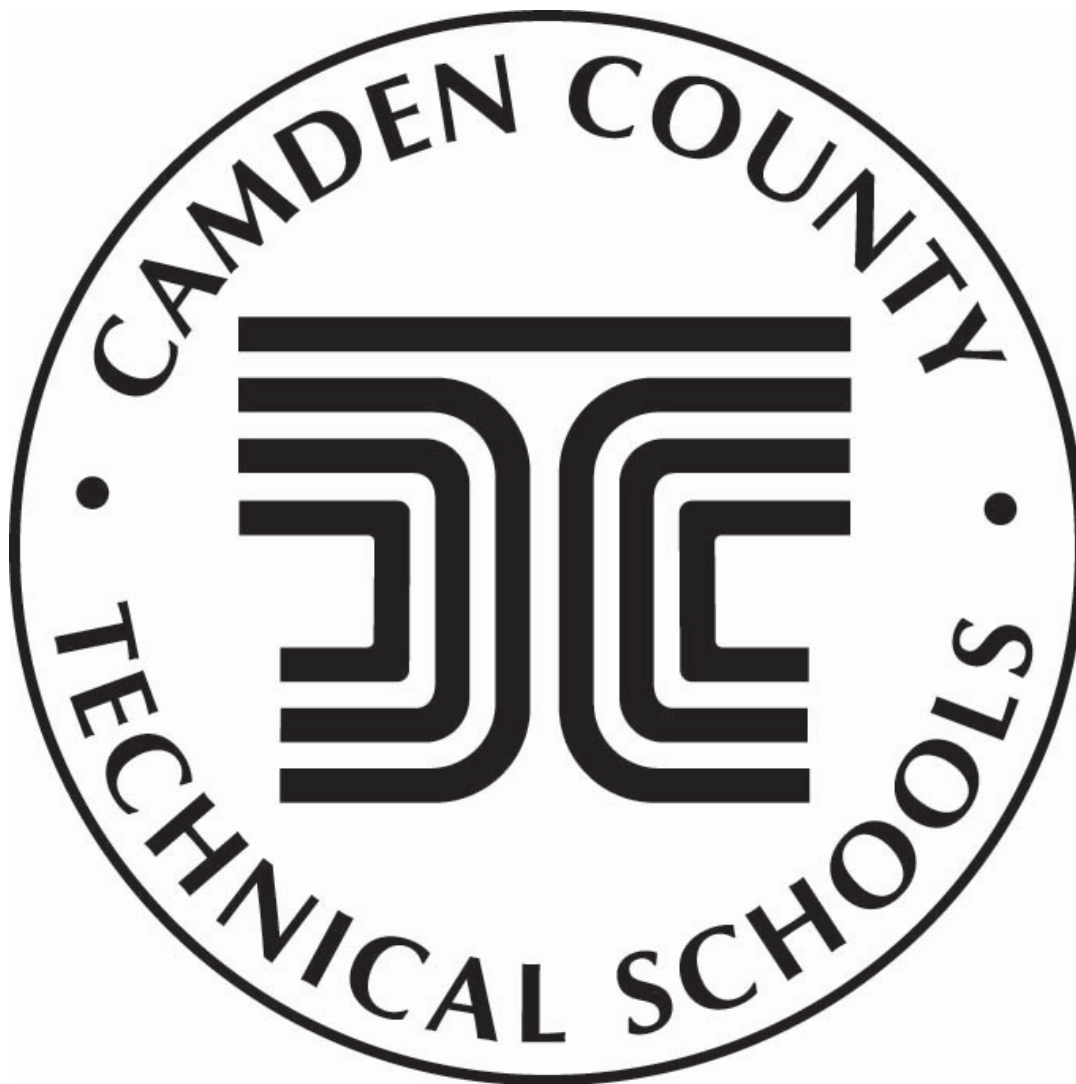


NAME: _____ HOMEROOM: _____

CAREER PROGRAM: _____



2011-2012 High School Student Handbook

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WELCOME

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

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

MISSION STATEMENT

The mission of the Camden County Technical Schools is to assure all students are proficient in the New Jersey Core Curriculum Content Standards, prepared for a viable career, and provided with a safe, secure, and caring environment.

The Vision of Camden County Technical Schools, based on our mission, is to graduate a student who:

has internalized the values of honesty, reliability, integrity, and self-worth;

has a thirst to learn and to understand why;

has a command of the English language (written, spoken and listening) to become good writers, good communicators, and avid readers;

has an understanding of Mathematics, Science, Engineering and Technological skills;

has an appreciation for the performing and visual arts;

has a commitment to the American ideals and civic judgment with a global understanding, and

has the ability to critically think, problem solve, and to work collaboratively with others

Copies of the Comprehensive Equity Plan are located in the Library at the Pennsauken Campus and the Instructional Materials Center at the Gloucester Township Campus.



CCTS BOARD OF EDUCATION

Mr. Craig Knaup, President

Mrs. Kelly A. Hanson, Vice President

Ms. Margaret Nicolosi, Executive County Superintendent

Alfred C. Fisher, Board Member

Dr. William Mink, Board Member

David Patterson, Solicitor

CCTS CENTRAL ADMINISTRATION
343 Berlin Cross Keys Road • Sicklerville, NJ 08081-4000
856-767-7000

	Extension
Dr. Albert Monillas, Superintendent	5401
Mr. James Clark, School Business Administrator/Board of Education Secreatry	5400
Ms. Bonnie Durante, Affirmative Action Officer.....	7253
Ms. Kathleen Cassidy, Coordinator of Admissions	5438
Mrs. Suzanne Golt, Admissions Officer	5424
Mrs. Dawn Sponheimer, Student Assistance Coordinator/District Anti-Bullying Coordinator	5434
Dr. Siobhan Kelly, Job Development Coordinator	5265
Ms. Lois Bucholski, Coordinator of Data & Assessments	5417
Mr. Anthony Smith, Coordinator of Business Services	5409
Mr. Dino Acevedo, Chief Buildings & Grounds Officer.....	5200
Mr. Tyrone Nock, Chief Security Officer	5260
Ms. Karen DiGiacobbe, Supervisor: Career Programs.....	5292
Mr. Robert Johnson, Supervisor: Social Studies, World Languages, Language Arts & Literacy, and Music.....	5257
Mr. Nicolae Borota, Director: Math and Science/District Truant Officer.....	5280
Mr. Dino Valentino, Chief Technology Officer	5580
Mr. Anthony DePrince, District Project Director; Day Care.....	5419
Mr. Don Calu, Vocational Evaluator.....	5321

PENNSAUKEN CAMPUS HIGH SCHOOL DIVISION
6008 Browning Road • Pennsauken, NJ 08109
856-663-1040

	Extension
Ms. Patricia Fitzgerald, Principal	7210
Mrs. Bonnie Durante, Assistant Principal/Affirmative Action Officer	7253
Mr. Gregory Cappello, Esq., Assistant Principal/Anti-Bullying Specialist.....	7201
Mr. John Marcellus, Director of Student Personnel Services	7263
Mrs. Denise Fleig, Guidance Counselor.....	7225
Mr. Gregory Fleming, Guidance Counselor	7226
Ms. Monique Randolph, Guidance Counselor.....	7240
Ms. Alice Conley, Athletic/Activities Director	7264
Mrs. Marie Mullin, Registered School Nurse	7241
Ms. Charene Scheeper, Co-op Education Teacher	7255
Ms. Rosemary Korn, Librarian.....	7358
Ms. Barbara Jonathan, Attendance Secretary.....	7258
Mr. Joseph Rossi, Security Resource Officer	7206
Dr. Mary Jane Gretzula, Director of Special Education	5301
Mr. Leo Lampman, Director of Special Education effective 11/1/11.....	5301
Mrs. Kimberly Schwartz, School Psychologist.....	7388/5427
Ms. Revae Burton, School Social Worker	7387/5320
Mrs. Gail Huckabee, Learning Disabilities/Teacher Consultant.....	7386/5278
Mrs. Dawn Sponheimer, Student Assistance Coordinator/ District Anti-Bullying Coordinator	5434

GLOUCESTER TOWNSHIP CAMPUS HIGH SCHOOL DIVISION
343 Berlin Cross Keys Road • Sicklerville, NJ 08081
856-767-7000

