

# **Warren County Technical School**

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

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Superintendent, Ed Zalewski

Principal, Derrick Forsythe

Assistant Principal, John Mylecraine

Director of Curriculum and Instruction, Diana Mai

# STUDENT HANDBOOK 2019-2020

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# General Information

## 2019-2020 Important Dates

### First Day for Students

September 3<sup>rd</sup>

### Back to School Night

September 12<sup>th</sup>

### Marking Periods and Interim Reports

#### Marking Period One

September 3 <sup>rd</sup> – November 5 <sup>th</sup>	45 Days
Interim One September 3 <sup>rd</sup> – October 3 <sup>rd</sup>	23 Days
Interim Two October 4 <sup>th</sup> – November 5 <sup>th</sup>	22 Days

#### Marking Period Two

November 6 <sup>th</sup> – January 23 <sup>rd</sup>	45 Days
Interim Three November 6 <sup>th</sup> – December 12 <sup>th</sup>	23 Days
Interim Four December 13 <sup>th</sup> – January 23 <sup>rd</sup>	22 Days

#### Marking Period Three

January 24 <sup>th</sup> – March 30 <sup>th</sup>	45 Days
Interim Five January 24 <sup>th</sup> – February 27 <sup>th</sup>	23 Days
Interim Six February 28 <sup>th</sup> – March 30 <sup>th</sup>	22 Days

#### Marking Period Four

March 31 <sup>st</sup> – June 5 <sup>th</sup>	46 Days
Interim Seven March 31 <sup>st</sup> – May 4 <sup>th</sup>	23 Days
Interim Eight May 5 <sup>th</sup> – June 5 <sup>th</sup>	23 Days

#### Final Exam Period

June 8 <sup>th</sup> – June 11 <sup>th</sup>	4 Days
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185 Total Days

### WINTER GALA

TBD

### NJSLA Testing

State testing window is April 8-May 28

### AP TESTING

May

### NJSLA Science Exam

May

### PROM

May 15<sup>th</sup>

### TOP 10 Banquet

June 4<sup>th</sup>, Hawk Pointe

### FINAL EXAM PERIOD

June 8<sup>th</sup> – 11<sup>th</sup>

### FINAL DAY FOR STUDENTS AND GRADUATION

June 11<sup>th</sup>

## Bell Schedule

Regular Session	Early Dismissal	Delayed Opening	Abbreviated Day
Homeroom 8:02- 8:06	Home Room 8:02- 8:03	Homeroom 10:00-10:01	Home Room 8:02- 8:06
Period 1 8:06- 8:46	Period 1 8:03- 8:30	Period 1 10:01-10:28	Period 1 8:06- 8:43
Period 2 8:49- 9:29	Period 2 8:33- 9:00	Period 2 10:31-10:58	Period 2 8:46- 9:15
Period 3 9:32-10:12	Period 3 9:03- 9:30	Period 3 11:01-11:28	Period 3 9:18- 9:47
Period 4 10:15-10:55	Period 4 9:33-10:00	Period 4 11:31-11:58	Period 4 9:50-10:19
Period 5A 10:58-11:38	Period 5 10:03-10:30	Period 5A 12:01-12:28	Period 6 10:22-10:55
Lunch A 10:58-11:23	Period 6 10:33-11:00	Period 5B 12:31-12:58	Period 5A 10:58-11:38-
Period 5B 11:26-12:06	Period 7 11:03-11:30	Period 6 1:01- 1:28	Lunch A 10:58-11:23
Lunch B 11:41-12:06	Period 8 11:33-12:00	Period 7 1:31- 1:58	Period 5B 11:26-12:06
Period 6 12:09-12:49	Period 9 12:03-12:30	Period 8 2:01- 2:28	Lunch B 11:41-12:06
Period 7 12:52- 1:32		Period 9 2:31- 2:58	Period 7 12:09-12:36
Period 8 1:35- 2:15			Period 8 12:39-1:08
Period 9 2:18- 2:58			Period 9 1:11-1:35

### Accreditation

Warren County Technical School is approved by the State of New Jersey and accredited by the Middle States Association of Colleges and Secondary Schools.

### Mission Statement

Warren County Technical School strives to develop opportunities for vocational, academics, and personal achievement through the cooperation of students, staff, parents and community in an atmosphere of mutual respect.

### Affirmative Action

Warren County Technical School is committed to environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Warren County Technical School does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs: race; creed; color; sex; gender; pregnancy; gender identity or expression; national origin; nationality; age; ancestry; marital status, domestic partnership, or civil union status; religion; affectional or sexual orientation; atypical hereditary cellular or blood trait; genetic information; liability for military service; protected veteran status; mental or physical disability (including perceived disability, AIDS and HIV-related illnesses); harassment (related to any of the forgoing categories); retaliation for filing a complaint of, or participating in an investigation of discrimination; and any other category protected by law.

### Affirmative Action/Title IX Coordinator – Mr. John Mylecraine

Location: Warren County Technical School Main Office

Phone: 908-835-2824

Email: mylecrainej@wctech.org

All complaints of discrimination should be directed to Mr. Mylecraine.

### Sexual Harassment

Sexual harassment is conduct of a sexual nature that makes someone, male or female, uncomfortable or embarrassed. The conduct may include female to male, male to female, female to female, and male to male.

The Equal Employment Opportunity Commission (EEOC) expresses sexual harassment as sexual attention that is:

- Unwelcomed and unwanted.
- Harmful to a person's health and ability to perform one's job.
- Illegal according to federal law and also most state, county and local laws.

Anyone who alleges sexual harassment by a staff member or a fellow student must report the incident(s) to the Affirmative Action Officer, who is also the Principal and is located in the main office. The laws of confidentiality apply.

### Section 504

The Rehabilitation Act of 1973, section 504 is a Federal Civil Rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. Included in the U.S. Department of Education regulations for section 504 is the requirement that handicapped students receive a free and appropriate education (FAPE). School districts have specific

responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined eligible under section 504, to afford access to appropriate educational services

All complaints or questions concerning 504 Accommodation Plans should be directed to **Mr. Mylecraine**.

Location: Warren County Technical School Main Office  
Phone: 908-835-2824  
Email: mylecrainej@wctech.org

**Intervention and Referral Services (I & RS)**

Intervention and Referral Services (I&RS), is an interdisciplinary team of professionals within the school environment who come together throughout the school year to formulate coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general education program as well as for students determined in need of special education programs and services. The goal of the committee is to assist at risk students and provide assistance in targeted areas.

I & RS Contact: Zana Ziegler Harbon – 908-689-0122 x 4474

**Student Rights and Responsibilities**

The Administration at Warren County Technical School recognizes that students possess both the right to a free public education and the rights of citizenship. In granting students the educational opportunities to which they are entitled, the school shall provide them with the nurture, counsel, and custodial care appropriate to students’ ages and maturity. At the same time, the school will respect the right of each student to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his or her own thoughts. Attendant on the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others and compliance with the policies and regulations of this district. (N.J.S.A. 9:17B-1. N.J.S.A. 18:A 36-20)

**Grievance Procedures**

The school district's existing grievance procedure will be utilized to hear any complaint or charge of discrimination. It is the policy of Warren County Technical School to provide equal educational opportunities regardless of sex, race, color, religion, national origin, disability, lifestyle preference, and social or economic status. Copies of the District's Affirmative Action Plan and Grievance Procedures are available in the main office.

