside of the school. Therefore, sites that are "blocked" at school will also be "blocked" in all other locations where students access the Internet. Parents are recommended to monitor their student's time on the District-Issued laptop along with their activities on the District-Issued laptop during their 24/7 access at home.

#### **Students Access & Monitoring**

Ultimately, the District-Issued laptop is the property of the school, and the school has the right to determine what is appropriate and to search the District-Issued laptop if necessary at any time. The district's website monitoring

software that allows the district to block websites which are inappropriate for students whether they are accessing the web via the district wireless network or if they are connected to the Internet in their homes. This software also includes screen monitoring which allows school employees or classroom teachers to monitor multiple student laptop screens at one time. Students who access inappropriate sites during the school day or are accessing sites that are not related to the class that they are in will face disciplinary action from the teacher and/or the administration.

### **Student Use in Classrooms**

Students will be required to take their District-Issued laptop to each classroom each day, unless told differently by the teacher for that specific day. Teachers may request at any time for students to shut their School- issued laptops.

### **Three-Strike Rule**

The district reserves the right to decline issuing a District-Issued laptop to any student who incurs a third Damage or Loss Fee. Students who are denied the privilege of District-Issued laptop will be required to bring their own laptop device to school

## **LOCKERS/LOCKER ASSIGNMENTS**

Locker use is being temporarily suspended during the current state-of-emergency, in order to limit hallway congestion and to provide for proper social-distancing. Students will be expected to carry with them their belongings throughout the school day. Written requests for exemptions to this policy will be reviewed by the principal and necessary accommodations will be made, if necessary.

~~Every student has been assigned a locker and will be provided with a school- issued lock. Only District-Issued locks are permitted on any school locker. Students are not permitted to arbitrarily change their lockers or to share with another student. Students who are found to be in violation will be assigned disciplinary consequences. Students will be responsible to pay a replacement fee at the conclusion of the school year for lost or damaged locks. Physical education locks are issued to every student. Student lockers (corridor and physical education) are the property of the board of education and are on loan to the students. Although the US Constitution protects all citizens against unreasonable search and seizure, the courts have consistently ruled that school officials have the responsibility to protect all students and have the right to search school lockers.~~

~~School lockers are to be used to store school-related materials and items of personal dress. No flammable or explosive materials, alcoholic beverages, drugs or any dangerous substances or articles are to be kept in any locker. Violators are liable to immediate suspension from school. No graffiti or other material is permitted on any locker. The occupant of a locker is responsible for the removal of graffiti and other objectionable material. Students and their parents are liable for damage to any school locker. Students should report any locker problems to the Discipline Office.~~

## **LOST OR STOLEN ARTICLES**

The board has theft insurance coverage for property and equipment owned by the board. We do not have any insurance that covers theft of property owned by parents, students, or staff. Any such items, if stolen, would be more properly covered under the parent's homeowner's policies. Students must always keep their school lockers closed and locked and should not give their combination to other students.

## **MEDICATIONS**

Should your child be required to take medication during school hours, you will need to provide the following to a school nurse:

For a Prescription medication

- A written order from the child's doctor indicating the name of the drug, the exact dosage, the time schedule for administration and the diagnosis of the condition for which the medication has been prescribed. Forms may be obtained from the school nurse.
- Written permission from the parent/guardian to administer the medication.
- The medication in its original container labeled with the student's name, name of the medication, dosage, and its expiration date.
- Any medical equipment needed to administer the medication such as nebulizer tubing, insulin syringes, blood glucose testing strips, etc.

For an Over the Counter (OTC) medication

- Please note that written orders from the student's doctor are necessary for over-the-counter medications such as acetaminophen and ibuprofen. These medications also need to be provided for the student, as the

school does not stock these medications.

Medications, along with written orders by the doctor, should be brought to the school nurse's office on the first day of school, or as soon as the medication is prescribed during the school year. Medications must be brought to school by a parent or guardian. Unused medication and/or supplies must be picked up by the parent/guardian on the last day of the school year. Medications which have been prescribed as a self-administered medication may be sent home with the student provided that the end of the year letter authorizing such is returned to the school nurse. If the parent/guardian does not pick up the medication on the last day of school, the school nurse will properly dispose of any medication left in the Health Office.

### **OUT OF SCHOOL CONDUCT**

The Building Principal or designee has the right to impose a consequence on a pupil for conduct away from school grounds pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for our pupil's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25- 2 and 18A:37-2 or when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

### **PARKING/DRIVING ON CAMPUS**

The parking lots are primarily for the use of the school staff and official visitors to the building. Students who are not enrolled in School to Careers (or who are not granted permission) are not permitted to park or drive any motorized vehicle on school property at any time. Stolen or damaged vehicles are not the school's responsibility. School officials may search any vehicle parked on school property. This search may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.