Extension

Dr. Teri Stallone, Principal	5430
Ms. Rosa Brockington, Assistant Principal	5294
Dr. John Hourani, Assistant Principal	5375
Mr. Robert Shappel, Assistant Principal/Anti-Bullying Specialist	5371
Mr. Brian Rovani, Assistant Principal	5422
Dr. Mary Jane Gretzula, Director of Special Education	5301
Mr. Leo Lampman, Director of Special Education effective 11/1/11	5301
Mrs. Eva Cetrullo, Director of Student Personnel Services	5440
Mr. Brian Yukna, Guidance Counselor	5275
Mrs. Suzanne Cherubini, Guidance Counselor	5381
Mr. Christian Galietta, Guidance Counselor	5444
Mrs. Victoria Hampton-Turner, Guidance Counselor	5379
Mr. Robert Lucas, Athletic/Activities Director	5370
Mrs. Jane DeBrielle, Registered School Nurse	5350
Mrs. Rosanne Murphy, Registered School Nurse	5391
Mr. Robert McDivitt, Librarian/Media Specialist	5255/5262
Mr. Tyrone Nock, Chief Security Officer	5260
Ms. Gwenn Farrell, Attendance Clerk	0
Mr. Michael Trabosh, Security Resource Officer	5373
Mrs. Dawn Sponheimer, Student Assistance Coordinator/ District Anti-Bullying Coordinator	5434

CHILD STUDY TEAM

343 Berlin Cross Keys Road • Sicklerville, NJ 08081
856-767-7000

Extension

Dr. Mary Jane Gretzula, Director of Special Education	5301
Mr. Leo Lampman, Director of Special Education effective 11/1/11	5301
Mr. James Murtaugh, School Psychologist	5313
Mrs. Monika Salus-Astacio, School Psychologist	5321
Mrs. Kimberly Schwartz, School Psychologist	5304
Mrs. Christine Swider, School Psychologist	5311
Mr. Richard Hawkins, School Social Worker	5314
Ms. Suzanne Rea, School Social Worker	5315
Ms. Revaé Burton, School Social Worker	5320
Mrs. Stacey Whelan, School Social Worker	5310
Mr. Gregory Hammer, Learning Disabilities/Teacher Consultant	5312
Mrs. Gail Huckabee, Learning Disabilities/Teacher Consultant	5318
Dr. Debra Ihunnah, Learning Disabilities/Teacher Consultant	5317
Ms. Ruthann Moffitt, Learning Disabilities/Teacher Consultant	5309
Mrs. Kathleen Fetter, Speech Correctionist	5276

2011-2012 HIGH School Calendar

September	1	Teacher Orientation
	2	All Students report 4 hour session
	5	School Closed – Labor Day
October	5	Parents' Night (Early Dismissal)
	10	School Closed – Columbus Day
November	10-11	School Closed
	23	Early Dismissal
	24-25	School Closed – Thanksgiving
December	23	Early Dismissal
	26	School Closed – Winter Recess
	27	School Closed – Winter Recess
	28	School Closed – Winter Recess
	29	School Closed – Winter Recess
	30	School Closed – Winter Recess
January	1-2	School Closed -- Winter Recess
	16	School Closed – Martin Luther King Day
February	20	School Closed – Presidents' Day
April	6	School Closed – Holiday
	9	School Closed – (If no emergency closing(s) need to be made up)*
	10	School Closed – (If no emergency closing(s) need to be made up)*
	11	School Closed – (If no emergency closing(s) need to be made up)*
	12	School Closed – (If no emergency closing(s) need to be made up)*
13	School Closed – (If no emergency closing(s) need to be made up)*	
May	2	Open House – (Early Dismissal)
	28	School Closed – Memorial Day
June	8	Tentative Last Day for Students

Emergency closing days will be made up during the following days: April 13, 12, 11, 10, 9, 2012. Parents/Guardians should plan appropriately. (For more information, see Emergency Closing section of this handbook).

Last 5 days of schools and HSPA Testing days are half days.

AFFIRMATIVE ACTION

Camden County Technical Schools does not discriminate on the basis of age, color, creed, national origin, race, religion, sex, marital status, disability, ancestry, affectional or sexual orientation, familial status, or liability for service in the Armed Forces of the United States regarding admission to educational programs.

Any incident of sexual harassment should be immediately brought to the attention of a staff member who will provide advice concerning the proper procedure for handling the incident. Ms. Bonnie Durante is the district affirmative action officer. She may be reached at 767-7000, ext. 7253.

ASSEMBLY RULES

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

ATTENDANCE

To report a student absent from school at the Pennsauken Campus, call the school nurse at 663-1040, ext. 7241. To report a student absent at the Gloucester Township Campus, please call 767-7000, ext. 0.

Pupils attending a public school in the State of New Jersey are entitled to a thorough and efficient education. To obtain the maximum competence or skill within the working environment, regular attendance is mandatory of all pupils of compulsory attendance age.

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

LATENESS/EARLY DISMISSAL

A note from a parent/guardian must be submitted to the Assistant Principal's Office 24 hours in advance of the day of early dismissal. The student must bring the note to the Attendance Desk (GTC) or the Assistant Principal's Office (PC) and have the clerk verify the early dismissal and receive an early dismissal form. Students may be excused for the early dismissal as per district policy.

The student must report to the Assistant Principal's office(PC) or Attendance Desk(GTC) on the designated date at the designated early dismissal time and date to sign out prior to leaving campus. Students will be charged a half-day absence for every four days of unexcused lates and/or unexcused early dismissals that they accumulate during the school year.

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

To successfully complete the curriculum, daily attendance is required to maintain continuity of instruction. Documentation of the nature and causes of absences shall be the responsibility of the pupil and parents/guardians when the pupil's attendance is called into question.

Pupils who exceed 14 days absence during the school year must present a physician's certification to substantiate the cause and duration of illness absences. The physician's certification shall be submitted within 30 days of the date of the illness absence, when such absences occur during the period September through May. A physician's certification must be presented within one day for illness absences occurring during the month of June.

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

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

LATENESS/EARLY DISMISSAL (continued)

To receive a grade for a course, a pupil must make up any assignment missed during any absences. A pupil who is truant or cuts class will not be given the opportunity to make up work that is missed and will receive the lowest possible grade for work missed.

A pupil exceeding 20 days absence within a school year as determined by the attendance review board will not receive credit and must repeat the school year with Superintendent permission. A pupil exceeding 25 days absence within a school year as determined by the attendance review board may be dropped from the rolls and will not be permitted to enroll again during the school year and shall be dropped only upon the approval of the Superintendent.

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

TRUANCY

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

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

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

RECOGNIZED ABSENCES

The board considers the following as recognized absences:

- A. Disabling illness or accident
- B. Recovery from accident
- C. Death of immediate family member
- D. Verified Religious holiday
- E. Life Altering Tragedy, i.e. house fire
- F. Subpoena to appear in court

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

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

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

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

Lateness to school and early dismissal will be cumulative and affect attendance by way of cumulative accounting thereof, and may affect credit.

If a teacher finds it necessary to detain a pupil so he/she is late to or absent from another class, the teacher must provide a written explanation. The lateness or absence shall not be counted.

ATTENDANCE (continued)

EXTRACURRICULAR ACTIVITIES

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

Board of Education Policy (File Code 5113)

NOTIFICATION

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

BEHAVIOR

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

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

Students who are sent to the Assistant Principal's Office for behavioral reasons are to report there promptly. They should report to the secretary so that their presence may be recorded. Students must not leave the office until they have been seen by an assistant principal or until they have been given instructions to go elsewhere. The administration has the authority to suspend and/or recommend expulsion and/or prosecute in cases of severe and continuing misconduct. The decision to suspend is made by the assistant principal and/or principal. CCTS has established a reputation for being a positive, safe, and secure school. Because of this, more learning is possible.

Students who are sent to the Assistant Principal's Office for behavioral reasons are to report there promptly. Be sure to report to the secretary so that your presence can be recorded. Do not leave the office until you have been seen by an assistant principal or until you have been given instructions to go elsewhere. The administration has the authority to suspend and/or recommend expulsion and/or prosecute in cases of flagrant and continuing misconduct. The decision to suspend is made by the assistant principal. Parents agree that they will sign a behavior contract if one becomes necessary.