**Section 504 /Compliance Officer and Affirmative Action Officer:** John Mylecraine, Assistant Principal

**Snow/ Emergency Closing**

In the event of an emergency school closing or delay, parents and guardians will be informed via the Honeywell Instant Alert System. Parents are strongly encouraged to sign up for these instant alerts by following the instructions on the school website ([www.wctech.org](http://www.wctech.org)). The school website will also be updated to provide emergency information to the students and parents.

Emergency school closings, announcements will also be broadcast on the following radio/TV stations:

FM		AM		Television	
WHCY	106.3 FM	WAEB	790	WFMZ-TV	Channel 69
WVPO/WSBG	93.5 FM	WVPO	840		
WAEB	104.1 FM	WRNJ	1510		

**School Calendar (attached, also see website)**

The school calendar features five built in emergency closure days in the event of snow or another unforeseen closing. Unused snow days will be given back at the discretion of the Board of Education and Superintendent. In the event that Warren County Technical School has more than five emergency closures they will be taken from existing days off beginning with the Martin Luther King Day. This calendar can be changed at any time by the Board of Education and/or Superintendent.

# Academic Program

## Procedures for Career Majors

Career and Technical Education is the keystone of education at Warren County Technical School. All students must be enrolled in a Career Major program in order to remain enrolled at Warren County Technical School.

If students wish to change their career major, they have the opportunity to change career majors ONCE during their ninth grade year or during the summer before their sophomore year. Because of the intensive nature of the career programs at Warren Tech, NO CAREER MAJOR CHANGES WILL BE ALLOWED ONCE STUDENTS BEGIN THEIR SOPHOMORE YEAR.

In order to request a Career Major change, a student must make an official request with his or her guidance counselor. Students will be allowed to shadow up to two different career areas for no more than two days each. Career instructors have the ability to deny a student's request based on the number of students in their program. Once students decide to join a new career major, the move is final and students will not be allowed to shadow or change careers again.

## Graduation Requirements

The following are Warren County Technical School's graduation requirements as established by the Board of Education and in compliance with all state laws and regulations. Students certified for graduation will have satisfactorily completed the requirements listed below.

<b>English- 20 Credits</b> *Including the completion of a senior research paper
<b>Mathematics- 15 Credits</b> Including Algebra I, Geometry, and a third year of math that builds upon algebra I and geometry and prepares students for college and 21st century careers.
<b>Social Studies- 15 Credits</b> Including 5 Credits of World History and 10 Credits American History.
<b>Science- 15 Credits</b> Including 5 credits in laboratory Biology, 5 credits in Environmental Science, Chemistry, or Physics, and 5 credits in an additional lab/inquiry-based science
<b>Physical Education- Successful Completion Each Year</b>
<b>Health Education- Successful Completion Each Year</b>
<b>World Language- 5 Credits</b> *Minimum of two years recommended for college prep
<b>Personal Financial Literacy- 2.5 Credits</b>
<b>Visual or Performing Arts- 5 Credits</b>
<b>Career and Technical Education- 40 Credits</b> Successful Completion of career program. *Additional certifications, college credit and/or industry credentials dependent on successful performance on specific governing body's assessment
<b>Standardized Assessment</b> Each student must meet the states testing requirements or its alternative prior to graduation.

- \* No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony if the student's personal conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process as suspension

### **Program Selection**

With the assistance of their counselor, using the recommendations provided by their classroom teachers, students will select their courses. Parents are encouraged to contact the counselor if they have any questions regarding course selection. A typical program consists of nine periods of instruction, usually for academics, physical education one/two electives, and two/three career and technical education. Courses are offered based upon student enrollment. Under-enrolled courses may be cancelled prior to school opening. Students are required to select alternate elective courses in priority order. Warren County Technical School graduation requirements may be meet all college admissions requirements. It is essential that students review the requirements specific to the college or major of their choice. To meet the needs of competitive universities, a challenging academic schedule should include four years of coursework in English, Mathematics, Social Studies, and Science and at least three years of a foreign language. Additional consideration will be given for Honors and Advanced Placement courses.

### **Course Level Recommendation**

Any decision concerning a student's course placement will be made cooperatively between classroom teachers and guidance staff using the following criteria.

- Current academic achievement
- Motivation, study habits, effort, and maturity
- AP level class may require submission of examples of student work and/or interview.

### **Schedule Changes**

A change in a student's schedule must have merit and meaning behind it. Students are encouraged to review their schedule the week before school begins and email any transfer requests to their guidance counselor. After September 20<sup>th</sup> no schedule changes will be made unless warranted by the Child Study Team or the Administrative team. Seniors will be given first priority.

### **Grading**

The grading scale utilized by Warren County Technical School is the recommended grading scale from the College Board. Grades will not be weighted. Each marking period grade is calculated as 20% of the final grade for a full year course. The final exam is calculated as 20% of the final yearly average.

<b>Letter Grade</b>	<b>Percent Grade</b>	<b>4.0 Scale</b>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

- \* Given administrative approval, a teacher may give an incomplete grade for the immediate two weeks after the marking period closes. After the expiration of the grace period, a grade will be entered. Exceptions will be considered on an individual basis.

### **Progress Reports/Report Cards**

The Assistant Principal will email all parents at the mid-marking period and end of marking period dates to inform them that Progress Reports and Report Cards are available to view on the Genesis Parent Portal. If you parent/guardian would like a paper copy of your Progress Report or Report Card please have them contact Ms. Lentine in the Guidance Office at (908) 835-2819.

### **Academic Honors**

High Honor Roll- Awarded to students who have attained a **93** or above in all classes.

Honor Roll- Awarded to students who have attained an **85** or above in all classes.

- \* Students with any incomplete grades are not eligible for the honor roll.



### **Failure Policy**

There are ample tutoring help sessions and other avenues for improvement available to students who seek assistance. If a student fails for the year, he/she will be notified in writing of the status of the course make-up possibilities. If a student fails any subject for the year, he/she will have to make arrangements through the guidance department to take summer school classes. **If a student fails three or more classes or his/her career major\* for the year, he or she will need to transfer back to their home school district.** A letter explaining the justification for this change in academic placement will be sent at this time, which outlines the appeal procedure for this decision.

- \* **FEE BASED CREDIT RECOVERY OPTIONS EXIST ONLY FOR ACADEMIC COURSES**
- \* **THERE ARE NO CREDIT RECOVERY OPTIONS FOR CAREER MAJORS IN SUMMER SCHOOL**

### **Preparedness for Class**

Students are expected to arrive at each of their classes on time fully prepared with the materials required for the course. This includes the proper writing utensil, homework, notebook and any textbooks required. Students need to be prepared for Physical Education classes with their gym uniform and proper foot wear. Specific attire and safety protection in career and technical education classes is also part of preparation. Classroom teachers have the discretion to dock participation points to any student that does not come to class prepared.

### **Textbooks**

Students are required to return all books to the teacher in the condition in which they were issued and within the prescribed time. Failure to do so will result in fines. If the fines are not paid, schedules/diplomas will not be issued.

### **Homework Policy**

The Warren County Technical School Board of Education recognizes the need for regular homework and class projects, which are essential parts of the instructional process at Warren County Technical School. Meaningful homework and projects are integral to fostering successful academic achievement and student readiness to meet the demands of higher education and the workforce. Quality homework assignments and projects serve a variety of important purposes in effective learning environments including: providing enrichment opportunities, applying skills learned in class, maximizing instructional time, reviewing material before assessment, identifying areas for remediation, providing opportunities for creativity, and the development of writing, public speaking and research skills. Furthermore, homework and class projects help students cultivate effective study habits such as time management, independent learning, notetaking, and self-discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. With that in mind student should expect frequent homework assignments and occasional projects during each marking period of study.

