



## Bergen County Technical High School-Teterboro

### FAMILY HANDBOOK 2025-2026

The purpose of this Family Handbook is to provide descriptive information and practical guidelines to new and returning students and their families. The Handbook also provides an overview of applicable policies, regulations and procedures of the District. It is every student's responsibility to become familiar with the information in this Handbook because its primary goal is to help ensure their success. This Handbook supersedes any prior edition. Please be advised that all District policies and regulations are available at this [website](#).

## **Bergen County Technical Schools**

*“The Bergen County Technical School District is an educational model that prepares students to live, work and lead in a global community.”*



### **Bergen County Technical Schools Board of Education**

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Jacqueline Gadaleta, *Vice President*

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Jason Kim, *Board Member*

Patrick Fletcher, *Executive County Superintendent*

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Howard Lerner, Ed.D., *Superintendent*

Andrea Sheridan, *Assistant Superintendent*

Richard Panicucci, *Assistant Superintendent for Curriculum and Instruction*

John Susino, *Business Administrator/Board Secretary*

### **Campus Administration**

David J. Tankard, *Principal*

Rosario Cabanilla Alves, *Vice Principal*

Kenneth Conlon, *Supervisor*

### **Bergen County Executive**

James J. Tedesco III

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Dr. Joan M. Voss, *Chair Pro Tempore*

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## **Mission Statements**

### **Bergen County Technical Schools**

*“The Bergen County Technical School District is an educational model that prepares students to live, work and lead in a global community.”*

### **Bergen County Technical High School - Teterboro**

*The Mission of the Bergen County Technical High School, Teterboro Campus is to provide a comprehensive education that develops students as individuals while preparing them for life-long learning and a career as active participants in a global community.*

### **Discrimination Disclaimer**

It is the policy of the Bergen County Technical School District not to discriminate in its educational programs, activities, employment practices or admission policies and practices on the basis of race, color, age, creed, religion, ancestry, national origin, socioeconomic status, affectational or sexual orientation, gender, disability or marital status.



## CAMPUS CONTACT INFORMATION

### Main Phone Number

(201)-343-6000

#### Administration

<a href="#">David J. Tankard</a> , Principal	ext. 7700
<a href="#">Rosario Cabanilla</a> , Vice Principal	ext. 7611
<a href="#">Kenneth Conlon</a> , Supervisor	ext. 7612

#### Administrative Assistants

<a href="#">Zeljka Palaia</a> , Secretary to the Principal	ext. 7602
<a href="#">Karoline Jones</a>	ext. 7601
<a href="#">Abigail Lacap-Mahayag</a>	ext. 7652
<a href="#">Sarah Elechicon</a>	ext. 7650

#### Athletic Department

<a href="#">William Muller</a> , Athletic Director	ext. 2277
<a href="#">Alexa Stoepker</a> , Fall Assistant to the Athletic Director	ext. 4000912
<a href="#">Nicholas Silano</a> , Winter Assistant to the Athletic Director	ext. 4000913
<a href="#">Kate Luvera</a> , Spring Assistant to the Athletic Director	ext. 4000520

#### Child Study Team

<a href="#">Mia Minichiello</a> , School Social Worker	ext. 8405
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#### School Counseling Administrative Assistant

<a href="#">Debbie Donohue</a>	ext. 7733
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#### School Counselors

<a href="#">Sharon Genicoff</a>	ext. 7613
<a href="#">Monet Kendall-Turner</a>	ext. 7705
<a href="#">Cynthia Mak</a>	ext. 7713
<a href="#">Carlos Pena</a>	ext. 7607



**Student Assistance Counselors**[Laura Nardelli](#)

ext. 7712

[Sydney Zulli](#)

ext. 7720

**Student Health Services**[Melissa Beyer](#), R.N.

ext. 7717

**Student Support Services**[Katherine Sienkiewicz](#), Speech Language

ext. 8452

[Virginia Lobello](#), ESL

ext. 8461

**[Faculty Email Directory](#)**

**School Calendar & Abbreviated Days** - Access to the [school year calendar](#), [school calendar](#) and [abbreviated days](#) calendar.