- Students are not allowed to visit, move or occupy their cars during the school day. Students caught in the parking lot or in their car during the school day will lose parking privileges and may be subject to suspension.
- All vehicles must have an official student parking decal issued by PCTVS.
- Student vehicles must be parked in the designated student parking lot and in a manner prescribed by the administration.
- Cars that are illegally parked or have no visible sticker may be towed at the owner's expense.
- Any transfer or change of license plates during the school year must be registered with the Parking Permit Issuing Clerk. This is the responsibility of the individual students.
- All students are to obey all school rules and regulations, speed regulations posted on campus and motor vehicle laws. Students must yield to the instructions given by school security.
- Parking privileges will be revoked and/or suspended for the following reasons:
- Consequences for parking violations include in school and/or out of school suspension.
- Operating the vehicle in a reckless manner.
- Truancy or tardiness pattern.
- Possession or use of alcohol/drugs.
- Leaving school grounds without proper authorization.
- Parking in unauthorized area.
- Not having proper parking identification tag.
- Visiting car during school day without permission.
- Other causes that the administration may see fit.

### **PHYSICAL EDUCATION**

Since physical education is an activity class, one must take part to derive benefit from the course. Occasionally, a student may not feel well enough to participate in the activities even though she/he is present in school. On such occasions, the student should report before school to the school nurse. A temporary excuse up to three consecutive days may be granted by the nurse. An excuse for more than three days will be granted with the presentation of a valid doctor's note.

A student, who is medically excused from physical education participation and has accumulated 5 nonparticipation days, will be required to complete a current event assignment for each subsequent nonparticipation day for class credit. If a current event assignment is not received for each day, then a grade of "0" will be received for the day.

A student, who is medically excused from swim activity but is still able to participate in an alternate activity, will be required to do so or a grade of "0" will be received for the day. Students who are excused from participation are to remain in the class unless reassigned by the supervisor.

A student, who is present in class and does not participate in physical education class, will receive a grade of "0" for the day.

A student who accumulates 5 absences in physical education class will be required to complete a current event assignment for each subsequent absence for class credit. If a current event assignment is not received for each absence, then a grade of "0" will be received for each day absent.

Athletes are excused from participation only upon the approval of the supervisor.

Students, who are 18 years or older, are to have their excusable notes submitted to the Physical Education supervisor prior to the class. The supervisor will approve or disapprove the note. Only one note will be approved per grading period, unless there are extenuating circumstances.

### PLAGIARISM/CHEATING

Plagiarism, the use of another's words or ideas as if they were one's own without acknowledgment of their source, whether it be from print sources or from the Internet, is not permissible. Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

- Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers and exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgment of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one's own.
- Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

1. The teacher is authorized to withhold credit in the work tainted by the academic dishonesty.
2. Notification to the students' parent or guardian via telephone or email.
3. The teacher will file a discipline referral with the Discipline Office.
4. The Discipline Office will determine if further discipline of the pupil is appropriate, will determine the nature of the discipline on a case-by-case basis, and will log the infraction in the student's file.
5. Each verified case of Cheating or Plagiarism will remain a part of the student's records.

#### Examples of acts of plagiarism:

1. Turning in someone else's work as your own
2. Copying words or ideas from someone else without giving credit
3. Failing to put a quotation in quotation marks
4. Giving incorrect information about the source of a quotation
5. Changing words but copying the sentence structure of a sources without giving credit
6. Copying so many words or ideas from a source that it makes up much of your work, whether you give credit or not (see our section on "fair use" rules).

"What is Plagiarism? - Plagiarism.Org". *Plagiarism.org*. N. p., 2017. Web. 6 July 2017

### PLEDGE OF ALLEGIANCE

Any student who has conscientious scruples against the pledge shall not be required to participate but should stand and show full respect while the pledge is being recited.

### PROGRESS REPORTS/REPORT CARDS

Students' grades and progress will always be available to parents and students via Power School. Parents and students who lose their login information should contact the Guidance Office. Printed Progress Reports and Report Cards will be mailed to those parents who wish to receive a "hard copy". Requests for hard copies can be made by calling or emailing your guidance counselor.

### REFERRAL FOR SPECIAL EDUCATION

Any student who may be experiencing physical, sensory, communication, cognitive, learning and/or social/emotional difficulties including students who may be disabled and advancing from grade to grade can be referred to the IEP

team at PCTVS by parents/guardian(s), staff member(s), or the adult student. A referral request must be in writing and given to the student's guidance counselor. The Director of Guidance will forward the referral to the Director of Special Services with all required information. The Director of Special Services will forward the request without delay to an assigned case manager who shall contact the parent to arrange for a meeting with the IEP team (CST members, parent(s)/guardian(s), adult student, non-adult student, regular education teacher, special education teacher, guidance counselor). Written notice shall be sent to all invited participants. Prior to a referral, interventions in the regular public-school program shall be provided to alleviate educational problems, unless the nature of these difficulties warrants a direct referral to the IEP team.

### RELIGIOUS HOLIDAYS

According to N.J.S.A. 18A:36-14 through 16 and N.J.A.C. 6A:32-8.3(j) regarding pupil absence from school because of religious holidays, the Commissioner of Education, with the approval of the State Board of Education is charged with the responsibility of prescribing such rules and regulations as may be necessary to carry out the purpose of the law. The law provides that:

- Any pupil absent from school because of a religious holiday may not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
- Pupils who miss a test or examination because of absence on a religious holiday must be given the right to take an alternate test or examination.
- To be entitled to the privileges set forth above, the pupil must present a written excuse signed by a parent or person standing in place of a parent.
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as an excused absence.
- Such absence must NOT be recorded on any transcript or application or employment form or any similar form.