### **Make-up Homework Policy**

- Make-up work should be completed as quickly as possible. Students will have one day for each excused absence to make up homework and classwork assignments.
- **Students must be absent for three consecutive days in order for the Guidance Department to obtain homework from teachers.**
- Parents must call the guidance office at (908) 835-2819 to arrange for homework collection.
- A twenty-four hour waiting period is necessary in order for the guidance counselors to obtain homework from all teachers.
- When a student is going to be absent for a scheduled event (e.g., driver's test /having wisdom teeth pulled), that student is responsible for getting work in advance from his/her teachers.

### **Final Exams**

Final Exams will be administered at the end of each course during a designated finals period at the end of the academic year. Each final exam will be a comprehensive assessment measuring retention of core content of the course and the mastery of learning skills. Students can expect to complete a variety of test items including but not limited to: multiple choice, short answer, essay, reading comprehension activities, document analysis, and performance based items.

### **Testing Program**

- 1) All students who are enrolled in Algebra I, Geometry, English 9 and English 10 must participate in the corresponding NJSLA examination in the spring.
- 2) The PSAT will be given free of charge to juniors in the fall at Warren County Technical School. Sophomores who intend to attend an institute of higher learning may also take the test at that time at their own expense.

- 3) ASVAB testing will be offered to tenth grade students in the fall.
- 4) The College Entrance Examinations - Scholastic Aptitude Tests forms are available in the Guidance Office. The student pays all fees.
- 5) All seniors must participate in an exiting exam appropriate to their career areas. Failure to do so could result in forfeiture of career certificates of competencies.

### **Guidance/Student Services**

The guidance program in the Warren County Technical School District is an integral part of the total educational program. The program is designed to help each student gain the maximum benefit from the high school experience by fostering self-assessment and consideration of alternative strategies through individual and group counseling. Career and academic planning are important components of the department's services.

The school counselor can help the student evaluate personal strengths, weaknesses, likes, and dislikes, which will assist in establishing and achieving realistic goals. The counselor is trained in interpreting standardized tests, and knowledgeable about providing the most current information regarding the opportunities available in higher education and indicating the projections for future growth areas in the work force.

Counselors consult and work cooperatively with all members of the school staff to facilitate the student's progress.

Although counselors will routinely schedule conferences during the school year, appointments can be made at any time when seeking assistance with personal concerns, researching career opportunities, or wanting to obtain information for the college planning process.

Please feel free to contact a counselor with any questions you may have regarding the school, programming, or student progress. The guidance counselors are assigned by grade. Ms. Sarte will serve all juniors and seniors. She can be contacted at (908) 835-2820. Mr. Orchulli will serve all freshmen and sophomores. He can be reached at (908) 835-2821.

### **Home Instruction (Policy 2412)**

The Board of Education shall provide instructional services to an enrolled student, whether a general education student in grade nine through grade twelve or special education student age fourteen to twenty-one, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education, and if it is determined that the student can maintain satisfactory proficiency in his/her vocational studies while out of school.

If it is determined that the pupil cannot maintain satisfactory proficiency in his/her vocational studies due to a health condition, the student shall be transferred back to the sending district which shall be responsible for home instruction or other appropriate placement.

To apply for this service, a parent must submit written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

Further description can be found under Board Policy 2412 on the school's website.

### **Academic Honesty**

Pupils are expected to be honest in all their academic work. This means that they will not engage in any of the following acts:

- 1) Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, cell phones, or other electronic devices, copying from other students' papers, and exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- 2) Plagiarism is not permitted at any time. Plagiarism is defined as use without acknowledgement 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.
- 3) Falsifications to include 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.
- 4) Forgery of signatures, improper citation with intend to deceive, unauthorized collaboration, or erasing/destroying the work of others.

- 5) Any other action that compromises the integrity of an assignment or assessment.
- \* Committing any academically dishonest action on an assignment will result in disciplinary action or a grade of a zero on the assignment.

**Safety Rules for Shops**

- 1) Before participation in any Career and Technical Education course all new students will be trained on the associated safety and health issues (N.J.A.C 6A:19-6.4(d).8). When applicable students will be required to pass a safety exam specific to the career area before participating in shop work.
- 2) Students must have a current emergency card on file in the Health Office before any shop work may begin.
- 3) Each career and technical educator will develop and present safety rules for their shop. These rules will be posted in the classroom and reviewed each year with returning students. All class members and visitors are expected to follow all of these rules to ensure their personal safety.

Students who repeatedly violate safety rules will be removed from participation in shop activities. A mandatory parent/teacher conference will be scheduled before the student will be reinstated to full participation

**Cooperative Industrial Education - CIE**

The Cooperative Industrial Education program is a culminating activity of the Career Major experience at Warren County Technical School. This program permits students to exchange their senior level shops for actual work experience. This program is available to senior level students who maintain eligibility by achieving passing grades in all their classes and are approved by the Career Academy instructor.

- \* *Students are reminded that participation in the CIE program is a privilege and can be revoked at any time.*
- \* Students who have been assigned an after school detention or have been suspended on any level may not be permitted to participate in the CIE experience that day.

Please address questions regarding the CIE program to **Mr. Ray Gara at 908-835-2841 or [garar@wctech.org](mailto:garar@wctech.org)**.

**Advanced Placement Program**

Warren County Technical School offers a variety of Advanced Placement courses which challenge students to meet the rigor of college level coursework. Currently Warren County Technical School offers AP courses in the following areas English Language and Composition, English Literature and Composition, Calculus, Chemistry, Computer Science Principals, and Psychology.

**Dual Enrollment**

Warren County Technical School has partnered with Warren County Community College to offer several challenging dual enrolled courses. Students can register for these courses at Warren County Technical School and earn college credit while in high school. Students must achieve a final grade of a C or better in order to earn credit through WCCC. Transferring these credits to another college or university is handled by WCCC. Warren County Technical School will continue to work with WCCC to provide additional dual enrollment opportunities.

**Dual Enrollment Offerings**

AP Chemistry  
 Business Mgt. – Accounting  
 Honors Algebra II  
 Pre-Calculus

AP Eng. Literature & Composition  
 Business Mgt. – Intro to Business  
 Honors Biology  
 Social Media Marketing

AP Psychology  
 Health Sciences III and IV  
 Intro to Sociology

**Senior WCCC Option**

Warren County Technical School students have the ability to take college courses at WCCC in the afternoon after taking their Career, English, and Physical Educations courses in the morning. Students wishing to take advantage of this option must receive approval from Guidance that they have met all other graduation requirements and that they are in good discipline standing with the school.

# Attendance

## Attendance Policy

The Warren County Technical School Board of Education requires that the pupils enrolled in this district attend school regularly in accordance with the laws of the State.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in return to his/her home district. Missed hours in a student's career major cannot be replaced with home instruction.

Unexcused absences from school or from classes within the school day constitute truanancies and shall be subject to the disciplinary rules of the Board. Repeated truanancies may result in further actions.

## General Attendance Procedures

On the morning of the first day of absence, parents or guardians are urged to call the absenteeism line at **689-0122** and **press 1** to report a child's absence.