**Daily Learning Schedule**

Period	Full Day Schedule	Project Wednesdays	Early Dismissal / Half Day Schedule	Delayed Opening Schedule
Homeroom	8:05-8:10	8:05-8:10	8:05-8:10	9:30-9:40
Project Time		8:14-9:14		
Period 1	8:15 - 8:56	9:18-9:52	8:13 - 8:38	9:44 - 10:16
Period 2	9:00 - 9:41	9:56-10:30	8:42 - 9:07	10:19 -10:51
Period 3	9:45 - 10:26	10:34-11:08	9:11 - 9:36	10:54 - 11:26
Period 4	10:30 - 11:11	11:12-11:46	9:40 - 10:05	11:29 - 12:01
Period 5	11:15 - 11:56	11:50-12:24	10:09 - 10:34	12:04 - 12:36
Period 6	12:00 - 12:41	12:28-1:02	10:38 - 11:03	12:39 - 1:11
Period 7	12:45 - 1:26	1:06-1:40	11:07 - 11:32	1:14 - 1:46
Period 8	1:30 - 2:11	1:44-2:18	11:36 - 12:01	1:49 - 2:21
Period 9	2:15 - 2:56	2:22-2:56	12:05 - 12:30	2:24 - 2:56

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### **School Closings/Delayed Openings -**

- All students and staff will receive a phone message through School Messenger.
- Individuals who wish to receive text messages can text any one of the following words to the number **68453**: subscribe, opt in, yes.
- Information will be posted on the district's website at [www.bcts.bergen.org](http://www.bcts.bergen.org).

### **Early Dismissal -**

- All bus companies are notified of the early dismissal.
- All parents/guardians will receive a phone message through School Messenger
- Information will be posted on the district's website at [www.bergen.org](http://www.bergen.org).
- Parents/guardians who pick up their children must sign them out in the Main Office. No phone calls will be accepted.

**Bus Transportation** - All Bergen Tech students are transported from their sending districts by their town Board of Education. Route creations are agreed upon between the sending district and independent bus companies. Students may arrive on campus no earlier than 7:00 a.m., and are dismissed daily at 2:56 p.m. Buses leave approximately 3:05 p.m. on full days and 12:40 p.m. on half days. Only those students who are on the scheduled bus route are permitted on the bus. Any incidents on the bus, i.e. harassment, bullying etc., should be immediately reported to our HIB Officer - [Ms. Laura Nardelli](#). In order that students' lives are not placed in jeopardy, an atmosphere of safety must be constantly maintained on school buses. For this reason, the following regulations are in effect on all school buses operated in the Bergen County Technical School District. Students who will not abide by these regulations are subject to disciplinary action & bus privileges may be denied transportation.

- Except for ordinary conversation, students shall observe quiet conduct on the bus.
- Students are asked not to sit in the rear seats unless no other seats are available.
- Once a student has boarded the bus, they must take a seat and remain in the seat.
- No food of any kind may be eaten on the bus; this includes chewing gum.
- All students are expected to be at their designated bus stop five minutes early.
- Students are expected to conduct themselves in an orderly manner while waiting for a bus and to stay off the roadway at their pickup location.
- Students will be picked up and dropped off only at designated bus stops.
- Wait until the bus has come to a complete stop before attempting to enter or leave it.
- Keep hands and heads inside the bus at all times.
- Report promptly to the driver any damage to a bus.
- Students should assist in keeping the bus sanitary.

## ACADEMIC INFORMATION

**Academic/Technical Courses** - Academic and technical courses are aligned to New Jersey Student Learning Standards (NJSLS), specifications determined by the College Board in Advanced Placement classes, and industry standards. Current technical programs are: Aerospace Engineering, Automotive Engineering and Design, Commercial Art & Graphic Design, Computer Science, Culinology®, Digital Media Arts, Fashion Design & Merchandising, Financial Technology, and Law & Justice.

**Academic Progress** - All students at Bergen County Technical High School--Teterboro are expected to make adequate progress toward graduation by passing and earning course credit in their academic and technical courses each year. Students who fail to earn course credit in one (1) course in a given year may recover the lost credit by taking an equivalent course at an approved summer school program before the start of the next school year. After completing the summer school program, the student must submit the official transcript from the school showing the earned grade and credits recovered. The recovered course and grade will be added to the student's BT transcript, but will not replace the failed course. If a student fails to recover the lost credit, or fails to earn course credit in two (2) or more courses in a given year, the student must return to their sending district.