This list can be found on the New Jersey Department of Education's web site: [www.state.nj.us/education](http://www.state.nj.us/education).

### RETURN TO DISTRICT

Any student whose academic record indicates an inability to meet the requirements for a high school diploma or whose attendance or discipline record reflects an inability or unwillingness to adhere to the Student Code of Conduct may be returned to their home district.

### RULES OF CONDUCT

All pupils are bound by federal and state laws, policies of the Board of Education, and the administrative regulations of PCTVS . In addition, pupils shall not:

- Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
- Create disorder or disruptions on school premises;
- Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
- Steal, damage, or deface the property of other pupils, staff members, or the district;
- Engage in the sexual and/or other harassment of pupils or staff members;
- Violate codes of conduct adopted for organizations of pupils;
- Possess or use weapons or any implement intended to harm others;
- Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- Convey information about other pupils or staff members known to be false;
- Act so recklessly as to endanger the safety of others;
- Procure the property of others by threat or intimidation;
- Enter school premises or any specific portion of the premises without permission and without authority;
- Vandalize school property, real or personal;
- Create litter on school property;
- Be truant from school or class;
- Cheat or otherwise engage in academic dishonesty;
- Persistently refuse to complete homework and other assignments;
- Engage in illegal gambling;
- Smoke on school property;
- Falsify an excuse or any school document;
- Set fire to or cause a fire in any way on school premises;
- Possess or explode a firecracker or other explosive device on school
- Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to

- others;
- Possess, use, or distribute a substance in violation of Policy No. 5530;
- Join a secret society prohibited by law; or
- Intentionally cough, spit, or sneeze in the direction of others
- Engage in any other activity expressly prohibited by a school staff member in authority.
- The consequences for violating rules of conduct will be implemented by administration.

### **SAFETY IN CTE COURSES/VIOLATIONS OF SAFETY PROTOCOLS**

Students found to be in violation of established safety rules and regulations or engage in horseplay in class/shop will be subject to disciplinary action. All students are expected to conduct themselves and use equipment in a safe manner as dictated by school policy.

Safety in a CTE course is a very important concern for everyone. Specific CTE safety rules and regulations provide safety standards to govern the use of tools, machines, equipment, and protective devices. The CTE teacher is held responsible for the condition of the CTE tools and equipment, and he/she shall have full authority for its uses for instructional purposes. Accident prevention is everyone’s concern and as such, requires every student participating in CTE education to be responsible for his/her safety. Students must carefully follow teacher instructions. Students cannot engage in “horseplay” or other atypical behavior, which may endanger themselves or those around them. Students are required to wear all prescribed safety protective devices whenever CTE activities warrant their use.

For added safety, in vocations where foot injuries may occur, the wearing of sneakers, soft-covered shoes or open toe sandals is not permitted. Every student engaged in such CTE activities must wear a leather top street shoe. The wearing of excessively long hair around rotating machinery is not permitted. Hair nets or other tie-back devices that will retain hair close to the scalp must be worn to deter possible accidents caused by hair being entangled around or pulled into the rotating or moving machinery. Students having allergies aggravated by dust or fumes should check with their family physician for participatory direction.

### **SCHOOL BUS REGULATIONS**

To ensure the safety of all students, the following rules and regulations are to be followed:

- Students must wear a mask throughout the entirety of the bus trip (from arrival at the bus stop until departure)
- Students must always remain in their seats.
- Students must always maintain self-control so that disruptions will not interfere with the bus driver’s control of the vehicle.
- Vandalism, disruptive behavior, habitual or chronic misbehavior on the part of any student will result in disciplinary action(s).
- The rules and regulations governing student conduct while in school apply to all students riding the bus.
- Students will not be permitted to ride any bus other than the assigned vehicle (as per your sending district).
- Students will be required to present student identification cards upon request by the driver. Failure to do so may result in the student not being allowed to board the bus.
- Smoking tobacco or e-cigarettes and the use and possession of alcohol and drugs are not permitted on any school bus. Students reported by the bus driver as being in violation of school policy, will incur disciplinary action(s), \$200.00 fine and/or prosecution under the law, as per authority of R.S. 40:48-1 and 40:48-2.
- Students must report directly to the assigned locations of school buses at 2:56p.m.
- Students are not to request non-scheduled stops from the bus driver while in route to and from school.
- Snacks and beverages are not to be brought onto the buses.
- All students are to report to their assigned bus stops. Telephone the school in the event a school bus fails to arrive within ten (10) minutes of the scheduled time.
- Consequences for violating school bus regulations will be imposed by administration.

### **SCHOOL DISCIPLINE**

School discipline begins with a sound instructional program and a dedicated, involved professional staff. The teacher is by far the primary disciplinarian in any given situation whether it be in the classroom, hallway, cafeteria, athletic event or any other area or activity where the teacher may be present. Discipline may be required to correct inappropriate behavior that is preventing students from doing their best in school or adversely affecting others.