DETENTION

Students may be assigned lunch or after school detention by teachers and administrators. Students assigned to after school detention will be given written notice 24 hours prior to the detention.

After school detentions are held from 2:45 to 5:45 at the Gloucester Township Campus and from 2:35 to 3:05 at the Pennsauken campus. Bussing home is provided for Gloucester Township students with after school detention. Students assigned to lunch detention will be provided the opportunity to purchase and eat their lunch. However, normal lunchtime social interactions and activities will be suspended during their lunch period.

BEHAVIOR DEVELOPMENT PROGRAM

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

1. Students assigned Behavior Development must report on time.
2. Students must be in uniform with school ID.
3. Students must complete all assigned work.
5. Students will bring all necessary items (books, pencils, paper, and other school supplies) with them.
6. Students will work quietly.
7. Students may not leave the room without permission from the supervising teacher.
8. Failure to report for or follow the rules of behavior development may result in further disciplinary action/external suspension.

BEHAVIOR (continued)

EXTERNAL SUSPENSION

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

An attempt will be made via telephone to notify the parents/guardians on the day that the student is advised of the external suspension. Parents/guardians will also be notified of the suspension by a letter. Parents/guardians should direct any questions pertaining to their child's suspension to the appropriate assistant principal.

MISCONDUCT THAT WARRANTS ADMINISTRATIVE DISCIPLINARY ACTION

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

1. Altercation
2. Arson
3. Assault
4. Attempting to fight/Fighting/Instigating a fight
5. Bomb threat
6. Bullying incident/Harassment/Intimidation
7. Burglary
8. Bus misconduct
9. Electronic device violation (Campus rules will be distributed annually)
10. School computer misuse
11. Creating a disturbance
12. Cutting administrative detention
13. Cutting class/HSPA tutoring/teacher detention
14. Dangerous physical contact/Dangerously inappropriate behavior
15. Defacing/Destruction of property
16. Disrespect to staff member
17. Disruptive behavior
18. Endangering the safety and welfare of self/others
19. Explosive device
20. Extortion
21. Failure to cooperate with staff/administration
22. Fire alarm violation
23. Forgery
24. Gambling
25. Hitting a student
26. ID violation
27. Inappropriate behavior
28. Inappropriate comment
29. Inciting a group disturbance
30. Intentional unsafe/dangerous use of shop tools
31. Late to class(es)
32. Leaving campus
33. Leaving class without permission
34. Parking violation
35. Possession of tobacco product(s)/fireworks
36. Possession/sale/use/distribution of alcohol/weapon(s)
37. Possession of stolen property
38. Profanity
39. Pushing a staff member or student
40. Robbery
41. Sexual inappropriateness
42. Smoking violation
43. Speeding violation
44. Substance Abuse
45. Theft
46. Threats
47. Throwing Object(s)
48. Uniform violation
49. Unauthorized area violation
50. Other offenses that may occur but may not be listed

BEHAVIOR (continued)

EXPULSION

Students who are of compulsory school age may, upon due process, be recommended for expulsion by the superintendent upon the advice of the principal.

Offenses that merit recommendations for expulsion include but are not limited to:

1. Weapons Offense
2. Bomb Threat
3. Assault on any Employee
4. Selling Drugs
5. Chronic misconduct
6. Breaking a behavior, attendance or academic contract
7. Other offenses that may occur and may not be listed above

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

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

CONDUCT/DISCIPLINE/ HARRASSMENT, INTIMINDATION OR BULLYING (HIB) At School, On School Grounds, On School Buses & School Sponsored Activities

EXPECTED BEHAVIOR

The Camden County Technical School District Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils.

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

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

The Board believes the best discipline is self-imposed and is the responsibility of the school district staff to use instances of violations of the code of pupil conduct as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent pupil conduct problems and foster pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the School Leadership Committees in conjunction with teaching staff, recommended to school level administrators and subsequently to the superintendent and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parents/guardians and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the developmental ages of pupils, the severity of the offenses and pupils' histories of inappropriate behaviors and the mission and physical facilities of the individual school(s) in the district. This policy requires all pupils in the district to adhere to these rules and guidelines and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules and guidelines.

**CONDUCT/DISCIPLINE/
HARRASSMENT, INTIMINDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored
Activities**

EXPECTED BEHAVIOR (continued)

Present student handbooks as Code of Conduct shall remain in place unless the School Leadership Committee and administration determine otherwise.

The district prohibits active or passive support for acts of harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the principal/assistant principal or school/district bullying specialist(s).

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each principal/assistant principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Board directs teachers to teach proper deportment in the classroom, hallways, and in common areas, and to act as productive team members, to act with respect, to learn social behaviors to succeed in the workforce and to refrain from behaviors that are rude, disrespectful, dishonest; students shall be taught integrity, honor, respect and self pride. These are behaviors we expect from our students.

The school administrators will annually review and update the Code of Student Conduct. This process shall include: Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Electronic Violence and Vandalism Report System.

The principal shall annually:

- A. Disseminate the Code of Student Conduct to all staff, students and parents/guardians. It shall be made clear in word, deed and orally that the harassment, intimidation and bullying policies and procedures are a part of the code of student conduct;
- B. Report on the implementation of the Code of Student Conduct to the Board of Education at public meeting in accordance with N.J.A.C. 6A:16-7.1(a) 5, i-iv; and
- C. Report to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Electronic Violence and Vandalism Reporting System.

Pupils who display chronic behavioral or academic problems may be referred to the child study team by the superintendent or designee for possible identification as disruptive or disaffected. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Pupils so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A pupil whose presence poses a continuing danger to persons or property, or an ongoing threat disrupting the academic process, may be suspended or expelled, following due process.

Any pupil who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and expulsion proceedings shall begin no later than 30 calendar days from the date of the pupil's suspension.

**CONDUCT/DISCIPLINE/
HARRASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored
Activities**

DRUGS, ALCOHOL, TOBACCO - SUBSTANCE ABUSE (5131.6)

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

WEAPONS OFFENSES

Any pupil who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. Each pupil so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board of education. The hearing shall take place no later than 30 days following the day the pupil is removed from the regular education program and shall be closed to the public.

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

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

The Camden County Technical School District Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe, secure and caring environment in school is necessary for pupils to learn and achieve high academic standards. It is our mission. Harassment, intimidation, or bullying like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect and refusing to tolerate harassment, intimidation or bullying.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act or any electronic communication 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, sexual affectation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function or on a school bus and that a reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property and that has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Harassment, intimidation, or bullying is intentional.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

Acts of harassment, intimidation or bullying may also be a pupil exercising power and control over another pupil, either in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying). It is important that students, parents/guardians and staff understand that instances of HIB can occur on school grounds and off school grounds when the incident disrupts the learning environment.

**CONDUCT/DISCIPLINE/
HARRASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored
Activities**

WEAPONS OFFENSES

This policy talks about consequences for acts of harassment, intimidation or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic wireless devices to harass, intimidate, or bully), to the extent this policy complies with the provisions of N.J.A.C. 6A:16:-7.6, Conduct Away from School Grounds, and the district's Code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of a proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying, whether the subject or recipient of the bullying is on or off school property.

CONSEQUENCES AND APPROPRIATE REMEDIAL ACTIONS

The Board requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for pupils and staff members who commit one or more acts of harassment, intimidation or bullying consistent with the code of pupil conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation or bullying by pupils. Appropriate consequences and remedial actions are those that are graded according to the severity of the offense(s), and consider the developmental ages of the pupil offenders and pupils' histories of inappropriate behaviors, per the code of pupil conduct. For a list of factors for determining consequence, remedied measures and environmental considerations, the complete policy can be found on the CCTS web site.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspensions and/or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a pupil who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the pupil and the pupil's history of problem behaviors and performance and must be consistent with the district's code of pupil conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act and take corrective action for documented systemic problems related to harassment, intimidation and bullying. The consequences and remedial measures may include, but are not limited to, the examples listed below:

For a list of what the consequences and remedial measures maybe, the complete policy can be found on the CCTS web site.

N.J.A.C. 6A:16-7.9(a)2.vi requires appropriate consequences and remedial actions for any staff member who commits an act of harassment, intimidation, or bullying. The consequences may include, but not be limited to, verbal or written reprimand, increment withholding, legal action, disciplinary action, and/or termination. Remedial measures may include, but not be limited to, in or out-of-school counseling, professional development programs and work environment modifications.