**Advanced Placement** - Advanced Placement courses are offered for students who are capable of college freshman study and achievement. Selection is based upon successful honors course work in prior years, and teacher approval. Students who do not meet these requirements must submit a completed Non-Recommended Course waiver.

- To receive credit, the student must sit for the AP test in May of each year. Any student who does not sit for the AP test will not receive the AP designation on their transcript.
- Once a student is scheduled for an AP class, the student is obliged to pay for the exam by the designated deadline. Fees are paid online at: <http://aptestservice.com/btteterboro/>.
- Course grades will remain final regardless of performance on the AP examination in May. Students may only take exams for courses taken at the Teterboro campus.
- Students must be enrolled in the corresponding AP course in order to be eligible to take the AP exam.
- Under exceptional circumstances, students may be permitted to drop a course after the Add/Drop deadline. However, students who drop a course after **September 11, 2025** will receive a W on their transcript and be placed in a study hall. ONLY students who drop AP US History or AP English after the deadline can be placed into the appropriate lower level course. However, the grade in the AP course will be carried over into the new course.

**Assessment Calendar** - Ensuring that students can adequately prepare for an assessment, there is a limit of three (3) assessments per student on each school day. If you find that your child has more than three assessments on a particular school day, please contact their school counselor. In addition, be advised that a listing of assessments is available [online](#).

**Academic Assignments During School Recess/Holidays** - School recess/holidays are the time for all students and faculty to take a break.

- Assigning any work for students is not permitted.
- Assessments/projects may not be due on the first day of return from recess.

**Change of Schedule Requests** - Requests for schedule changes are carefully reviewed in terms of the overall quality of the student's program of studies. Sometimes, what appears to be a simple request from a student and his or her parent(s)/guardian(s) is a logistical challenge. Changes in courses will be made for the following reasons: core courses missing, appropriate subject level changes and prerequisites not met. In order to meet the educational needs of all students, we will not accommodate requests for specific teachers nor can we accommodate requests that a student not receive a specific teacher. If you would like to request a change in a student's schedule, your child must download and complete a [Change Of Schedule Request Form](#), which can be found on the school's website under the forms section. All requests must be completed by **Thursday, September 11, 2025**. Under exceptional circumstances, students may be permitted to drop a course after the Add/Drop deadline. Students who drop a course after **September 11, 2025** will receive a W on their transcript and be placed in a study hall.

**Community Service** - In order to encourage students to gain experience, develop talents and contribute them to the school and to society as a whole, our students are required to complete at least 60 hours of community service in order to graduate. At least 10 of the 60 minimum hours should be performed through school activities or events (tutoring, usher at Graduation, Open House guide, etc.), and at least 10 should come from outside of the school, such as community, religious, arts, science, or governmental organizations. Hours should be documented on official organization letterhead, with the signature of a supervisor of the activity, and submitted by the student to the Counseling Office which will keep a record of the hours in PowerSchool. A template will be available for volunteer organizations requesting guidance for submitting information.

Any volunteer work performed after July 1 of the year students are admitted to Bergen Tech is eligible. Students should complete and document 20 hours EACH year in order to complete the minimum by the end of their Junior year. Prospective members of the National Honor Society must complete 45 hours by the beginning of their Junior year in order to be eligible for membership, 60 hours by the end of Junior year, and 75 hours by the end of Spring Break in senior year to maintain membership. Students may continue to submit volunteer hours beyond the minimum requirement, to document activities for recommendations and awards. Paid employment, the student's family business, the Senior Experience or other course credit work, and family chores do not qualify as community service. Please see your counselor with any questions about your community service record.

In order to encourage students to gain experience, develop talents and contribute them to school and to society as a whole, students are required to complete at least 60 hours of community service in order to graduate. Hours should be documented on the official organization letterhead, with the signature of a supervisor of the activity, and submitted by the student via this form. The School Counseling department will keep a record of the hours in Powerschool.

**Contacting Teachers** - All correspondence with teachers should be sent to the faculty member's Bergen.org email.

**Dual Enrollment Program** - BCTHS-Teterboro and Bergen Community College (BCC) have entered into an early college program designated the Dual Enrollment Program. On an annual basis, a list of articulated courses taught at Bergen Tech towards an AA or an AS degree at BCC is provided to students. The Dual Enrollment Program allows students to:

1. Receive BCC credit with a minimum of a C- average.
2. Register and take courses (up to 45 credits) at BCTHS-Teterboro at 50% of the current BCC tuition at the time of registration plus a one-time registration fee.
3. Potentially complete 45 credits for an AA or an AS degree at BCTHS-Teterboro, and complete the remaining 20 credits at BCC at full-tuition cost.
4. Potentially transfer their AA or AS degree programs to any NJ state four-year college toward a BA or BS degree.