The staff member’s actions may include one or more of the following: individual student-counselor-teacher conferences, teacher-parent conferences, administrator-teacher conferences or After School Detention. More serious infractions of the rules may require In-School Suspension, Out- Of-School Suspension or Expulsion.

After School Detention is used to address less serious infractions while keeping students in school and classes. Student

are to report to After School Detention no later than 3:05 pm. and remain until dismissed. Students are required to complete a prepared detention assignment. Students are required to wear the PCTVS student uniform, student ID and lanyard and comply with the rules set by the ASD instructor.

In-School Suspension is to be used for those infractions of school policy and procedure, which do not require immediate removal from school. A student is suspended from his/her regular schedule to attend corrective instruction in a classroom setting. Students complete assignments in order to remain up to date in each class. Students assigned ISS are not permitted to participate in extracurricular activities outside of tutoring.

Out-Of-School Suspension is assigned for major infractions and for continued misconduct. A student assigned Out-Of-School Suspension may not come to school for any reason during the length of the suspension and may not take part in any school activity. A parent conference is required, and students will not be admitted to any class without a "Readmit from OSS" pass from the Assistant Principal in charge of Discipline. Long Term Suspension or Expulsion may be called for when the Assistant Principal and staff have exhausted all means of correcting misconduct. The student may be brought before the Principal with a recommendation for expulsion.

### **SCHOOL-TO-CAREERS OFFICE**

This program is available to students in the twelfth grade and a select number of eleventh graders. Students are offered a carefully supervised employment experience in their CTE career major during the school day. Students participating in School-to-Careers education attend school each day for their academic classes. The time during the school day ordinarily devoted to the career program is spent in the working environment, under the guidance and direction of certified instructors. Participation in this program gives students an opportunity to explore the realities of employment and to develop expertise in the career they are studying.

### **SPORTS PHYSICAL EXAMINATIONS**

All students who expect to try out for a school sports team are required to complete a health history questionnaire and a physical examination. Documentation must be completed on a state approved form that can be obtained from the school nurse at any time during the school year. Examination dates are scheduled periodically throughout the school year and are conducted at least one month prior to the date of team tryouts.

### **SECURITY**

Surveillance cameras have been strategically placed in various parts of the school for security purposes. Lockers, parking lots and other designated areas within the building are always subject to search if conditions warrant.

### **STATE TESTING**

All students identified by the New Jersey Department of Education as needing to sit for a state exams are required to take the exams. PCTVS does not recognize and will not accept "opt out" forms, letters, emails, or requests of any nature. Students who do not take state required exams will be identified on state reports as "test refusals". Students who do not take state required exams may be placing their graduation eligibility at risk.

### **STUDENT ACTIVITIES**

It is the goal of Passaic County Technical Vocational Schools for each student to enhance his/her high school experience by participating in clubs and organizations. These activities present opportunities for involvement in both competitive and non-competitive programs, some geared towards career goals. Additionally, some of our organizations have memberships on the local, state, and national levels. Participation in a student organization is a privilege and not a right - advisors and administrators reserve the capability to withhold participation in a student organization, activity, or event if a student demonstrates poor attendance, poor academic scores, or poor self-control.

### **STUDENT ASSISTANCE PROGRAM**

Since the misuse of drugs/alcohol by any student seriously impedes learning and threatens the welfare of the entire school community, PCTVS offers intervention, prevention and rehabilitation services. Parents and students who seek assistance or would like additional information about substance abuse related support should contact the Guidance Department or the Student Assistance Counselors directly.

### **STUDENT ID POLICY**

Unless otherwise specifically instructed, students are required to wear their personal student ID badges clipped to their yellow, District-Issued lanyards at all times. The ID displays the student's picture, ID number, grade level, cafeteria assignment, and transportation information. On a daily basis, regular student identification checks are made by security personnel, teachers, counselors, administrators and other staff.

- Student identification badges must be worn around the neck using only the yellow District-Issued lanyard.
- Students are prohibited from wearing, displaying, utilizing or possessing student identification badges other than their own. This infraction is viewed as fraud.
- Students are prohibited from possessing multiple identification badges.
- Students who fail to bring their identification badges to school must obtain a temporary ID sticker that will be worn visibly. Student who are issued three or more temporary ID badges in a single trimester will receive discipline with sanctions that increase per occurrence.

Disciplinary sanctions for student ID badge violations include, but not limited to, After School Detention, In- School Suspension and Out-of-School Suspension.

## STUDENT UNIFORMS

To raise the level of expectations and maintain a safe, orderly educational environment, Passaic County Technical Vocational Schools require a uniform for all students

PCTVS' Standard Student School Uniform Attire consists of:

- Masks must be worn by ALL students, throughout the school day. Masks must be district-approved (sold/distributed) or solid-colored with no print.
- PCTVS uniform Royal Blue or White (long or short sleeve) polo shirts are required to be worn each school day (apart from "Spirit Days").
- PCTVS Polo Shirts must be purchased from the [FlynnO'Hara Uniform Company](#). The polo shirts must be outfitted with the approved logo for each school.
- Non-polo PCTVS shirts, jerseys, or other shop-specific polo shirts may only be worn on designated "Spirit Days".
- PCTVS uniform code requires that all students wear khaki pants, shorts, or skirts. Beginning with the class of 2022, all pants, shorts, and skirts must be purchased at [FlynnO'Hara Uniform Company](#).