DISABLED

Classified pupils are subject to the same disciplinary procedures as nondisabled pupils and may be disciplined in accordance with their IEP. However, before disciplining a classified pupil, it must be determined that:

- A. The pupil's behavior is not primarily caused by his/her educational disability; and
- B. The program that is being provided meets the pupil's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all pupils with disabilities.

**CONDUCT/DISCIPLINE/
HARRASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored
Activities**

REPORTING PROCEDURE

Complaints alleging violations of this policy shall be reported to the principal/assistant principal, or school/district bullying specialist(s). All school employees, as well as other members, of the school community including pupils, parents/guardians, volunteers and visitors are required to report alleged violations of this policy to the principal/assistant principal or school/district bullying specialist(s). While submission of an Incident/Misconduct Report Form to the principal/assistant principal and/or school/district bullying specialist(s) is not required, the reporting party is encouraged to use the Incident Report Form available from the principal/assistant principal or available at the school district's administrative offices or the reporting party may use a district's web-based reporting system. Oral reports to the principal shall be considered official reports. Pupils and staff will be asked to submit written reports. Reports may be made anonymously only by calling the We Tip Hotline at 1-800-782-7463, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this policy, and who makes this report in compliance with the procedures set forth in this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

The principal/assistant principal or school/district bullying specialist(s) is responsible for determining whether an alleged act constitutes a violation of this policy. The principal/assistant principal or school/district bullying specialist(s) shall conduct a prompt, thorough and complete investigation of the alleged incident. The principal/assistant principal or school/district bullying specialist(s) will maintain a record of each investigation regarding allegations of harassment, intimidation or bullying. All parties will communicate with one working day about the incident and the determination of the incident.

RESPONSE TO AN INCIDENT OF HARRASSMENT, INTIMIDATION OR BULLYING (HIB)

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial action for pupils who commit an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:7.5 Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non certificated staff. The district's responses may also include participation of parents/guardians and other community members and organizations, small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil and staff member behavior and the consequences of such actions, and the involvement of law enforcement offices, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation or bullying, including, but not limited to, school counseling services and environmental modifications.

REPRISAL OR RETALIATION PROHIBITED

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal/assistant principal or school/district bullying specialist(s) after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures. The consequences for pupils will range from positive behavior interventions up to and including suspension or expulsion. The consequences for employees will range from an admonishment to termination of employment (see contracts). The consequences for a volunteer will range from an admonishment to dismissal from the volunteer position.

**CONDUCT/DISCIPLINE/
HARRASSMENT, INTIMIDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored
Activities**

CONSEQUENCES FOR FALSE ACCUSATION

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying may range from a positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37.1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A-7.5, Expulsions.

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

Consequences and appropriate remedial actions for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the principal/assistant principal or school/district bullying specialist(s)(s), after consideration of the nature, severity and circumstances of the act which may include a report to appropriate law enforcement officials.

POLICY/PUBLICATION

This policy will be disseminated annually to all school staff, pupils and parents/guardians along with a statement explaining the policy applies to all applicable acts of harassment, intimidation or bullying that occur on school property, at school-sponsored functions or on a school bus. The superintendent shall ensure notice of this policy appears in any publication of the school district that sets forth the comprehensive rules, procedures and standards for schools within the district, in any pupil handbook that includes the Pupil Code of Conduct. This notice shall also indicate the district's Harassment, Intimidation and Bullying Policy (HIB) is posted on the district website.

HARRASSMENT, INTIMIDATION OR BULLYING (HIB) PREVENTION PROGRAMS

Pursuant to N.J.S.A. 18A:37-17(c) and N.J.A.C. 6A:16-7.9(d) 1.i, information regarding the district's Harassment, Intimidation and Bullying Policy (HIB) shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the Harassment, Intimidation and Bullying Policy, procedures, programs and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the finding of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's Harassment, Intimidation and Bullying Policy with pupils.

Pursuant to N.J.S.A. 18A:37-15.1, this policy shall be transmitted to the Executive County Superintendent of Schools.

Pursuant to N.J.S.A. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-19, N.J.A.C. 6A:16-7.9 et seq.

**CONDUCT/DISCIPLINE/
HARRASSMENT, INTIMINDATION OR BULLYING (HIB)
At School, On School Grounds, On School Buses & School Sponsored
Activities**

DISTRICT AND SCHOOL BASED BULLYING SPECIALISTS

Annually, the Board of Education shall appoint a district anti-bullying specialist(s) who will be trained in HIB prevention to coordinate district programs and work with the school based HIB teams. Annually, the principal shall make a recommendation to the Board of Education to appoint a school based anti-bullying specialist(s), for the campus, who will be trained in HIB Prevention Teams in each school to coordinate school programs and work with the staff. These positions shall be a part of the daily job description of either a member of the administration, child study team, guidance department who agrees to accept this at no additional stipend. These positions shall be effective beginning September, 2011.

Date: March 16, 1988

Revised: August 27, 2003

Revised: October 17, 2007

Revised: April 22, 2009

Revised: May 20, 2009

Revised: March 16, 2010

Revised: May 11, 2011

BELL SCHEDULE – Gloucester Township Campus

Before School – Students are to assemble in the cafeteria or cafetorium in building #4 (Cade) before 7:30 a.m. Weather permitting, students may also wait outside at the rear of the school and enter through the pool lobby in building #4. Students must be in their seats before the second bell in order to be on time for class.

TIME	PERIOD	DESCRIPTION
7:30 a.m. – 7:36 a.m.		Passing Bell Students go to homeroom/First period
7:36 a.m. – 7:50 a.m.	Homeroom	Attendance
7:50 a.m. – 8:30 a.m.	Period 1	Instructional time
8:35 a.m. – 9:15 a.m.	Period 2	Instructional time
9:20 a.m. – 10:00 a.m.	Period 3	Instructional time
10:05 a.m. – 10:45 a.m.	Period 4	Instructional time or lunch "A"
10:50 a.m. – 11:30 a.m.	Period 5	Instructional time or lunch "B"
11:35 a.m. – 12:15 p.m.	Period 6	Instructional time or lunch "C"
12:20 p.m. – 1:00 p.m.	Period 7	Instructional time or lunch "D"
1:05 p.m. – 1:45 p.m.	Period 8	Instructional time
1:50 p.m. – 2:30 p.m.	Period 9	Instructional time
2:45 p.m.		Administrative detention begins
5:45 p.m.		Administrative detention ends

BELL SCHEDULE – Pennsauken Campus

TIME	PERIOD	DESCRIPTION
7:34 a.m.	Opening Bell	Students go to Homeroom/First period
7:39 a.m.	Late bell	First period/Homeroom/Attendance
7:58 a.m. - 8:38 a.m.	Period 1	
8:42 a.m. - 9:22 a.m.	Period 2	
9:26 a.m. - 10:06 a.m.	Period 3	
10:10 a.m. - 10:50 a.m.	Period 4	
10:54 a.m. - 11:34 a.m.	Period 5	
11:38 a.m. - 12:18 p.m.	Period 6	
12:22 p.m. - 1:02 p.m.	Period 7	
1:06 p.m. - 1:46 p.m.	Period 8	
1:50 p.m. - 2:30 p.m.	Period 9	
2:35 p.m.		Duties/Administrative detention begins
2:44 p.m.		Duties/School day ends for teachers
3:05p.m.		Administrative detention ends

BOOKS

1. Students are responsible for their own books. Students must pay for any books damaged, lost, or stolen. Students will be fined for damaged books. The amount of the fine will be determined by the extent of damage but will not exceed the cost of the book.
2. At GTC, a student who loses a book must obtain a new book from the Assistant Principal's Office. A replacement fee will be charged. At PC, a student who loses a book may obtain a replacement from his/her subject teacher. The teacher will complete the necessary information on a fine card for the student and forward one copy of the fine card to the guidance office. Payment should be made by the student in the Principal's Office so that the fine may be removed.
3. All books must be covered.
4. If a book is lost, remember to check in the lost and found (refer to the "Lost and Found" section in this book for locations).