2025-2026 BCC Dual Enrollment Courses

<b>Teterboro Course(s)</b>	<b>B.C.C. Course</b>	<b>Course Code</b>
Biology Honors	General Biology	Bio-101, 4 credits
Chemistry Honors	Intro to Chemistry	Chm-100, 4 credits
English III Honors	American Literature 1880 – Present	Lit-202, 3 credits
English IV Honors	World Literature 1650 – Present	Lit-204, 3 credits
French I	French I	Lan-110, 3 credits
French II	French II	Lan-200, 3 credits
French III Honors	Intermediate French I	Lan-201, 3 credits
Spanish I	Spanish I	Lan-113, 3 credits
Spanish II	Spanish II	Lan-230, 3 credits

Spanish III Honors, or Spanish III Conversation and Culture	Intermediate Spanish I	Lan-231, 3 credits
U.S. History I Honors	U.S. History to Reconstruction	His-111, 3 credits
U.S. History II Honors	U.S. History Since Reconstruction	His-112, 3 credits
Math Analysis I & II	Pre-Calculus	MAT-180, 4 credits
Calculus Honors	Calculus I	MAT- 280, 4 credits

Additional inquiries can be answered by your school counselor.

**Early College Options** - Over 100 post-secondary credits are available through articulations with several colleges and post-secondary institutions including, but not limited to: Fairleigh Dickinson University, Kean University, New Jersey Institute of Technology, Rochester Institute of Technology, & Syracuse University. Students who elect to take any of these courses must complete a registration form provided by the college, and are responsible for all associated course fees. As per a variety of agreements with BCTS, each college discounts their cost per credit for these courses at an average rate of 30-50%. Credits earned will be directly accepted by the institution issuing the credit. However, all earned credits may not be accepted at alternate universities or colleges. It is the discretion of each institution to accept or deny the credits earned at an alternate college or university.

- Under exceptional circumstances, students may be permitted to drop a course after the Add/Drop deadline. However, students who drop a course after September 11, 2025 will receive a W on their transcript and be placed in a study hall. ONLY students who drop WRT 105 Practices of Academic Writing or AP US History, after the deadline can be placed into the appropriate lower level course. However, the grade in the AP course will be carried over into the new course.

Some of our current offerings are:

Advanced Culinology (Rutgers)  
 Anatomy & Physiology (FDU)  
 Calculus III (Syracuse)  
 Chemistry of Food (Rutgers)  
 Culinary Essentials I (Rutgers)  
 Culinary Essentials II (Rutgers)  
 Digital Electronics (NJIT and William Paterson University)  
 Entrepreneurship (FDU)  
 Financial Markets and Institutions (NJIT)

Forensic Science (Syracuse)  
 Fundamentals of 2D Design & Drawing (NJIT)  
 Global Challenge (FDU)  
 Graphic Design Studio I - (William Paterson University)  
 Graphic Design Studio II – Professional Practices (FDU)  
 Introduction to Financial Accounting (Syracuse)  
 Introduction to Computing (Syracuse)  
 Introduction to Culinology (Rutgers)  
 Introduction to Cybersecurity (Syracuse)  
 Introduction to Digital Media (FDU)  
 Introduction to Programming for Engineers (NJIT)  
 Introduction to Sociology (Syracuse)  
 Microbiology (Rutgers)  
 Organic Chemistry (FDU)  
 Painting (FDU)  
 Practices of Academic Writing (Syracuse)  
 Quantitative Analysis with Applications for Business (NJIT)  
 Roadmap to Computing (NJIT)  
 Spanish III (Intermediate Spanish) (Syracuse)  
 Waves and Modern Physics (NJIT)  
 Women's and Gender Studies (Syracuse)

Additional inquiries can be answered by your school counselor.

**Google Classroom** - Teachers will use Google Classroom to post class announcements, share content, links and assignments. Each child will use Google Classroom to open, download, complete and submit their class assignments to their teachers for feedback.