- 1) ALL written excuses, including medical, dental, and legal, **must** be presented to the attendance secretary, or her designee, within **two (2) school days** after that student first returns to school. If a note has not been received within two (2) school days, the absence will be considered unexcused unless otherwise authorized by administration.
- 2) An excused absence will be granted only with a doctor's note within 48-hours, or other legal documentation as presented to an administrator for a status determination. Notes should be brought to the office before homeroom.
- 3) Any student who acquires six excused or unexcused absences in a marking period or a **total of twenty-five excused or unexcused absences** for the year will be transferred back to his or her sending district. Hands on training time missed in the career academy cannot be replaced with extra homework or make-up assignments. A letter explaining the justification for this change in academic placement will be sent at this time, which outlines the appeal procedure for this decision.
- 4) At the occurrence of six, ten and sixteen **unexcused** absences, a student will receive notification from the Assistant Principal letting him or her know the ramification of further absenteeism. At the sixteenth **unexcused** absence for those less than sixteen years of age, a letter will be sent home, and by legal obligation Warren County Technical School will file truancy charges against the parents. On the 17<sup>th</sup> day of the unexcused absence, the student will lose all credit for the year and will return to his/her sending district at the conclusion of the year potentially to repeat the grade. A letter explaining the justification for this change in academic placement will be sent at this time, which outlines the appeal procedure for this decision.
- 5) An attendance appeals hearing can be requested. This constitutes meeting with the attendance appeals committee to discuss and review documentation of the absences. The appeals committee can excuse or omit an absence or leave the record as it stands. The decision of the appeals committee will be reviewed by the Principal upon parent request. The Superintendent's decision is final. At the occurrence of 15, 20 and 22 **TOTAL** absences, a student will receive written notification of the total number of absences and the ramifications of reaching 25 **TOTAL** absences.
- 6) After 5 unexcused absences counselors will develop a corrective action plan together with the student. In addition, students will also be referred to Intervention/Referral Services.

## Tardiness

In order for our school to provide an effective educational program, it is important for students to report to school on time.

- 1) School Tardiness – Anyone who is not in his/her assigned homeroom at the second bell at 8:02 is considered late to school. Any student who arrives after 8:02 a.m. must report to the main office to sign in with their student ID and receive a pass.
- 2) Class Tardiness – A student is tardy if he/she is not in his/her assigned class when the bell rings. Tardiness constitutes a I (1) Point infraction.
- 3) Continued tardiness to school may significantly impact students' opportunities to attend field trips or other school sponsored activities.

Guidance Counselors will notify parents of excessive tardiness and its impact on the overall grade.

## Morning Arrival Procedures

Upon arrival at Tech, all underclassmen are to report to the cafeteria and wait for the first bell. All food and drink must be consumed in the cafeteria and discarded before homeroom. Please clear all tables of newspapers, cans, etc., before leaving.

- \* A senior privilege area known as the Senior Court is established in the theater lobby to provide social and wait time for seniors.

### **Early Dismissal**

Early dismissals are discouraged. However, the school will honor medical/dental appointments and extreme emergencies. To arrange for early dismissal a parent must write a letter to the main office specifying the date, time and reason for the request. The note will be followed up with a call to the parent/guardian.

- 1) Early dismissal is an excused legal dismissal from school, but only after a student has completed four hours of instruction.
- 2) No student will be permitted to leave school without this parental authorization. Students must be picked up and signed out by a parent.
- 3) Excused early dismissals may be granted for the following reasons:
  - a) Students who become ill in school and wish to go home must report to the nurse's office for permission.
  - b) Approved college visitations.
  - c) Verified medical or dental appointments.
  - d) Verified appointments for a driving test.
  - e) Required court appearances.
  - f) Death in the Family
  - g) Other reasons of an emergency nature approved by an administrator.

### **Senior College Visitation**

Seniors and parents are urged to visit the college(s) they are considering. However, we recommend visitations be arranged, whenever possible, when our school is closed. It is recommended that juniors visit colleges during our spring recess while colleges are in session. Seniors will be limited to three visitations during the school year; more than three must be approved by administration.

- \* A letter from the college acknowledging the visit must be submitted to the attendance secretary to qualify for an excused absence.

## **DISCIPLINE**

### **Behavioral Expectations (District Policy 5500)**

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents or legal guardians, all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parents or legal guardians and appropriate school staff members.

### **Disciplinary Infractions and Consequences**

Each level has corresponding points to the infraction. A student accumulates points after each infraction has occurred. The student will be given due process rights after the allegations have been stated. The administrator handling the infraction will assign a designated level and corresponding consequence. Parents will be notified of any student discipline referral.

- \* **A STUDENT WHO ACCUMULATES 5 INFRACTION POINTS WILL AUTOMATICALLY BE ENROLLED IN THE PEER 2 PEER PROGRAM FACILITATED BY GUIDANCE.**

*The Peer 2 Peer Program is designed to provide an opportunity for students experiencing difficulty to assess, analyze, and reflect upon those behaviors and issues that have brought them to this point. With the assistance of a trained upperclassman, the student has the opportunity to reduce the cumulative disciplinary point total.*

**A STUDENT ACCUMULATING A TOTAL OF 10 POINTS WILL BE BROUGHT TO THE INTERVENTION AND REFERRAL SERVICES COMMITTEE FOR CONSIDERATION.**

**A STUDENT WHO HAS ACCUMULATED 20 INFRACTION POINTS AT ANY TIME DURING THE YEAR WILL BE REQUIRED TO RETURN TO HIS/HER SENDING DISTRICT EITHER MID-WAY OR AT THE END OF THE CURRENT YEAR.** A letter explaining the justification for this change in academic placement will be sent at that time, which outlines the appeal procedure for this decision.

***ADMINISTRATION RESERVES THE RIGHT TO RETURN A STUDENT TO HIS/HER SENDING DISTRICT AT ANY TIME REGARDLESS OF HIS/HER POINT VALUE.*** A letter explaining the justification for this change in academic placement will be sent at that time, which outlines the appeal procedure for this decision.

All information regarding disciplinary actions taken against the student by the district and information in the student's record received by the district pursuant to N.J.S.A. 2A: 4A-60 shall be maintained in the student's record. This information may be forwarded to another school district in accordance with N.J.S.A. 18A: 36-19a and N.J.S.A. 18A: 36-25.1 in the event the student transfers to another district.

**Infractions and Consequences**

The following is a guideline. Individual circumstances may result in variations to the consequences listed below. Administration uses this as a guide in most situations. However, administrators may deviate, as necessary, at his/her own discretion.

<b>Infraction</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> and Further Offenses</b>
Classroom Misconduct	Warning. Meeting with AP or Principal. (1 Point)	Administrative Detention. (2 Points)	Administrative Detention. (2 Points)
Cheating/Plagiarism/Dishonesty	1 Detention (3 Points) or 0 on assignment.	2 Detentions. (4 Points) or 0 on assignment.	Suspension of a length commensurate with offense. (6 Points) or 0 on assignment.
Class Cutting	2 Administrative Detentions. (3 Points)	2 Administrative Detentions. (3 Points)	3 Detentions (4 Points)
Failure to Attend Teacher Detention	Administrative Detention. (1 Point)	2 Administrative Detentions. (3 Points)	2 Administrative Detentions. (5 Points)
Inappropriate Driving in Parking Lot. <b>District Policy 5514</b>	Administrative Detention. One week Loss of Driving Privileges. (3 Points)	2 Administrative Detentions. One week Loss of Driving Privileges. (4 Points)	3 Detentions. Three Week Loss of Driving Privileges. (5 Points)
Inappropriate Language	Administrative Detention. (1 Point)	Administrative Detention. (2 Points)	Administrative Detention. (3 Points)
Insubordination / Disrespect	Administrative Detention. (2 Points)	2 Administrative Detentions (3 Points)	3 Detentions (4 Points)
Late to Class, Excessive	Administrative Detention. (2 Points)	2 Administrative Detentions. (3 Points)	3 Detentions (4 Points)
Misuse of Technology	2 Detentions (4 Points)	Out of School Suspension of a length commensurate with offense. (5 Points)	Out of School Suspension of a length commensurate with offense. (10 Points)
Petty Theft	2 Detentions (4 Points)	Out of School Suspension of a length commensurate with offense. (5 Points)	Out of School Suspension of a length commensurate with offense. (10 Points)
Public Display of Affection	Administrative Detention. (2 Points)	2 Administrative Detentions. (2 Points)	2 Administrative Detentions. (3 Points)
Safety Violation	Warning. Meeting with Shop Instructor.	Removal from Shop Activities at discretion of Shop Instructor.	Removal from Shop Activities at discretion of Shop Instructor.