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

New Jersey School Integrated Pest Management Act of 2002

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school Integrated Pest Management policy. The law requires that the superintendent of schools implement an Integrated Pest Management (IPM) procedure to control pests and minimize exposure of children, faculty and staff to pesticides. The Camden County Technical Schools will develop and maintain an IPM plan. The plan will be maintained by the superintendent of buildings and grounds in coordination with the school business administrator/board secretary.

INTEGRATED PEST MANAGEMENT PROCEDURES

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment.

The district shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

DEVELOPMENT OF IPM PLANS

The district IPM plan is a blueprint of how the Camden County Technical Schools will manage pests through IPM methods. The district IPM plan states the district's goals regarding the management of pests and the use of pesticides. It reflects the district's site-specific needs. The IPM plan shall provide a description of how each component of the district's IPM policy will be implemented at each school. The superintendent of buildings and grounds in collaboration with the school principal, shall be responsible for the development of the IPM plan for each school.

IPM COORDINATOR

The superintendent of buildings and grounds is designated as the Integrated Pest Management Coordinator, who is responsible for the implementation of the school's Integrated Pest Management policy.

EDUCATION/TRAINING

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM coordinator, other school staff and pesticide applicators involved with implementation of the school's IPM policy will be trained in appropriate components of IPM as it pertains to the school environment. Students, parents/guardians and school staff will be provided with information on this policy and instructed on how they can contribute to the success of the IPM program.

RECORD KEEPING

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school boards. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

NOTIFICATION/POSTING

The superintendent of buildings and grounds of the Camden County Technical Schools is responsible for timely notification to students, parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act. The district will only use low impact pesticides (baits, traps, gels, etc.) if at all possible. If any other application is to be used, students, parents or guardians and staff will be notified in writing 72 hours in advance. If such an application is required, the district will make every effort to schedule the application during a period when school is not in session.

RE-ENTRY

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

PESTICIDE APPLICATORS

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions and must comply with all components of the School IPM Policy.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS (continued)

EVALUATION

Annually, the school business administrator/board secretary and superintendent of buildings and grounds will report to the board of education on the effectiveness of the IPM plan and make recommendations for improvement as needed. The board of education directs the superintendent to develop regulations/procedures for the implementation of this policy. Authorizing Regulatory references including definitions:

The School Integrated Pest Management Act of 2002
Pesticide Control Act of 1971

N.J.A.C. Title 7 Chapter 30 Subchapters 1-2
Date Approved: June 16, 2004

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE FOR SCHOOL YEAR 2011-2012

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Camden County Technical Schools has adopted an Integrated Pest Management (IPM) Policy (See attached) and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Camden County Technical Schools, Gloucester Township Campus is Mr. Dino Acevedo, Chief Buildings and Grounds Officer. Business Phone number: 856-767-7000 Ext. 5200
Business Address: Camden County Technical Schools, 343 Berlin Cross Keys Road, Sicklerville, NJ 08081-4000

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Camden County Technical Schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following is a list of scheduled treatments for lawns, flowerbeds and interior pests that maybe used during the 2010-2011 school year:

1. Early Spring Treatment (Mid February through April): Application of early spring Fertilizer.
2. Late Spring Treatment (May-mid June): Application of late spring fertilizer, pre-emergent crabgrass control and broad leaf weed control.
3. Summer treatment (Mid June-late August): Application of slow release non-burning Summer fertilizer and pre-emergent crabgrass control.
4. Early Fall Treatment (late August-end of September): Application of late Summer/early Fall fertilizer and broad leaf control.
5. Late fall treatment (October-beginning of November): High Nitrogen Fertilizer and broad leaf weed control as needed.
6. Weed killer for bare ground fields and cracks will be used as needed basis and during the months of July and August.
7. Indoor treatments will be schedule biweekly from July through June, utilizing specialized techniques

This program will be followed as specified according to the state's established IPM regulations.
Should you have any questions, feel free to contact me during school hours.

The following is a list of low impact pesticides used at CCTS, Gloucester Township Campus during the 2010-2011 school year:

Tempo SC Ultra EPA # 432-1363 Delta Guard Granules EPA# 432-836 Max-Force EPA# 64248-1 # 64248-2

CARE OF SCHOOL PROPERTY

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

CARS AND PARKING

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

PENNSAUKEN CAMPUS

Students are to register their vehicles in the school resource officer's office. Failure to do so will result in a loss of driving privileges. Student parking is permitted on the paved lot in front of the school. Students must enter and exit the school using the driveway closest to the gym. Students may not park in or be around the faculty parking area.

Student vehicles must display a school decal. Decals may be obtained from the Security Resource Officer. A valid registration, current insurance card, school ID, and a current driver's license must be presented, and students will be assigned a designated spot to park in. Latenesses to school may result in a loss of driving privileges.

GLOUCESTER TOWNSHIP CAMPUS

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

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

CHANGE OF CUSTODY OR GUARDIAN

Students and parents/guardians are to immediately report any change in their address or telephone number to the Guidance Office. Parents/Guardian must report any legal change to the Guidance Office immediately.

COMPUTER POLICIES

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The board recognizes that as new technologies shift the ways that information may be accessed, communicated and transferred, those changes may also alter instruction and student learning. The board generally supports access by students to rich information resources along with the development by staff of appropriate skills to analyze and evaluate such resources.

Electronic information sources and networked services significantly alter the information landscape for schools by opening access to a broader array of resources. Information technology, because this may lead to any publicly available file server in the world, will open access to electronic information resources which may not have been subject to screening prior to use as has been the process with informational resources previously made available to students in the schools.

Students are expected to demonstrate responsible behavior on school computer networks just as they are in any instructional or non-instructional setting within the district. General school rules for behavior and communications apply. The network is provided for students to complete their school assignments and conduct research. Access to network services will be provided to students who agree to act in a considerate and responsible manner and withheld from those who do not agree to do so or who demonstrate by their actions that they have chosen not to behave in a manner that reflects positively on the district.

The board reserves the right to log use of information technology and network use and to monitor file server space utilization by users. Network storage areas will be treated like school lockers as described in the district's search and seizure policy. They remain the sole property of the district and are subject to administrative search, by school officials, at any time, in the interests of school safety, discipline, enforcement of school rules and regulations and enforcement of the law. Any search of the aforesaid items by law enforcement officials shall only be conducted upon the presentation of a proper search warrant.

Staff members shall explain the district's network use policy to students who will be required to sign a form indicating they understand the guidelines and will follow them.

Access to information technology will enable students to explore thousands of informational resources. The board believes the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end the board of education supports and respects each family's right to decide whether or not to apply for independent access. Parents may preclude independent student use of telecommunications and electronic information resources upon submission of a form requesting that their child not be permitted Internet access by way of formalized note to the student's assistant principal.

The board authorizes the superintendent to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

Date: September 18, 1996
Revised: June 24, 2009

DRUG FREE SCHOOLS AND CAMPUSES ACT

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

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

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

STANDARDS OF CONDUCT

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

STATE AND FEDERAL LAWS REGULATING DRUGS AND ALCOHOL

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

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

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

EMERGENCY CLOSINGS

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

EMERGENCY SITUATIONS

EVACUATIONS

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

LOCKDOWN

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

EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS

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

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

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

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

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

ACTIVITIES AND CLUBS

Art Club	P.E.E.R.S.
Computer Club	Physical Conditioning
Creative and Performing Arts Club	Practical Politics
Helping Other Pupils Evolve (HOPE)	School Newspaper
Interact Club	Student Council/Renaissance
Intercultural Club	Student Advisory Committee
Journalism Club	Student Ambassadors
National Honor Society	Students Against Destructive Decisions (SADD)
National Technical Honor Society	Weightlifting
PBSIS	Yearbook
Peer Mediation	21 st Century Program

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

EXTRACURRICULAR ACTIVITIES, CLUBS AND ATHLETICS

For the criteria for membership into any organization, please contact the advisor or the Director of Athletics and Student Activities.

NATIONAL HONOR SOCIETY (NHS)

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

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

NTHS is designed to recognize students who excel in their career programs.

VOCATIONAL STUDENT ORGANIZATIONS

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

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

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

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

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

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

ELECTED OFFICER QUALIFICATIONS

1. Officers must maintain passing grades in all subjects and must maintain a cumulative grade point average of 2.0 or above. (3.0 for NHS)
2. Officers must stay within the guidelines of the district attendance policy.
3. Officers may not remain in their elected position if they are issued external suspension during their term as an officer.