**Excused Attendance from Specific Curricular Topics** - In accordance with the Bergen County Technical Schools [Policy #5250 - Excused Attendance From Specific Curricular Topics](#) a student may be excused from any part of the curriculum that includes dissection of animals that is in conflict with the conscience or sincerely held moral or religious beliefs of the student's parent(s) or legal guardian(s) or the adult student. A request for exclusion must be presented in a signed statement and submitted to the building Principal. An excused student shall be assigned to an alternate program of independent study on a substitute topic within the particular topic area. No excused student will be penalized by loss of credit as a result of his or her exclusion, but a student will be held accountable for successful completion of any alternate work assigned.

**Grade Point Averages** - Grade Point Averages (GPA) are calculated at the close of each school year, and sent to all colleges to which the student applies. All classes, including Advanced Placement, are unweighted on a 4.0 scale.

**Grading Scale** - Grades are reported mid-marking period and at the end of each quarter. Grades will be available online through PowerSchool. A grade of an Incomplete - "I" may be assigned for any quarter for extenuating circumstances such as; death in the family, emergency leave, or personal issues discussed previously with the instructor. If an "I" grade is assigned, ***a student will have two weeks to complete necessary work.*** Assessment for some courses not included in the GPA may include: "P" - Pass, "F" - Fail. ***Students are not permitted to re-take any course in an effort to achieve a higher grade.***

Letter Grade	Numerical Grade	Grade Point Equivalent
A+	100 - 97	4.00
A	96 - 93	4.00
A-	92 - 90	3.67
B+	89 - 87	3.33
B	86 - 83	3.00
B-	82 - 80	2.67
C+	79 - 77	2.33
C	76 - 73	2.00
C-	72 - 70	1.67
D+	69 - 67	1.33
D	66 - 63	1.00
D-	62 - 60	0.67
F	59 - 50	0.00

**Grade Appeal** - Every student has the right to appeal a grade. Before a grade appeal may be filed the student must discuss the matter with the instructor. If no agreement can be reached between the instructor and the student then the student will contact the building administration to initiate the grade appeal process. The Vice Principal will conduct an investigation per [BCTS Board Policy #5710.1](#). Grade appeals must be received in writing by the building administration no later than ninety (90) days after the grade is received.



**Graduation Requirements** - In order to receive a state-endorsed high school diploma, all students must earn a minimum of 135 credits and pass the New Jersey Department of Education Required Assessment.

Graduation Course Requirements -

	Credits or Hours
Language Arts Literacy	20
Mathematics	15
Science	18
Social Studies	15
Health and Physical Education	16
Visual & Performing Arts	5
Technical Major	4 years of core technical studies
World Languages	10
Community Service	60 hours
Financial, Economic, and Entrepreneurial Literacy	5
Senior Internship	5

Graduation Assessment Requirements for General Education Students and Students Eligible for Special Education and Related Services

In order to receive a state-endorsed high school diploma, all students with disabilities must meet state and local high school graduation requirements including participation in the statewide assessment program in English Language Arts/Literacy and Mathematics.

Exemption from High School Graduation Assessment Requirements

The Board directs that the criteria for determining exemptions from the required curriculum proficiencies and statewide assessments shall be clearly articulated in the student's IEP.

Exemption Rationale and Alternative Proficiencies

The IEP shall include a description of and rationale for exemptions from regular education program options or state and local graduation requirements and reasons why the goals and objectives do not include the proficiencies.

### Alternative High School Assessment for Students Eligible for Special Education and Related Services

Students with disabilities who meet the criteria for the alternative assessment, Dynamic Learning Map (DLM), may receive a state endorsed diploma by participation in the alternative assessment. Participation in such must be clearly articulated in the student's IEP.

**New Jersey High School Graduation Assessment Requirements - Class of 2026-** Detailed graduation requirements from the [New Jersey Department of Education](#).

**Home Instruction** - Parents who anticipate an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with [Policy No. 2412 - Home Instruction Due to Health Condition \(M\)](#). All requests for home instruction should be made in writing to the student's school counselor, and accompany medical documentation that states: a) the reason for the absence b) anticipated length of absence.

**Homeroom** - Homeroom begins promptly at 8:00 a.m. and ends at 8:15 a.m. During this time, daily attendance is taken, students receive important school-wide information, and the Pledge of Allegiance is recited. Any student who misses homeroom must sign in at the Main Office, and they will be marked tardy for the day. If a student arrives late and does not sign in at the Main Office, the parents/guardians will receive an automated telephone call stating the child is absent.