The following pants styles are prohibited:

- Cargo and skinny or tapered style pants or shorts
- Pants with pockets sewn on the outside
- Khaki colored jeans
- Color variations
- Pants with elastic or other draw strings at the waist and/or ankles
- Pants with stitching, special designs, and/or labels
- Pants legs cannot be made "skinny"
- Cargo shorts, cargo pants, skinny jeans, and jeans are not permitted to be worn, unless it is a "Spirit Day".
- Cut off style shorts.
- Other legging styles such as fish net, lace, patterned, striped, etc. may not be worn.
- Rolling of pant legs, cutting of pants, and other fashion statement alterations.
- PCTVS permits students to wear solid colored sweaters (pullovers, cardigans, V-necks), vests, fleece wear, sweatshirts, or hoodies, displaying an approved PCTVS logo.
  - These items can be obtained from [FlynnO'Hara Uniform Company](#) or from the PCTVS School Store.
  - Acceptable colors for such items are Navy, Royal Blue, Black, White, and Gray.
  - Please note that a PCTVS uniform polo shirt must always be worn under such items.
- PCTVS does not require uniform footwear though some CTE programs may require specific apparel.

### "Spirit Day" Attire

- Shirts that clearly promote only PCTVS programs, PCTVS events, PCTVS classes, PCTVS organizations, or PCTVS teams
- Students must wear a PCTVS top to participate in Spirit Day.
- Students choosing not to participate in "Spirit Day" must adhere to the Student Uniform guidelines.

The following clothing items are always prohibited,

- Hats and all other types of headwear including bandanas, sweatbands, wave caps, etc. except for headwear worn for religious affiliations.
- Logos, insignias, labels, and symbols other than the school logo are prohibited from being worn on all school uniform clothing items.
- Slippers, sandals, flip flops, or any shoes with loose or untied laces or straps that may pose a safety hazard.
- Oversized or flamboyant belt buckles.
- Winter coats, jackets, non-PCTVS apparel, etc. are not to be worn during class or lunch time. These

items should be stored in lockers during the day when possible or placed on the back of the desk or cafeteria chair.

- Chains, pouches, hats, etc., hanging from belts.
- Other garments worn over the PCTVS uniform polo shirt other than those identified above as “additional acceptable uniform attire.”
- Sleeveless shirts or tank tops

There will be limited exceptions to the school uniform policy. Where possible, students will wear their CTE course specific / special clothing items over their school uniforms while in their respective programs (Lab Coats, Smocks, Aprons, Etc.) or students will change in and out of special clothing when necessary. ROTC students can wear their full ROTC uniforms on designated days. ROTC student are not allowed to dress in sweats, special polo’s, etc. when not participating with ROTC.

#### STUDENT INFORMATION DIRECTORY/FERPA

Family Educational Rights and Privacy Act (FERPA), a federal law, requires that public schools provide notice to parents of the types of student information that it releases publicly. This type of information, commonly referred to as “directory information,” includes such items as the name of the student, address, and telephone number and is generally not considered harmful nor an invasion of privacy if disclosed. The primary purpose of directory information is to allow our schools to include this type of information in certain school publications. Examples include: snow closing call lists, yearbook, music concert programs, sports programs, honor roll lists, and graduation programs. Outside organizations include, but are not limited to, companies that manufacture class rings and publish yearbooks.

In addition, the federal law requires high schools to provide military recruiters, upon request, access to names, addresses, and telephone numbers of high school juniors and seniors listed in the student directory. The law also requires high schools to release information to colleges or other higher learning institutions, upon request, listed in the student directory. The district may also provide directory data to the local board of health for tracking the transmission of possible communicable diseases.

If you do not wish the Public Schools to include your child’s name in the High School’s student directory, please notify the principal in writing by September 30th. If we do not receive written notification by this date, your child’s name will be listed in the student directory.

#### STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974, New Jersey Statutes and Administrative Code, and the Board of Education require the school district to notify parents/guardians each year of their rights under the law. Parents/guardians have certain rights regarding their child’s education records and those rights are transferred to the student or former student who has reached the age of 18. According to the board of education policy and administrative guide, a complete set of state mandated records shall be kept for each student and include permitted information that contributes to the education, development and general well-being of the student. Guidelines also safeguard the private rights of students as individual citizens and limit access to the records. New Jersey Administrative Code 6:3-2.2(g) 6 requires local boards of education to accord educational, occupational and military recruiters’ access to student directory information. Parents may request in writing to the chief school administrator that their child’s name be omitted from the student information directory; adult students may make that request in their own behalf.