Students seeking officer positions must have maintained passing final grades in all subjects during the prior school year. Additionally, students must have a cumulative grade point average of 2.0 or above. (3.0 for NHS) This also applies to new and/or students who transfer. Each Class (Freshmen, Sophomore, Junior and Senior), under the direction of a faculty advisor, will elect officers and sponsor activities to enhance school spirit and raise money to finance their activities.

ATHLETICS – Gloucester Township Campus

Fall Season - Soccer, Cross Country, Girls' Volleyball.

Winter Season - Swimming, Basketball, Bowling, Cheerleading.

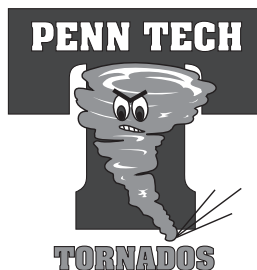
Spring Season - Baseball, Softball, Track & Field, Boys' Volleyball

ATHLETICS – Pennsauken Campus

Fall Season – Cross Country, Girls' Volleyball

Winter Season – Basketball, Bowling, Cheerleading

Spring Season – Baseball, Softball, Boys' Volleyball



FIELD TRIPS

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

GRADUATION REQUIREMENTS

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

- A. Meet the state requirements on the Grade 11 High School Proficiency Assessment.
- B. Successfully complete a minimum of 120 credits and meet the State established graduation requirements. This minimum must include the following courses:
 1. Four years of English.
 2. Three years of mathematics.
 3. Three years of Social Studies.
 4. Three years of Science.
 5. One year of health/physical education for each year of enrollment.
 6. Meet the State requirement for a world language.
 7. Meet the State requirements in Visual or Performing Arts.
 8. Beginning with the class of 2014, students must complete a minimum of 2.5 credits in Financial Literacy or meet the state requirements in Financial Literacy.
 9. One year of occupational training for each year of enrollment with a minimum of three years in the same program.
A student must successfully complete the final year of occupational training. Exceptions are only at the discretion of the Superintendent.
- C. Students may not have more than 14 days absent per school year (including latenesses to school). See "Attendance" section of this Handbook for more information.
- D. Students must have satisfied all financial obligations in order to be eligible to graduate. Students with financial obligations must report to the guidance office for payment instructions. Failure to pay financial obligations may result in the following:
 1. Senior class trip may be withheld.
 2. Class field trips may be withheld.
 3. Diploma may be withheld.
 4. Senior class prom may be withheld.
 5. Graduation ceremony may be withheld.

Individual prescriptions, approved by the building principal, may provide an alternative to the three-year minimum in the same program. A student must successfully complete (pass) the final year of occupational training.

Regarding #8 under section "B", successful completion means that the student has demonstrated the degree of proficiency required by the district to indicate achievement of the goals for the particular course and has attained the required number of course sessions.

The student must pass all course work and the state mandated High School Proficiency Assessment in order to receive a high school diploma. The student must also comply with the CCTS attendance requirements (see attendance section in this handbook). Students who do not meet all of these requirements will not be permitted to participate in graduation.

GRADUATION REQUIREMENTS (continued)

FAILURE

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

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

PROMOTION/RETENTION

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

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

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

GRIEVANCE PROCEDURE

A parent/guardian who disagrees with a school decision may file a grievance using the procedure below (File Code: 5145.6). If a student is 18 years of age or older, he/she may legally choose not to have his/her parent/guardian participate and may file a grievance and represent him/herself.

The purpose of this procedure is to secure at the lowest possible level equitable solutions to grievances that may arise. These procedures will be kept as informal and confidential as possible. The student or parent/guardian grievance must begin within 30 days of the disagreement or knowledge of the disagreement.

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

Level 1

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

Level 2

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

Level 3

If a satisfactory resolution is not secured at level two, then within five school days, the student or parent/guardian must make an appointment with either the guidance director or child study team, the counselor and the staff member with the objective of resolving the matter.

Level 4

If a satisfactory resolution is not secured at level three, then within five school days, the student or parent/guardian must make an appointment with an assistant principal with the objective of resolving the matter.

Level 5

If a satisfactory resolution is not secured at level four, then within five school days, the student or parent/guardian must make an appointment with the principal, with the objective of resolving the matter. After the meeting, principal will respond within 10 school days.

Level 6

If a satisfactory resolution is not secured at level five, then within five school days, the student or parent/guardian must submit a written appeal to the Superintendent of Schools. The Superintendent will render a decision and respond within 15 school days.

Level 7

If a satisfactory resolution is not secured at level six, the student or parent/guardian will appeal the decision to the Board of Education. The written appeal must be submitted to the Board secretary two weeks prior to the next regularly scheduled Board of Education meeting.

GUIDANCE

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

CCTS STANDARDS FOR SCHOOL COUNSELING PROGRAM

Academic Development Students will:

- Acquire the aptitudes, knowledge, and skills that contribute to effective learning in school and promote lifelong learning.
- Complete school with the academic preparation essential to choose from a wide range of post-secondary options including college.
- Understand the relationship of academics to the world of work, and to life at home and in the community.

Career Development Students will:

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

Personal/Social Development Students will:

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

HOMework AND MAKEUP WORK

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

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

When a student is absent due to illness or other authorized reasons, for a prolonged period (two weeks or more for illness), the school will arrange for him/her to do assignments at home if a request for homebound instruction is placed by the parents/guardians in writing with the guidance department. Request for homebound instruction must be accompanied by medical documentation specifically noting starting and ending dates for homebound services.

IDENTIFICATION CARDS

New and returning students will receive an identification (ID) card at the beginning of the school year at no charge. Returning students are asked to retain their ID cards over the summer and use them until new ones are issued. Students must **visibly** wear their ID cards on an approved school-issued lanyard around their neck, at all times during the school day and when attending school functions. Students who fail to wear their ID cards as directed will receive a consequence. Lost ID cards will be replaced for \$2 and lanyards for \$1. ID cards may not be defaced. Students must hand their ID card to any staff member upon request. Students may not possess other students' ID cards.

Pennsauken Campus – Students who lose or damage their ID cards must contact their homeroom teachers.

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

INSURANCE

Student and Athlete Insurance is purchased by the Board of Education for each student. This policy covers accidents that occur during the school day or during school–related functions. Students must report all accidents/injuries to the school nurse or athletic coach and complete an accident report in the event of an accident or injury. The district provides insurance coverage on an EXCESS BASIS ONLY. This means that it will cover only those medical expenses that are not covered by the student’s own or group insurance, provided an accident report has been filed. **The State of New Jersey requires us to ask who has medical insurance.**

LATENESS

A student who arrives at school after the late bell (7:39 a.m. at Pennsauken and 7:36 at Gloucester Township) is to report immediately to the Assistant Principal’s Office at PC and the Attendance station at GTC. Four latenesses and/or early dismissals equal a half day absence and will be counted as such in the student’s attendance record. Students must be in their seats before the second bell in order to be on time for class. Students will be disciplined for arriving late to school. In addition, a student who arrives to school late may be assigned a lunch detention on the same day. Procedures for this will be distributed upon the student’s arrival to school. Students who do not attend lunch detention will receive further consequences.

LIBRARY/INFORMATION COMMONS/ INSTRUCTIONAL MATERIALS CENTER

PENNSAUKEN CAMPUS

LOCATION: First floor career corridor **HOURS:** Monday–Friday, 7:19 am – 2:30 pm

POLICIES/PROCEDURES: When visiting the Information Commons Center, students must have a pass from his/her teacher. Students may use the Information Commons Center during their lunch periods provided they have a pass from the APO and stay until the end of the period. If a book is overdue, a notice will be sent to the student’s career program teacher.

GLOUCESTER TOWNSHIP CAMPUS

LOCATION: Building #8 (Cowgill) **HOURS:** Monday–Friday, 7:30 am – 2:30 pm

POLICIES/PROCEDURES: When visiting the IMC, a student must present his/her student ID card with signed Student Handbook to a staff member at the Circulation Desk, and sign the “Student Visitor” log book. If a student wishes to leave the IMC before the passing bell, then he/she must have an IMC staff member sign the Student Handbook. Students may use the IMC during their lunch periods. Upon arriving from the lunch area, students must remain in the IMC until the passing bell. Food and beverages are not permitted. Students must display his/her student ID card to use the computers and/or borrow books. Computers are assigned by IMC staff members and are only to be used for curriculum related assignments. Two books may be borrowed at a time for two weeks. When a book is returned, the student may borrow another book. A book may be renewed if it is not reserved for another person. Lost or damaged books must be reported to an IMC staff member. If a book is overdue, a notice will be sent to the student’s English or reading teacher.