Tardy to School <b>Board Policy 5240</b>	Warning. Meeting with Assistant Principal or Principal. (1 Point)	Warning. Meeting with Assistant Principal or Principal. (1 Point)	Administrative Detention. Every three lates = one detention. Student drivers will lose driving privileges for one week after six tardies. Every three tardies after that will result in a one week loss of driving privileges. Excessive tardies beyond that may result in a loss of driving privileges for the remainder of the school year. (1 Point)
Verbal Abuse – Profanity Directed at an Individual	2 Administrative Detentions. (4 Points)	Out of School Suspension of a length commensurate with offense. (5 Points)	Out of School Suspension of a length commensurate with offense. (8 Points)
Destruction of Property	2 Detentions (STUDENT IS FINANCIALLY RESPONSIBLE FOR ALL DAMAGE CAUSED. (4 Points.)	3 Detentions STUDENT IS FINANCIALLY RESPONSIBLE FOR ALL DAMAGE CAUSED. (5 Points.)	Out of School Suspension of a length commensurate with offense. STUDENT IS FINANCIALLY RESPONSIBLE FOR ALL DAMAGE CAUSED. (10Points.)
Misuse of Technology	2 Detentions (4 Points)	Out of School Suspension of a length commensurate with offense.	Out of School Suspension of a length commensurate with offense. (10 Points.)
Threats (Implied, Verbal, Written)	2 Detentions (4 Points)	Out of School Suspension of a length commensurate with offense.	Out of School Suspension of a length commensurate with offense. (10 Points.)
Actions Intent on Causing Injury	2 Detentions (4 Points)	Out of School Suspension of a length commensurate with offense.	Out of School Suspension of a length commensurate with offense. (10 Points.)
Fighting	Out of school suspension. Minimum of three days. (4 Points) HIB Investigation.	Out of school suspension. Minimum of five days. (6 Points) HIB Investigation.	Out of school suspension. 10 Days. HIB Investigation. (10 Points.)
Discriminatory Actions / Behaviors / Writings	Out of school suspension. Minimum of three days. (4 Points) HIB Investigation.	Out of school suspension. Minimum of five days. (6 Points) HIB Investigation.	Out of school suspension. 10 Days. HIB Investigation.
Possession or use of Tobacco		Immediate 3 Day Suspension. Legal Action may be Taken. Possible Return to District. (8 Points)	
Theft (Over \$10)		Immediate 3 Day Suspension. Legal Action may be Taken. Possible Return to District. (8 Points)	
Possession or use of E-Cigarette / Accessories		Immediate 3 Day Suspension. Legal Action may be Taken. Possible Return to District. (8 Points)	
Terroristic Threats		Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)	
Possession of Facsimile Weapons		Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)	
Possession of Weapon		Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)	
Possession / Use of Alcohol		Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)	
Possession / Use of Controlled Dangerous Substance		Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)	

Under the Influence of Prohibited Substance in School	Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)
Assault	Immediate 10 Day Suspension. Legal Action may be Taken. Possible Return to District. (10 Points)

**Disciplinary Appeals**

A student or group of students wishing to appeal a disciplinary action/penalty may do so following the procedure outlined below.

**Step 1.** Discuss issue with your guidance counselor and parent/guardian;

**Step 2.** If after this consultation the student still wishes to move forward with their discipline appeal, they may schedule an appointment with the Principal. In most cases, the Principal will respond by the next day. However, he/she will respond within five days.

**Step 3.** If still dissatisfied, a student or his/her parent may present his/her appeal to the Superintendent. He/she will respond within five days.

**Step 4.** A student may present his/her appeal to the Warren County Vocational-Technical School Board of Education. The appeal must be presented in writing to the Board Secretary, at least ten days prior to the next Board meeting. The Board will respond in writing to the appeal.

**Lunch Detention**

Lunch detentions will be held each day. Teachers will assign lunch detentions to students for minor disciplinary infractions in the building. Failure to attend or repeated lunch detentions will result in further discipline.

**Administrative Detention**

The detention room allows students to meet obligations that they may have incurred. Detention will be held one day a week. It is the student’s responsibility to serve the detention. **Detention takes precedence over other school commitments.** This includes sports, extracurricular activities, jobs, etc.

**Out-of-School Suspension**

- 1) **Students who are currently serving an out-of-school suspension are not permitted on school grounds. This includes dances, sports, field trips, etc.**
- 2) While a student is suspended, arrangements can be made to pick up assignments by calling a Guidance Counselor.
- 3) Students will have one day’s work to complete for each day’s suspension.

**Dress Code**

Warren County Technical School respects students’ rights to express themselves in the way they dress. However, students must dress and engage in grooming practices that do not endanger the health or safety of themselves or others or create a disruption to the educational environment. Students have a responsibility to attire themselves in a manner that respects the learning environment and parents are expected to cooperate with administration to facilitate this goal.

**Minimum Requirements**

- Students are to wear clothing that totally covers the upper torso.
- Shirts must reach the top of the bottom clothing garment (pants, shorts, skirt, dress).
- Tops must have shoulder straps. Shoulder straps should be a minimum of 2 inches in width (approximately 3 fingers width).
- The bottom clothing garment length should hit the student’s body at mid-thigh or longer.
- Rips, tears, mesh, or “see-through” areas of clothing must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- **UNDERGARMENTS SHOULD NOT BE VISIBLE ON ANY STUDENT.**

**Additional Requirements**

- Clothing containing profanity or sexual references, innuendos, double entendre; slogans depicting violence or degrading any race, color, creed, religion, sex, gender, ancestry, national origin, social or economic status; symbols or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances are prohibited.



- Tattoos, which depict any profanity or sexual references, innuendos, double entendre; slogans depicting violence or degrading any race, color, creed, religion, sex, gender, ancestry, national origin, social or economic status; symbols or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances must be covered at all times.
- Shoes must be worn at all times and should be safe for the school environment. Slippers, flip-flops, or shoes without backs should not be worn.
- Career areas may require dress regulations including specific footwear to allow safe participation in shop activities. Students will be informed of expectations by the career instructor.
- Sunglasses should not be worn indoors except as prescribed by a student's doctor.
- Pajamas should not be worn at school.
- Jewelry and accessories must not pose a health or safety hazard to the student or others.
- In the event of an unforeseen event or security drill students should be mindful of the temperature and weather outside when choosing what to wear to school.
- **HATS ARE NOT PERMITTED IN THE BUILDING DURING SCHOOL HOURS, UNLESS HEADWEAR IS REQUIRED FOR SAFETY REASONS IN A SHOP AREA. IF YOU ARE SEEN WEARING A HAT, YOU WILL BE ASKED TO REMOVE IT.**

**\*This list is not meant to be exhaustive. Administration can/will update, as necessary.**

Students who violate this policy will be asked to change into more acceptable attire. If students do not have a change of clothing, they will be required to call a parent/guardian to request a change of clothing be brought to the school. **The school administration reserves the right to make a final decision regarding acceptable dress in school and at school-sponsored events.**

Whenever a member of the professional staff or an administrator feels a student is unacceptably dressed or displays inappropriate clothing, the student will be asked to change the article or articles in question. If the student refuses, the student will face disciplinary action.