**Homework** - Homework should be relevant to material presented in class and provides an opportunity to broaden, deepen or reinforce a student's knowledge. Teachers must use discretion in deciding the number and length of assignments.

The homework policy for each academic area varies, and will be reflected in the course syllabus given at the start of each school year. In order to allow for students to have an opportunity to relax over breaks, there will be no homework assigned.

**Honor Roll & High Honor Roll** - In order to qualify for the Honor Roll, a student must have a "B" average, with only "A's" and "B's" in all subjects, and meet the requirements set forth in the attendance policy.

In order to qualify for the High Honor Roll, a student must have all "A's", and meet the requirements set forth in the attendance policy. Further questions can be answered by school counselors.

**National Honor Society** - The Andrea Rublino Sheridan Chapter of the National Honor Society seeks to inspire its members to do their best in all areas of life. Committing to the four pillars of the National Honor Society, students are expected to exemplify scholarship, leadership, exhibiting strong character, and being of service to their peers and the community at large. For more information about specific Chapter By-Laws, please contact Ms. Kendall at [monken@bergen.org](mailto:monken@bergen.org).

**Peer Tutoring** - If your child is in need of additional assistance in a particular subject, parents/guardians should contact their classroom teacher or school counselor about requesting a peer tutor.

**PowerSchool Parent/Student Portal** - The PowerSchool Parent/Student Portal is a feature of PowerSchool that provides parents/guardians access to grades, attendance records and demographic information. In order to access the PowerSchool Parent/Student Portal, simply go to <https://bcts.powerschool.com/public/>. If you would like more information on PowerSchool, you may do so by going to [https://www.youtube.com/watch?v=eNZs\\_AloU-c](https://www.youtube.com/watch?v=eNZs_AloU-c). If you would like to download the free app through iTunes for the iPhone or iPad, you may do so at: <https://itunes.apple.com/us/app/powerschool-mobile/id973741088?mt=8>.

PowerSchool Features:

- Keep family demographic and contact information up-to-date for district communication and emergencies.
- Keep track of their student's progress with real-time access to grades, teacher comments, class/homework assignments and attendance.
- Access Report Cards and Progress Reports.

Important: Please keep your contact information (phone numbers and email addresses) up-to-date at all times to receive communications from the school.

**Report Cards** - *Accessing PowerSchool Parent/Student Portal, report cards and progress reports will only be available online through PowerSchool (8) times each school year.* In September, all of the dates will be available on the school calendar.

**Teacher Conference** - All requests for meetings should be made to the instructor directly. Typically, an instructor will meet with the parents and the student's school counselor.

**Textbooks/Supplies** - If a student loses a school-issued item, the family is responsible to pay for it. All books/supplies are to be returned to subject teachers at the end of each course. Access to PowerSchool will be locked until all outstanding obligations are met. Senior students must meet all outstanding obligations before graduation. The final transcript and/or diploma will be withheld until all obligations are met.

**Valedictorian** - Each year the school valedictorian is selected from the members of the senior class. Selections are based upon the grade point average at the end of a student's 7th semester in their senior year.

## SCHOOL COUNSELING DEPARTMENT

There is no doubt that a child's high school years are crucial to post-secondary success and beyond. The mission of the BCTHS-Teterboro counseling program is to conduct activities that respond to the developmental needs of all students in the areas of personal, social and academic growth. The program is based on the belief that each student is an individual and that guidance and counseling are shared responsibilities between the counseling staff and the family. Counselors can be accessed to provide assistance with problem solving, decision-making, career and college planning.

The counselors also facilitate communication between students and teachers, students and parents, and/or parents and teachers. The counselor can provide referrals to professionals outside of the school community upon parental request. Students are encouraged to visit the School Counseling Department and access the services that are available through appointments or email.

**College Room/Media Center** - Throughout the day, the College Room will be available for student use.

College Room/Media Center Regulations:

- Students may only utilize the College Room/Media Center when supervised by a faculty member.
- Students must sign in to the Media Center/College room using the QR code posted on the door.
- Food and beverages are prohibited.
- In order to accommodate the many students of Bergen Tech, students must leave the facility clean and organized as found.
- Students must abide by all other school rules and regulations contained in the Student Code of Conduct.