The board recognizes the rights of parents/guardians or adult pupils to examine, challenge, and, if necessary, to correct data and official records of the student as provided by N.J.S.A. 18A: 36-19 and N.J.A.C. 6:3-2.6. Parents/Guardians or adult pupils may request that a school correct records believed to be inaccurate or misleading. If the school refuses to change, delete, or add to the records, the parent/guardian or adult pupil must notify the superintendent of schools in writing and a review meeting will be held. If necessary, an appeal to the board of education or the commissioner of education may be made. A record of the appeal and the outcome shall be made part of the student’s record.

Upon request of the parents/guardian or adult pupil, a record shall be reproduced, unless copyrighted, and the school district be reimbursed for the cost of reproduction according to the administrative guidelines. Upon graduation or permanent departure, a student from the school system, the parent(s) or adult student is entitled to a copy of the student’s record upon written request.

In accordance with state regulations, the following mandated student records are maintained:

- Personal data that identifies each pupil enrolled in the school district. This data shall include the pupil’s name, address, date of birth, name of parent(s), citizenship and sex of the pupil. The district board of education is prohibited from recording the religious or political affiliation of the pupil and/or parent unless

requested to do so in writing by the parent and/or pupil. The district is also prohibited from labeling the pupil illegitimate.

- Record of daily attendance.
- Descriptions of pupil progress according to the system of pupil evaluation used in the district. Grade level or other program assignments shall also be recorded.
- History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified district employees.
- Records pursuant to rules and regulations regarding the education of educationally handicapped pupils.
- All other records required by the State Board of Education.
- The school district permits the following records to be maintained:
  - Observations and ratings by professional staff members
  - Test scores and samples of student work
  - Rank in class and academic honors
  - Co-curricular activities and achievements
  - Verified reports of serious or recurrent behavior patterns
  - Authenticated supplemental information provided by parents

### **STUDENT SAFETY**

To ensure your child's safety, the School District Nurses may disclose to School District employees (i.e., faculty, staff, coaches, volunteers) on a need-to-know basis, medical information from your child's health record (i.e., medical conditions, allergies, medications). In addition, school personnel will rely on any information you have provided for school-sponsored events and field trips.

If your child has sustained an injury and requires crutches, cane, walker, etc., a doctor's order must accompany the child upon his/her return. This order must state that the child has been taught how to safely ambulate the stairs using these devices. A doctor's order must also accompany your child if he/she needs to be transported via wheelchair during the school day and/or need access to the school's elevator.

### **STUDENT SEARCHES/RIGHT TO PRIVACY**

Except as required by exigent circumstances, a request for the search of a pupil or a pupil's private possessions will be directed to the Building Principal or designee who shall, whenever feasible, first request the freely offered consent of the pupil to the inspection. A search will be conducted by the Principal or Assistant Principal in the presence of the pupil and another administrator. Under no circumstances shall any pupil be subjected to a strip search or a body cavity search.

A search prompted by the reasonable belief that the circumstances are exigent and pose an immediate threat, will be conducted by any teaching staff member with as much speed and dispatch as may be required to protect persons and property. The Principal shall conduct a pupil search on the request of a law enforcement officer only on presentation of a duly authorized search warrant or on the voluntary and knowing consent of the pupil or when the Principal has independent grounds to suspect the presence of an incriminating object. The Principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a pupil.

### **SUMMER SCHOOL**

A student with a final grade of F in a required academic or elective course is expected to take that course in a credit recovery program. There are no credit recovery programs for any of the CTE courses. Students who wish to advance their academic standing by enrolling in an approved summer school program course must obtain permission from their counselor. Summer school grades are given equal weight and averaged in with all subjects for rank in class.

### **SUSPENSIONS**

In any case where suspension is being considered, the student will be provided due process (an opportunity to explain the circumstances and his/her actions, which are under investigation). The parent shall be notified by telephone and mail. Students under suspension are not permitted on school property. Before the student is re-admitted to school, a conference with the parent will be required.

#### **Out-Of-School Suspension (OSS)**

Out-of-School Suspension will be assigned for major infractions and for continued misconduct of a minor nature. A conference will be conducted with the student prior to the suspension. A student assigned Out-of-School Suspension is not permitted to come to school for any reason during the length of the suspension and may not take part in any school activities, during or after school, until reinstated into school. This includes after school sports events and/or school related functions.

An in-school parent conference is required for all re-admits from OSS prior to student returning to school. Students returning from OSS will not be admitted to any class without a “Re-Admit from OSS” pass from an Assistant Principal. Students who come to the school during an OSS assignment will be charged with illegal trespassing.

### **In-School Suspension (ISS)**

The goal of the In-School-Suspension Program is to provide an educational environment within the school building to promote positive student behavior. In-School Suspension is to be used for those infractions of school policy and procedure which do not require immediate removal from school. A student is removed from his/her regular schedule to attend corrective instruction in a classroom setting. Students assigned In-School-Suspension will not receive a zero in each class missed nor will they be denied competency tests or other work missed. The student’s teachers will be required to submit assignments whenever a student enrolled in his/her course(s) name appears on the Daily Suspension Roster.

Student responsibilities when issued ISS:

- To report to ISS location on time.
- To bring a laptop and items needed to complete assignments.
- To demonstrate proper conduct and abide by all rules/regulations.
- To return completed assignments by the end of assigned ISS time
- Not to leave ISS without the teacher’s permission.
- To make-up any lost ISS time before returning to regular classes.