Parent assistance and support is vital. If you as a parent are not sure if an article of clothing is acceptable, please call an administrator for clarification.

**1st Offense** – Warning

**2nd Offense** – Lunch and/or Administrative Detention, 2 Discipline Points

**3rd Offense** – Administrative Detention, 3 Discipline Points

### **Leaving School Property**

A student **may not** leave school property for any reason while school is in session, unless he/she has received permission from the Administrative Team. This includes all after school activities. **All students who are 18 or older must have permission, as well.**

### **Harassment, Intimidation and Bullying**

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color religion, ancestry, national origin, gender sexual orientation, gender identity and expression, mental, physical or sensory disability, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, on a school bus, or off school grounds as provided by Section 16 of the Anti-Bullying Rights Act which substantially disrupts or interferes with the orderly operation of the school or rights of other students and that:

- 1) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property;
- 2) Has the effect of insulting or demeaning any student or group of students; or
- 3) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

### **Consequences and Proper Remedial Action**

Incidents of violence or vulgarity will have an immediate consequence. These incidents will also be reported to the Anti-Bullying Specialist for investigation. Confirmed cases of harassment intimidation, or bullying are subject to further discipline. Any

reported incidents of harassment, intimidation, or bullying will be referred to the Anti-Bullying Specialist for investigation. Confirmed incidents of bullying, harassment or intimidation that occur off school grounds are subject to consequences.

Consequences may include:

- Peer to peer counseling
- Counseling with Student Assistance
- Counselor Administrative Detention
- Out of School Suspension
- Report of incident to the police
- Return to district

It must be stressed that a given consequence or any combination of consequences will be assigned only after careful consideration of all facts related to the incident(s) in question.

Warren County Technical School's complete HIB Policy is available on our school website [www.wctech.org](http://www.wctech.org) and is distributed to each student in September.

### **Hazing (Policy 5512)**

Hazing is a term used to describe various ritual and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. The Administration prohibits hazing in any form. Hazing is among the most serious of disciplinary infractions. Warren County Technical School believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal or designee who will initiate an appropriate investigation into the matter and inform the required personnel to deal with the issue effectively.

For additional information on Warren County Technical Schools Anti-Hazing Policy please visit the policy link on the school's website and search for Policy #5512.

### **Substance Abuse Policy**

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse prevention, intervention, and treatment referral program. (N.J.S.A. 18A: 40A-9; N.J.A.C. 6:29-6.2)

- Substance abuse will result in 10 Disciplinary Points.

### **Non-Smoking Policy**

Smoking/Vaping within the school or on school property is not permitted at any time.

- This is a 10 Point Disciplinary Infraction, which may carry other consequences in accordance with state law and the memorandum of agreement with the Warren County Prosecutor's Office.

*On June 14, 1989 the Governor signed into law A-3722, now P.L., 1989, C. 96, which prohibits smoking on school premises. The laws of the state of New Jersey now provide that violators of "No Smoking" regulations may be fined.*

## **Student Activities**

### **After School Procedures**

All students staying after school should be in a supervised activity by 3:05. Any student(s) not in an activity by this time will be escorted to the office. When late buses are provided students will be dismissed from their activities via the intercom. A student will only be dismissed from an activity prior to their parent or guardian have arrived to pick them up or if they are leaving in their own vehicle.

STUDENTS MAY NOT ASK TO BE DISMISSED TO GO ANYWHERE ELSE IN THE BUILDING BEFORE THE END OF THE AFTER SCHOOL ACTIVITY UNLESS PRIOR APPROVAL IS GRANTED.

- ***A 1 Point Disciplinary Infraction may be incurred for VIOLATION of these procedures. A student who fails to follow this policy may have after school privileges revoked.***

### **Late Buses**

Late buses are available Tuesday afternoons. Late buses drop off students **near** their regular bus stops, they do not drop students off at their regular bus stops. A list of these bus stops can be found on the school's website.

### **After-School Tutoring Sessions**

Warren County Technical School offers students the opportunity to receive small group tutoring Monday through Thursday. A schedule of Board approved tutoring sessions will be disseminated to students in early September. Teachers may elect to establish individual tutorials on an as needed basis.

Peer tutoring, sponsored by the National Honor Society, will also be available by arrangement.

### **Interscholastic Athletic Offerings**

Warren County Technical School sponsors interscholastic sports teams in the following sports. Schedules for these sports can be found at [www.warrentechathletics.org](http://www.warrentechathletics.org)

#### **Fall**

Cross Country – Boys	Cross Country – Girls
Soccer – Boys	Soccer – Girls
	Volleyball – Girls

#### **Winter**

Basketball – Boys	Basketball – Girls	Cheerleading
Bowling – Boys	Bowling – Girls	

#### **Spring**

Baseball – Boys	Softball – Girls
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### **Athletic Department Contacts**

Administrative Assistant to the Athletic Director, Mary Jane Schubert  
Phone (908) 835-2809 Email [schubertm@wctech.org](mailto:schubertm@wctech.org)

Athletic Director: Jeff Tierney  
Phone (908) 689-0122 Ext. 4441 Email [tierneyj@wctech.org](mailto:tierneyj@wctech.org)

### **Athletic Eligibility**

Student eligibility to participate in athletic activities shall be established and monitored according to the following guidelines which are in addition to any eligibility criteria established by the NJSIAA:

- 1) The Athletic Director in conjunction with the coaches are directly responsible for monitoring the eligibility of all athletes in accordance to the NJSIAA and Warren County Technical School's Eligibility Guidelines before being cleared to participate in an athletic team.
- 2) All athletes' academic progress will be monitored at weekly intervals starting at the mid marking period for the duration of their sport's season. Any student athlete earning an average under 65 will be notified and given two-weeks to improve their grade in the course. During this time coaches will encourage at risk student athletes to seek tutoring opportunities. Following the two week warning period a determination will be made regarding the student's status. If the student athlete is still earning a grade under 65 in the course, they will be removed from athletic participation until they improve their average to a passing grade.
- 3) The Athletic Director will make the final decision with regard to a student's eligibility to play in that season.
- 4) Following the initial sign-up for a specific sport, additional students may join a team within two weeks of the first practice, with approval from the Athletic Director.
- 5) Any student who is tardy to school and arrives after 10:55am will not be allowed to participate in any athletic activities that day. The student must indicate if he or she plays an in season sport when signing in.
- 6) Any student participating in a sport must complete a minimum of a four-hour instructional day. He/she will not be permitted to leave with a team, should the team's dismissal be earlier than the four-hour time requirement, excluding tournaments.
- 7) An athlete must participate in six practices before participating in a game or scrimmage.

- 8) Any student spending **40 minutes or more in the nurse's office on the day of a game or activity may not participate that day.** *It will be the nurse's responsibility to notify the Athletic Director if there is a situation regarding a student's health and participation status as mentioned above.*
- 9) **Students who are serving an out-of-school or in-school suspension may not participate in any activities.**
- 10) All appeals concerning eligibility will be brought to the Assistant Principal.

### **NJSIAA Steroid Testing Policy**

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games. Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances on the attached page, without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing

### **Extracurricular Activities**

Warren County Technical School offers a variety of extracurricular club and activities. Membership in one or more club or activity increases the connection between students and their school. To that end students are encouraged to become active participants in one or more activity. Students should pay attention to the bulletin boards and daily announcements for club, activity, and student government opportunities.