LOCKS AND LOCKERS

All students will be assigned lockers. When not in use, lockers should be securely locked. Locks may be purchased from the school. Use only the locker assigned to you – no other. No additional locks may be put on hall lockers. DO NOT give your locker combination to any other student. Lockers are the property of the school and the administration reserves the right to search them at any time. Please report broken lockers to the Assistant Principals’ Office. N.J.S.A.18A:36-19.2 permits search of student lockers as long as students are informed in writing at the beginning of each school year that inspections may occur.

PENNSAUKEN CAMPUS

Students are permitted to go to their locker throughout the day but are obligated to arrive to class on time. Hall locks will be returned at the end of the school year. Gym locks will be purchased at the start of Physical Education class and will be returned upon completion of the class.

LOCKS AND LOCKERS (continued)

GLOUCESTER TOWNSHIP CAMPUS

Students are permitted to go to their locker throughout the day but are obligated to arrive to class on time. Students must manage their time between classes as going to their locker is not an acceptable reason for being late to class.

Since gym lockers are shared by all students period by period, gym locks may be used and are to be purchased from the physical education department. Lockers may be used during a students' physical education class. Immediately following a students' physical education class, all locks and clothing must be removed from the lockers (girls may keep physical education clothes in the small lockers in the women's locker room).

LOST AND FOUND

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

LUNCH RULES

1. Students are to report to their selected location at lunch on time.
2. Uniform code is in effect in the lunchroom.
3. All food and beverages are to be eaten in the cafeteria at the Pennsauken Campus or in the cafeteria or cafetorium at the Gloucester Township Campus.
4. Stay in line, wait your turn to be served and choose your food quickly. Have the necessary money and photo ID card ready.
5. Help to clean up anything you spill.
6. When you finish your lunch, carry your tray and all trash to the places provided.

NURSE

The nurse's/health office is located on the main floor near the gym at the Pennsauken Campus and in building #4 (Cade) at the Gloucester Twp. Campus.

1. When an accident occurs, it must be reported at once to the teacher in charge, who will refer it to the school nurse and any other necessary authorities or medical personnel.
2. Students must have a pass/hallway passport to go to the nurse's office.
3. Scoliosis screening is done every other year to check for abnormal curving of the spine. This is a New Jersey State law. A student who does not want this done must submit a written note from his/her parents/guardians to the school nurse. The note must state they do not want their child screened. The nurse will include this with the student's health record.
4. All students participating in athletics are required to have a physical examination. Students are encouraged to have the physical exam performed by their home physician who will complete the approved school form. If a student does not have a home physician, the school's doctor will perform the physical exam.
5. The school nurse will screen students yearly for vision, blood pressure, height and weight. Hearing will be tested in the eleventh grade.
6. Mantoux - TB testing will be done each year by the school nurse on all students who have transferred to the district from a high risk area designated by the New Jersey Department of Health. This is a New Jersey State law (18A:40-16).

EMERGENCY CARDS

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

NURSE (continued)

IMMUNIZATIONS

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

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

MEDICATION PROCEDURE

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

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

PASSES - PC / PASSPORT - GTC

Any time it is necessary for a student to leave his/her classroom or program area, he/she must obtain a pass/passport from the teacher. Upon return, the student must give the pass/passport to the teacher. Students are not permitted to wander aimlessly about the school. Normally, passes are only issued to the following offices: school nurse, child study team, guidance, library/IMC, parent/school liaison coordinator, cooperative education coordinator, assistant principals, and principal.

Pennsauken Campus – passes will be issued by a teacher or staff member.

Gloucester Township Campus – students must present their "Hallway Passport" as well as their ID card to the teacher or staff member. The instructor will complete the passport enabling the student to leave class and report to the appropriate office or student activity. Remember, replacement of a student handbook will cost \$3 and can be procured at the Assistant Principals' Office. Found passports will be returned to the student's homeroom teacher.

PEER MEDIATION/CONFLICT RESOLUTION

The Peer Mediation program at the Gloucester Township Campus and the Pennsauken Campus helps students resolve conflict without resorting to physical violence. Peer mediation can and should occur in cases involving gossip, rumors, property, girlfriend/boyfriend issues, friendship issues, and name calling. Staff and selected students are trained annually in conflict resolution skills – active listening, respecting the parties involved, patient assessment of situation, confidentiality, focusing on the real issue, and encouraging brainstorming for an acceptable resolution to the conflict.

To refer a case for mediation, students need to fill out a Peer Mediation Form and submit it to the high school APO in building #4 at GTC and the APO at PC. The Peer Mediation program has proven to be highly effective in working with students at the high school level both in teaching good communication skills and as a non-violent method to resolving conflict.

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

PHYSICAL EDUCATION AND HEALTH

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

PROJECT CHILD FIND

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

RENAISSANCE PROGRAM

Both campuses at CCTS support a Renaissance Program. Renaissance is an incentive program that motivates and inspires students to achieve success at every level through a reward system. Students will be informed about the specifics of the program offered at each campus in the fall and throughout the year.

REPORT CARDS/GRADES

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

GRADES

The final grade for students in grades 9-11 academic and occupational and grade 12 academic are to be determined using this formula:

1st marking period 23%; 2nd marking period 23%; 3rd marking period 23%; 4th marking period 23% and Final Exam 8%. In addition, there will be a separate grade issued for Basic Health (9th Grade PC, 12th Grade GTC), Driver's Ed (10th Grade), First Aid (11th Grade), and Family Living (12th Grade PC, 9th Grade GTC).

FINAL GRADE

The **final grade** for graduating seniors will include the results of the written and performance portions of the mandated occupational competency test. This will be included as part of the grade in the 4th marking period and as a part of the final exam grade. The occupational competency test will be counted as 10% to 25% of the 4th marking period grade. The occupational competency test will count between 25% to 50% of the final examination grade.

TESTS, ASSIGNMENTS, PROJECTS, QUIZZES, ETC:

A = 92-100 B = 83-91 C = 74-82 D = 65- 73 F = 0-64

REPORT CARD VALUES:

A = 92-100 B = 83-91 C = 74-82 D = 65-73 F = 56-64

REPORT CARDS/GRADES

TEACHER DISCRETION (Report Card Grade) minimum grade is 56 on the REPORT CARD

Teachers may give a grade of 56-64 (F) on the report card (marking period) only upon proper notification (per Policy 5121) where teachers can record a grade of 56-64 (F) if parent/guardian, student, guidance/CST are informed that the student is failing by midpoint of each quarter. Hence, if each quarter is approximately 45 school days, then, notification of an F (56-64) should be on or about 23 days into each quarter. If after this time, there is no notification and the teacher sees a decline in work, a 56-64 (F) is allowed as teacher discretion (see below). If notification was not given properly, an "I" must be recorded (see below). 56-64 (F) is the lowest grade given on a Report Card.

- If a grade of "F" appears imminent for the marking period after the required midpoint parent notification, the teacher shall prepare due notification to student, parent/guardian and guidance counselor/CST case manager at any time up to the marking period closure.
- If a teacher fails to notify a parent/guardian and student before five days before the marking period ends, the grade shall become an "I." "I" grades shall be changed to reflect any tests made up, homework or projects delayed, etc. within 15 days the reported "I." The grade given shall be reported to the student, parent/legal guardian, counselor, and if applicable, child study team case worker.
- If the student fails to make up tests, fails to hand in missing assignments, etc., this "I" may be changed to a grade of 56-64 (F).

SAFETY

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

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

SCHOOL COLORS

Pennsauken Campus school colors are: maroon, gray, and white. The mascot is the Tornado.

Gloucester Township school colors are: blue, gold, and white. The mascot is the Warrior.

See "uniform attire" section of this handbook for more information regarding uniform, colors and requirements.

SECTION 504

Section 504 is a federal law designed to protect the rights of individuals with disabilities in programs and activities that receive federal funds. Section 504 provides: "No otherwise qualified individual with a disability in the United States...shall solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance....."