Parents of students with disabilities may be required to meet with the Child Study Team (Case Manager) to develop a behavior intervention plan and behavior contract. Failure to attend or comply with the rules of ISS will result in Out of School Suspension (OSS).

### **SUSPENSION APPEALS**

Students placed on Short-Term Suspensions (defined as 9 days or fewer) are not able to have a suspension term “held off” until an appeal is heard. However, Long-term Suspensions (defined as Out-Of-School Suspension for 10 days or more) may be appealed in the following order:

Action taken by:  
Discipline Coordinator  
Assistant Principal  
Building Principal  
Assistant Superintendent  
Superintendent

Appeal to:  
Assistant Principal of Discipline  
Building Principal  
Assistant Superintendent  
Superintendent  
Board of Education

### **TARDY (LATE) TO CLASS OR CTE COURSE**

Students are not to be tardy to any class or shop. Students who arrive to their scheduled class or shop after the passing bell rings, signaling the start of the period, without a valid pass will be considered tardy. The attendance and the discipline offices will enforce the tardy/cut policy for these incidents. Please note the following:

- Three (3) lates to any class will equal 1 cut.
- Twelve (12) lates to any class during the school year will equal a loss of credit in the class or shop
- A student arriving to school after 8:10 a.m. is considered tardy and must report directly to the Attendance Office.
- Students reporting to school/class tardy 20 minutes or more will be charged with a cut. A student who obtains four (4) cuts will not receive credit for that particular course (full year course).
- Students driving to school and arriving tardy will have their parking privileges suspended on the 3<sup>rd</sup> tardy.
- Late students will not be permitted to enter their period one class/shop without one of the following:
  - A valid pass from an Administrator.
  - A late bus pass from the Attendance Office.
  - An “Admit Pass” from the Attendance Office.
  - A hall-sweep Admit Pass from the Discipline Office.
- Passes from teachers, coaches, aides, clerks, etc., will not be accepted.

### **TEXTBOOKS/CALCULATORS**

Students are responsible for the care and protection of assigned textbooks and calculators. Damage beyond normal wear or loss of a book or calculator will require the student to reimburse the school for such damage or loss. Reimbursement for textbooks and other items should be made immediately after notice has been issued by the school.

Failure to pay fines or obligations upon notice of such will result in the school withholding a diploma.

### **TOBACCO & E-CIGARETTES**

Smoking, or possession of tobacco, vape pens, vape mods, vape paraphernalia by students is prohibited in the school buildings, on school property, and at all school-related activities. Violators will be immediately suspended from school. Additional violations will be subject to extended periods of suspension. In additions to suspension, students found to have tobacco (including vape pens, vape mods, vape paraphernalia) products and/or paraphernalia in their possession will have them confiscated and will be subject to mandatory substance abuse screening.

### **TRANSFERS/WITHDRAWALS FROM SCHOOL**

Students who are transferring to another school or withdrawing from school must be accompanied by their parent/guardian to the Guidance Office to sign the appropriate forms. If necessary, the parent/guardian may submit a letter to the counselor detailing the reasons for leaving. Transcripts or grades will be forwarded only when the student has fulfilled all responsibilities and obligations (i.e. returned textbooks, laptop, ID badge, school issued equipment/materials and has paid all outstanding fines or fees.)

### **TRANSPORTATION**

School bus transportation is provided by sending districts and is not the responsibility of the PCTVS Board of Education. Students, who change residence during the school year, must contact their new district of residence to arrange transportation. Change of address information must also be submitted to the PCTVS guidance department and the ID/Transportation Office. Students must always board their designated bus - Failure to board the proper bus and abide by all safety guidelines (i.e. wear a mask, remain seated, use of restraining belts, etc.) will result in disciplinary actions. Students suspended from bussing privilege will be responsible for acquiring their own transportation to and from PCTVS.

### **TRIMESTERS**

Passaic County Technical Vocational Schools are committed to providing an educational experience that is exceptional, non-traditional, and focused on college and career readiness for all students. In keeping with our progressive mission, beginning with the 2017-2018 school year Passaic County Technical Vocational Schools instituted a trimester grading cycle.

With a trimester grading cycle, each trimester will be 60 days in length and will be weighed accordingly:

<b>Semester</b>	<b>Weighting</b>
Fall Term	25% of final grade
Winter Term	30% of final grade
Spring Term	35% of final grade
Final Exam	10% of final grade

This term weighting system provides struggling students with an opportunity to demonstrate progress in their courses while maintaining significance of grades and assessments. Although students will receive fewer report cards in the trimester grading schedule (three instead of the typical four), progress reports will be continue to be issued midway through each term. Each grading term will be identified as R1 (Fall Term), R2 (Winter Term), or R3 (Spring Term) in PowerSchool.

### **TRUANCY**

“Truancy” is a pupil's absence from all or a part of the school day without the knowledge of the pupil's parent(s) or legal guardian(s). A pupil will also be considered truant if he/she:

- Leaves school without a pass,
- Leaves school without permission when school is still in session,
- Leaves class because of illness and does not report to the school nurse as directed, or
- Is present in school but is absent from class without approval. Such truancy from class is a “class cut.”