All clubs and activities receive Board approval based on recommendations from staff and review by administration. Participation in after school activities and clubs is a privilege that can be revoked by administration based on a student's academic performance or disciplinary infractions. Club advisors may also set academic standards that students must meet to participate in extracurricular activities.

### **Student Government**

Students will be given the opportunity to participate in the Warren County Technical School Student Government. Requirements, responsibilities, and election procedures and officer roles and responsibilities will be determined by the Student Government Advisor and distributed to students at the beginning of the school year.

### **Class Advisors (only 11<sup>th</sup>/12<sup>th</sup> grades)**

Juniors – Ms. McCormick and Ms. Van Riper

Seniors – Ms. Connolly and Ms. Sarte

- \* Class advisors will establish all guidelines for fundraising and participation in class activities. These shall include any exclusions of participation due to unfulfilled student fundraising obligations.

### **Honor Society**

National Honor Society Criteria- Eligible students are asked to submit an application for acceptance into the National Honor Society. The eligibility requirements include attaining a 3.5 grade average or better in the sophomore, junior, or senior year.

### **Dance Rules**

- 1) Any student representing a group or club wishing to sponsor a dance may solicit the help of his/her instructor or a class advisor who can file the appropriate forms in the main office.
- 2) No guest will be allowed to attend any regular dance held at Warren County Technical School. Administrative permission will be granted to outside guests who meet school guidelines for the Prom and Winter Gala.
- 3) Any students leaving the building once the dance has begun will not be readmitted.
- 4) Any student displaying signs of inappropriate behavior will be removed from the dance.
- 5) All students who attend dances must have a parent, guardian, or designated adult provide a ride home **IMMEDIATELY** following the scheduled activity. However, if a student is driving himself/herself, they will be escorted to their vehicle by a chaperone.
- 6) Students may be permitted to stay at school during the interim period on the scheduled day of a dance under proper supervision.

- 7) All the rules that apply during the school day also apply in the evening, including dress code rules. Any student wishing to ride home with a fellow student must have a disclaimer form signed by a parent/guardian.
- 8) Dances are typically scheduled from 6:30 p.m. to 9:30 p.m.

## **School Operations**

### **Transportation**

All Warren County Technical School students will be provided with bus services to and from school each school day. Information about stops and pickup times can be found on the Parent Access Portal of Genesis. Additionally, Warren County Technical School provides transportation to and from school for all field trips, athletic contest, and will provide a late bus on Tuesdays and Thursdays for tutoring and other after school opportunities. Late buses will follow a limited route and student late bus stops may be different from daily stops. A list of these late bus stops can be found on the school website.

Questions regarding busing can be directed to Ray Gara by either calling him at 908-835-2841 or emailing him at [garar@wctech.org](mailto:garar@wctech.org).

### **Bus Conduct**

The following policy is designed to ensure the safety of all students transported by Warren County Technical School. All students being transported on school vehicles must be considerate of the safety and well-being of their fellow passengers. Misconduct on a school bus can distract the driver's attention from his/her primary responsibility, that of safely transporting all students on that vehicle.

### **The bus represents an extension of the school system; therefore all the rules that apply at Tech also apply when on the bus.**

#### **Students are required to:**

- 1) Show respect for the driver at all times.
- 2) Enter and leave the bus in turn with no pushing or crowding.
- 3) Be seated while the bus is in motion.
- 4) Talk in a reasonable tone of voice.
- 5) Refrain from profane or abusive language.
- 6) Keep the bus clean, with no littering or spitting.
- 7) Remain in their assigned seat. No extending of any part of the body may hang out of the window, no jumping over seats, and no throwing of objects.
- 8) No eating or drinking or smoking on the bus.
- 9) No smoking on school buses.

**Behavioral expectations are the same on the bus as they are in school. Proper bus conduct extends to all field trips and school based events.**

- \* *Violation of any of the above may result in suspension of bus riding privileges for a specified period of time.*

### **Bus Passes**

Students wishing to ride a bus other than their own, are required to present a note from their parent/guardian to the main office prior to the beginning of the school day. All notes are verified via phone and a pass given to the student.

### **Student Driving Policies & Procedures**

Driving to and from Warren County Technical School is a **PRIVILEGE** that may be extended in accordance with school policy and rules promulgated by the district.

- 1) Improper/unsafe operation of the vehicle will result in driving privileges being revoked. The length of time is at the sole discretion of the administration.
- 2) Each vehicle must be parked within the numbered space assigned by the administration.
- 3) A **15-m.p.h.** speed limit is the absolute maximum on school property.
- 4) In keeping with state law, smoking or use of any tobacco products in cars on school property is strictly prohibited.
- 5) The west driveway, Phillipsburg side, is the **only** permitted entrance. The driveway in front of the school may not be used. No loitering is permitted in the parking lot at any time.
- 6) A pupil shall not use his/her vehicle to leave the campus at any time other than his/her permitted dismissal time.
- 7) School buses have first priority. All drivers **MUST** yield right of way to all buses and pedestrians.

- 8) Students leaving school prior to the buses must drive behind the building and exit through the entrance shared with Warren County Community College.
  - 9) The Board of Education is not responsible for lost or stolen items or damage to automobiles.
- \* Any violation of driving rules or unsafe operation of a vehicle on school property will result in disciplinary action including the loss of driving privileges.

### **Daily Announcements**

Daily notices containing important information to students are announced during homeroom. Information relative to job opportunities, deadline dates for college admission, applications for scholarships, and applications for college entrance examination board tests, special announcements relative to school activities, and other items of concern to students are contained in the announcements and may be posted on the school's website under specific categories when necessary.

### **Drug-Free School Zone**

Warren County Technical School is a Drug-Free School Zone that recognizes and supports the conditions of the law.

### **Electronic Devices**

Personal use of cellular devices will be permitted in the cafeteria. Additionally, cellular devices may be used in the classroom for academic purposes only, in the manner described and assigned by the teacher. Students may only play music on their cell phones/electronic devices using head phones. Additionally, students are not to use electronic devices for personal communication or to photograph/record others in the school. At all times students are to follow the directions of teachers and staff members concerning the use of personal electronic devices. Failure to comply may result in disciplinary action. Warren County Technical School is not responsible for damage or theft of cell phones/electronic devices on school property.

### **Emergency Drill Procedures**

**In the event of a fire or fire drill, please follow the instructions listed below.**

- 1) Students are to line up quietly at the door.
- 2) Students are to remain with their classes.
- 3) Teachers will take attendance when outside of the building.
- 4) Students are to re-enter the building in an orderly manner when instructed by their teachers after the all-clear bell rings.
- 5) Students are to go directly to their classrooms, where attendance will be taken again.

**In the event of a lockdown, as announced by administration, please follow the instructions listed below:**

- 1) When in a classroom, report to the designated area determined by the instructor for lockdown procedures.
- 2) All students are to remain quiet for the duration of the lockdown with their cell phones turned off.
- 3) If in transit in a hallway or in the cafeteria, go to the nearest open classroom or bathroom **immediately**.

### **Emergency Management Plan**

Warren County Technical School has written, in cooperation with the County agencies of Health, Emergency Management, Family Guidance, Fire Department and the New Jersey State Police, a District Emergency Management Plan. The Plan is an all hazards plan. Each year, we will continue to work with students and staff along with key members of the community to improve our responses to potential crises.

### **Field Trip Policy**

Any student who is attending a field trip must have a permission slip signed by a parent or guardian. Students must also have the remainder of their teachers sign a permission slip stating that they have permission to attend the trip.