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

SEXTING

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

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

SEXUAL HARASSMENT

Under federal law, state statutes and Board of Education policy (File Code: 2224) prohibits sexual harassment by employees or students. The Board of Education and the Administration will not condone or tolerate sexual harassment in any form, at the work place or on the school premises. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a nature which constitutes harassment. Ms. Bonnie Durante, district Affirmative Action Officer, can be reached at 767-7000, ext. 7253.

SUPPORT SERVICES

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

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

TELEPHONES

Students may request to use the phones in the guidance, assistant principals, and child study team offices before or after school. Students should see their guidance counselor or an administrator to request approval to use the phone at any time. Student's cellular phones may be used if the following conditions are met:

- The cellular number must be registered in a database – the means by which this registration shall take place shall be determined by the principal annually and shall be made known to parents/guardians, students and staff. If a mobile number is changed, it is the parent/guardian's or student's responsibility to notify the school.
- The electronic device shall not be used during instructional time from the moment the student enters the room until the class is dismissed. A teacher may ask that electronic device be used but only for instructional purposes and if reflected in the lesson plans.
- Student cellular phones may be used for texting and voice after vacating classrooms, hallways and instructional spaces. If used, the student must honor the privacy of others with no loud conversation. No student shall be excused as late for class(es) due to cellular phone use. Students shall be permitted to use mobile phones for voice/texts during lunch. Cell phones shall not be used as cameras/videos (see below).
- Students shall not be allowed to ever use their mobiles in classrooms, in the gymnasium, in the auditorium, in career areas, during class meetings (pep rallies, student meetings) or during other extracurricular activities/functions during the school day, unless as noted.
- Students may use an electronic device to text in the media centers/libraries unless this shall cause a disturbance. Cell phones for calls/cameras/video shall not be used in the IMC/ICC. The librarian/multi media specialist has the authority to prohibit use by any student of texting if disturbances ensue.

TELEPHONES (continued)

- Students may use electronic devices to listen to music (as long as the music is not audible to others) during lunch periods in the cafeteria, outside, in the hallways, in the media center(s) as long as there is no disturbances caused by this personal listening. No electronic device for personal listening pleasure shall be permitted during instruction. A teacher may play appropriate background music during class(es) if appropriate and not disturbing. The music selected shall not contain vulgar language. If a fellow teacher can hear the classroom music, the teachers shall respect the instructional practices of one another.
- Infractions of these uses cited above shall result in discipline given by the teacher, assistant principal or principal.

The complete policy (5131.9) can be found on the CCTS website.

TRANSFERS

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

TRANSPORTATION

Bus transportation is provided by the local Boards of Education of sending districts. Bus passes must be secured at the place designated by your local Board of Education. They are not issued at CCTS. Parents are asked to call their local Board of Education for resolution of problems pertaining to buses.

Each student must show a bus pass in order to ride on the bus. Safety is important in bus transportation. Students are expected to refrain from loud talking, smoking, getting out of seats, leaning out of windows, or other practices which endanger their own lives and the lives of others. Failure to comply with safety regulations will result in the loss of bus privileges and/or disciplinary action.

Transportation for students playing sports and students participating in after school activities will be provided following school sponsored events by way of our activity buses. Students riding these buses may not be dropped off at their normal bus pick-up and drop-off locations because of the limited number of buses available. However, students will be dropped off within a reasonable distance from their homes. Only students who are eligible and actively participating in an approved school program are permitted to ride these buses.

UNIFORM ATTIRE FOR BOTH CAMPUSES

Proper dress and attire are an integral part of the school program and reflect students' pride in themselves and their school. The basis of judgment for acceptability of dress will be neatness, safety, health, cleanliness, modesty, and good taste. The administration reserves the right to exclude any student from class or activity if he/she is not appropriately dressed and/or discipline the student appropriately.

1. Students are expected to wear a school uniform. Parents and students are provided with information and a school specific description of the school uniform prior to the start of the school year. If you have any questions, you may contact the guidance office or the assistant principals' office at the school your child attends. Students are expected to be in school uniform attire from the time that they leave their homes until the time that they return to their homes unless prior approval has been granted.
2. Clothing which is excessively tight, revealing, or immodest is unacceptable. Pants must fit properly. It is unacceptable to wear pants below the waistline. At GTC and PC sweatpants are not permitted. Students are not permitted to wear t-shirts that exceed the length of their uniform shirt and sleeves.

UNIFORM ATTIRE FOR BOTH CAMPUSES (continued)

3. Students must observe the following guidelines:
 - a) Shorts and open-toed shoes may not be worn in career programs due to safety and uniform requirements. Therefore, students need to keep a change of clothes in their lockers on days shorts or culottes are worn.
 - b) Coats or outer garments are not permitted in class or program areas.
 - c) Sunglasses are not permitted inside buildings.
 - d) Headwear is not to be worn in any building unless it is part of the uniform requirements of a particular career program. All hats, scarves, wave caps, bandannas, hoods, sun visors, and picks must be placed in a student's locker prior to first period. Headwear worn inside will be confiscated. Headwear may be worn outside during a student's lunch period in the winter.
 - e) Jewelry is not permitted in physical education class and certain career programs. This includes rings, dangling earrings, large necklaces, and piercing to the face, eyes, mouth, tongue and navel areas.

FOOTWARE

Shoes, sandals, sneakers, or other appropriate footwear must be worn at all times. The only types of sandals permitted are sandals with a back strap. Flip flops or slippers are not permitted in career areas nor in science labs. Flip flops may be worn only during official days of summer and may not be worn in career areas. Flip-flops may only be worn from May 1 - Oct 1, however, flip-flops shall not be worn in career area classes for safety reasons and as preparation for business attire.

CAREER PROGRAM ATTIRE

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

PHYSICAL EDUCATION UNIFORM

Students are expected to wear uniform attire, as specified by the physical education teachers, during physical education classes. Required physical education uniforms (shorts, tee shirts and hoodies) are available for purchase at Camden County Technical Schools. Physical education uniform attire may not be worn in academic classes.

PANTS, SHORTS, SKIRTS, and CAPRI PANTS

Pants must be solid black "Dickie" or "Docker" style (frayed and distressed black pants are unacceptable). Pants must be worn on or above the hip. Sweatpants and sleepwear are unacceptable. Shirt and pants must overlap at all times, including while seated.

Shorts, Skirts and Capris must be solid black "Dickie" or "Docker" style. Shorts and skirts must be knee length (no short shorts, short skirts, or athletic/gym shorts are permitted). Solid black leggings may be worn under them.

UNIFORM ATTIRE FOR PENNSAUKEN CAMPUS

SHIRTS

At the Pennsauken Campus, a short sleeve or long sleeve polo style shirt (shirt with a collar) that is solid light gray or solid dark maroon in color is mandatory. A T-shirt may be worn underneath the approved uniform shirt. Approved colors for shirts that may be worn under the polo shirt are grey, maroon, black, and white (solids only).

HOODIES, SWEATSHIRTS and SWEATERS

Hoodies, sweatshirts and sweaters may be worn over the mandatory polo shirt and must be solid light gray or dark maroon with no writing or emblems on them. School approved clothing items may also be worn and may be purchased through school.

OUTERWEAR (COATS/JACKETS)

Coats are to be placed in lockers and are to stay there until the end of the day. Students who want to wear their outside jackets during lunch may take them out of their lockers at the beginning of the lunch period; however, they must return them to their lockers at the end of the lunch period. Outerwear may not be worn anywhere in the buildings.

UNIFORM ATTIRE FOR GLOUCESTER TOWNSHIP CAMPUS

SHIRTS

At the Gloucester Township Campus, a short sleeve or long sleeve polo style shirt (shirt with a collar) that is solid light blue/sky blue in color is mandatory. A T-shirt may be worn underneath the approved uniform shirt. Approved colors for shirts that may be worn under the polo shirt are white and black (solids only).

HOODIES, SWEATSHIRTS and SWEATERS

Hoodies, sweatshirts and sweaters may be worn over the mandatory polo shirt and must be solid royal blue with no writing or emblems on them. School approved clothing items may also be worn and may be purchased through school.

WE TIP HOTLINE 1-800-78-CRIME

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

YOUTH HELPLINE OF NJ

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

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