Students found to be truant from school will be charged with “cuts” for any classes missed. Additional Truancies: More serious consequences, including recommendation for expulsion or referral to the child study team for diagnosis, may be required.

### **UNAUTHORIZED AREAS**

Students are not permitted in the following areas for any reason(s):

- Auditorium / Lecture Hall (without teacher supervision)
- Faculty Lounge
- Faculty Cafeteria

- Faculty Restrooms
- Faculty Copier/Prep Rooms
- Maintenance/Custodial areas
- Shipping/Receiving areas
- Mechanical rooms/areas
- Locker rooms while PE classes are in session
- Any cafeteria prior to or after lunch periods are concluded
- Any bus that is not assigned to the student
- Any unsolicited presence in a classroom, instructional area or location not indicated on a student's schedule

Students found in these areas will be subject to After-School Detention, In-School Suspension, or Out-of-School Suspension.

#### **USE OF MOBILE PHONES**

The use of mobile phones by the student body is a privilege and may be denied at any time. Students are extended the privilege of possessing and responsibly using portable electronic equipment on school grounds or at any school-related activity. The student must always secure his/ her device and never leave it unattended. Students should guard against theft as they would in any public building or area. Theft of such devices is a major problem in schools, and often the devices cannot be recovered. Students should always keep the devices on their persons or locked away. School personnel and /or administrators are not responsible for the loss or damage of any cell phone or device brought on school property. These devices, if brought to campus, are the sole responsibility of the student.

The following regulations will be enforced with regard to mobile phones and portable digital devices:

- The use of mobile phones is permitted before and after school, and during the lunch period.
- Headphones, ear buds, and Bluetooth devices are strictly prohibited; they interfere with communication and may pose a safety issue in the event of a campus emergency.
- Speaker functions may never be used. Music or conversations should never be heard by others.
- All devices should always be on silent mode. This includes ringtones and notifications.
- Use of these electronic devices in the classroom or in any academic setting is at the discretion of the classroom teacher. Students may use communication devices during instructional time only if the classroom teacher gives explicit permission for such things as lesson enhancement, assessment, student organization, etc.
- Collection and/or distribution of material that is considered obscene, libelous, or harassing are prohibited not only by school policy, but by state and federal law. This includes but is not limited to pictures, videos, texts, social media posts, and emails.
- Taking pictures, video, and/or transmitting data in locations where students and/or staff have a reasonable expectation of privacy is always prohibited. These locations include but are not limited to locker rooms and restrooms.
- Students may not activate the video, camera, or sound recording function of the device at any time unless they are acting pursuant to the express instructions of a teacher or administrator.
- If students use communication devices to illegally enhance their own academic performance or another student's performance, the student(s) involved will receive additional severe consequences for academic dishonesty.
- If students use the communication devices to engage in illegal or unethical behavior such as bullying, harassing, threatening, or intimidating, the students involved will receive additional severe consequences for such conduct.
- The administration may, without advance notice, revoke, amend or alter the cell phone/electronic device policy as deemed necessary and appropriate.

#### **VANDALISM**

The physical plant, equipment and supplies are paid for by taxes, and we all have an obligation to take care of them. Students are encouraged to keep the high school in good condition and to encourage others to do so. Any student who destroys or damages any property, mars any area with graffiti or otherwise commits any vandalism will be required to pay for the replacement or repair and may be subject to additional discipline, as the situation requires. New Jersey courts have recently held that parents are responsible for vandalism committed by their children and can be required to pay for damage to public property.

#### **VISITORS**

PCTVS students are not permitted to have personal guests during school hours. Unannounced visitations or meetings will not be entertained. All verified visitors must have an appointment with a teacher, administrator, or employee to gain access to the campus buildings. All verified visitors must wear the provided green lanyard for the duration of the visit and abide by all district guidelines. The lanyard must be returned to the security officers or guard house prior to departing campus.

## WEAPONS AND DANGEROUS INSTRUMENTS

Possession, transmission, handling, or use of a weapon on school property is prohibited. The definition of a “Weapon” includes:

- Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation mean those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.
- Components that can be readily assembled into a weapon.
- Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
- Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
- Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.
- Ballistic knives, which means any device capable of lethal use that can propel a knife blade.
- Billy clubs, blackjacks, bludgeons, metal knuckles, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.
- Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.
- Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
- Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.

A pupil convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a pupil committing a crime with a firearm shall be immediately removed from the school’s regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.

## WORKING PAPERS

Any student under 18 years of age who wishes to accept employment during vacations or on a part-time basis during the school year must procure working papers from the State of New Jersey. Applications for working papers are available in the main office, but students should have the following requirements:

- A “promise of employment” form completed by the prospective employer.
- Evidence of a physical examination, either in school by the school physician or by another physician. Students who wish to may obtain physicals from the school physician during the times when athletic physicals are being offered during the school year and in the summer. Dates are posted on the school district website under the high school athletic home page.
- A school record from the school attended most recently.
- A birth certificate, baptismal record or other proof of age.