- \* It is the student's responsibility to hand in all assignments due and make up work missed during their class trip.

### **Flag Salute and Pledge of Allegiance**

The Pledge of Allegiance will be recited each day during morning announcements. New Jersey law requires you to show respect for the flag of The United States of America.

### **Health Office Procedures**

- 1) If the nurse sends someone home for a medical reason and the person is out the next day, the nurse will call home to verify that the student is still out for the same circumstances. The nurse will excuse the absence through the attendance secretary.

- 2) Except in cases of emergency, students are not to report to the nurse without first having the teacher call down to the nurse to verify availability. All students must have a valid pass to visit the nurse's office.

### **Injury Protocol**

If a student is injured at school or during a school activity or athletic event, he/she **must** immediately notify the staff member in charge, who will in turn notify the nurse/athletic trainer and the office so that the appropriate personnel can be called and forms can be completed.

### **Internet Access Guidelines for Students**

Student guidelines for Internet access, e-mail, software, and computing facilities:

Warren County Technical School prides itself on the productive and safe utilization of educational technology. All students are encouraged to sign up as soon as possible for e-mail service. In an effort to make technology available to everyone, the following rules apply:

- 1) Students will not use the computer network(s) to violate copyrights, institutional or third party copyrights, or other contracts. Students are NOT authorized to install any software on school equipment.
  - 2) Students will not use the computer network(s) in a manner that:
    - a) Intentionally disrupts network traffic or crashes the network.
    - b) Degrades or disrupts equipment or system performance.
    - c) Uses computing resources of the school district for commercial purposes, financial gain, or fraud.
    - d) Steals data or intellectual property.
    - e) Vandalizes or seeks unauthorized access to files.
    - f) Forges electronic messages, invades the privacy of others, or posts anonymous messages.
    - g) Engages in any illegal, immoral, inappropriate, or obscene activities.
  - 3) The official student e-mail is sms.wctech.org and is the only e-mail that the school and staff will recognize. All students must sign up for Internet use the first week of school.
- \* Any student found accessing the Internet without permission or visiting inappropriate web sites will immediately have all computer privileges and accesses denied and will incur a Disciplinary Infraction.

***Students are reminded that Warren County Technical School reserves the right to investigate any and all pieces of equipment. This right includes reviewing e-mail accounts and Internet visits.***

### **Insurance Guidelines**

The Board of Education does not provide insurance coverage for students in either school activities, after school events or in either intra or inter-mural events. However, there are options to purchase low cost insurance policies. For more information please call our school nurse, Mrs. Schiller at 908-835-2830.

### **Lockers**

Each student can be assigned a hall locker if requested and is solely responsible for the contents. Students are responsible for keeping the lockers neat, orderly, and locked at all times. If a locker cannot be opened, the situation must be reported immediately to the office. Please be advised that during an emergency, the school reserves the right for the Administration to inspect student lockers during the school year as necessary.

- \* **Students are prohibited from sharing lockers for any reason.**
- \* **The school district is not responsible for items unsecured in a school or gym locker. Only school issued locks are permitted.**

### ***According to New Jersey State Law 18:3619.2:***

*"The Principal or other official designated by the Board of Education may inspect lockers or other storage facilities provided for use by students, so long as students are informed in writing at the beginning of each school year that the inspection may occur."*

### **Lunch**

Warren County Technical School has a "closed" lunch schedule. Therefore, no students may leave the building for lunch. The following directions apply:

- 1) Students are not to eat lunch anywhere but in the cafeteria unless it is a teacher-authorized lunch session.
- 2) All students wishing to purchase hot lunches and/or dessert are to form a single line approaching the appropriate serving area.

- 3) All plastic utensils and trash must be taken to the containers provided for this purpose.
  - 4) Students are encouraged to recycle all glass and aluminum cans.
  - 5) Students need to take responsibility for cleaning the tables.
  - 6) Students may use the bathroom facilities during lunch upon request for a pass from a cafeteria monitor. There will be no loitering in the halls or restrooms.
- \* **A monitor may send a student to the office at any time if he or she feels the student is misbehaving. The level for the disciplinary infraction will be assigned in accordance with the behavior.**
  - \* **Lunch detention may be assigned as a consequence of previous actions of a student. The main office will inform the student. Lunch detention rules will be posted in the designated classroom.**

### **Passes**

Any student who must be in the hall while class is in session must sign out of the classroom that he/she is leaving. Teachers reserve the right to question the intent of the student. It is the student's responsibility to ask the teacher to sign a hallway pass before leaving a class or special area to see a guidance counselor, administrator, or school nurse, or to go to the library.

- \* **Pass misuse will result in an I Point Disciplinary Infraction.**

**If the student abuses these passes, the administration reserves the right to put the student on pass restriction.**

### **Student Identification Cards**

- 1) All students and staff must have their school issued ID with them at all times. All students must be able to produce this ID upon request.
- 2) Students are required to use their IDs to purchase lunch or to sign in to school late.
- 3) Visitors must obtain and wear ID passes while they are in the building.

### **Miscellaneous**

#### **Visitors**

To increase the safety and security of our school building no student should open any door to the outside for any person for any reason. If someone is attempting to enter the building please tell them to wait and contact a staff member of the main office immediately. If a student would like to bring a visitor to the building for any non-public event it must be cleared with administration prior to arrival and the visitor must enter through the main entrance and sign in appropriately.

#### **Office Phone Use**

There is a phone available to students in the main office for **EMERGENCY USE ONLY**. The phone is available before school, after school, and at lunchtime with a pass. Please ask permission prior to using the phone.

#### **Protection of Property**

When students have clothing, books, and other property in lockers, they must keep the locker properly locked. Students are cautioned not to keep money and other valuables in their desks or lockers. Students are reminded not to leave pocketbooks, money, or other valuables in classrooms or in unlocked lockers.

#### **PTSA Information**

The Warren County Technical School PTA is dedicated to assisting the Board of Education, Administration, Staff, and first and foremost, the students in whatever capacity deemed appropriate. Membership is open to any Warren County Technical School Student and your efforts will be appreciated in helping the PTSA in their goals of bettering Warrant Tech.

#### **2019 - 2020 PTSA Information and Officers**

President, Patti Angell  
 Vice President, Kim Engle  
 Treasurer, Kim Silverthorn  
 Corresponding Secretary, Pam Fellner

Recording Secretary Mary Jane Schubert  
 Administrative Liaison – Derrick Forsythe



**Working Papers**

Working paper application forms are available in the main office; they must be filled out by the employer and signed by the student’s physician /school nurse and a parent/guardian before an administrator and issuing officer will sign them.

Working paper forms are also available on our website [www.wctech.org](http://www.wctech.org).

**Helpline Phone Numbers**

**Child Abuse and Neglect**

Domestic Abuse and Sexual Assault Crisis Center  
(DASACC)

(908) 453-4181 [www.dasacc.org](http://www.dasacc.org)

NJ Department of Children and Families Division of  
Child Protection and Permanency (DCP&P)

(908) 689-7000 or to report abuse (800) 531-1229

**Mental Health and Substance Abuse**

Catholic Charities

(908) 454-2071 [www.ccdom.org](http://www.ccdom.org)

Community Prevention Resources

(908) 835-1800

[www.communitypreventionresources.org](http://www.communitypreventionresources.org)

Family Guidance Center

24-HR Hotline (908) 454 5141

Hackettstown Regional Medical Center Counseling  
and Addiction Center

(908) 850-6810 [www.atlantichealth.org](http://www.atlantichealth.org)