**Course Enrollment** – Course selection is a collaborative process between students, teachers, counselors, and parents. In order to help students make appropriate course requests, counselors will meet with students individually. At that time, the counselor and student will discuss the student's long-term plans and interests, graduation requirements, teacher recommendations, and student grades. Students who wish to take an advanced course, but are not recommended by their current teacher, must complete and return the [Non-Recommended Course Waiver](#) to their counselor before the course request will be added to the scheduling portal. If a student does not return the Non- Recommended Course Waiver, the student will be placed in the course recommended by the teacher.

When the student meets with their school counselor in the spring, the counselor will enter the student's **course requests** into the scheduling portal. This is not the student's final schedule, and there may be several circumstances under which a student's course requests may not be fulfilled.

These circumstances include, but are not limited to the following:

1. Insufficient Student Requests for a Course

Any course listed in the Course Catalog that does not receive the necessary minimum course requests may be dropped from the course offerings for a given school year. Students who requested a dropped course will be given the opportunity to select an alternate course.

2. Course Request Conflicts

- a. Sometimes a student's requests cannot be accommodated in the schedule. Students will be given an opportunity to select an alternate course, with the help of their school counselor.
- b. A student cannot be scheduled for more than one course that meets at the same time. For example, a student cannot be scheduled for band or chorus during the same day and period that the student has a science lab. If this happens, the scheduling conflict must be corrected as soon as it is noticed by the student, parent, or school official.
- c. If a student identifies a conflict in the schedule, the student must contact their school counselor immediately. It may be necessary for a student to drop a course and select an alternate course.

3. Failure to Meet Course Pre-requisites

- a. In some cases, a student may be unable to enroll in a requested course because they have not met the required pre-requisite(s). Course pre-requisites are established to ensure students possess the foundational knowledge and skills necessary for success in a more advanced course.
- b. If a student has not successfully completed the necessary prior coursework—or failed to meet a minimum grade requirement—they will not be permitted to enroll in the course. When this occurs, the student must select an alternative course that aligns with their academic level and completed coursework.
- c. The school counselor will assist the student in identifying appropriate alternate options and update the course requests accordingly. Students and families are encouraged to review the Course Catalog carefully and consult with their counselor to ensure pre-requisites are met before selecting courses.

4. Need to Fulfill State Graduation Requirements

- a. All students are required to complete specific coursework in order to meet state graduation requirements. If a student's requested courses do not align with these requirements, or if a student is missing Graduation requirement credits (such as Fine Art, Financial Literacy or Math), the school may adjust the student's course requests accordingly.
- b. In some cases, this may result in a student being placed into a required course instead of an elective or alternate course they originally requested. These adjustments are made to keep the student on track for graduation and ensure compliance with state educational standards.

- c. School counselors will work closely with students to review their academic progress and verify that graduation requirements are being met. Any necessary changes to the course schedule will be communicated to the student and their family as early as possible.

Requests for schedule changes are carefully reviewed in terms of the overall quality of the student's program of studies. Sometimes, what appears to be a simple request from a student and his or her parent(s) is a logistical challenge. Changes in courses will be made for the following reasons: core courses missing, appropriate subject level changes, scheduling conflicts, and prerequisites not met. In order to meet the educational needs of all students, we will not accommodate requests for specific teachers nor can we accommodate requests that a student not receive a specific teacher.

If you would like to request a change in a student's schedule, your child must download and complete a [Change Of Schedule Request Form](#). All requests must be completed by the deadline, **September 11, 2025**. Students wishing to drop a course after this deadline will receive a "W" on their transcript and be placed in a study hall.

**Naviance** - Naviance, our web based college and career readiness platform, allows for the delivery of individualized learning plans for our students. In 9th grade, parents and students receive individualized registration codes. If you have forgotten the registration code, please contact your child's school counselor.

**Naviance Student** - A feature of Naviance, will allow both you and your child to access their student profiles. Some of the many features your child will use over their four years are:

- Personality Assessments
- Learning Style Inventory
- College Game Plan Survey
- Completion of Common Application
- Information on Scholarships
- Information of FAFSA
- Creation of a Resume
- Career Exploration/Career Interest Profilers
- Completion of a SuperMatch College Search

If you would like additional information about Naviance Student, you can simply go to <https://www.naviance.com/content/naviance-student>.

**School Counseling Newsletter** - The School Counseling Department offers a [quarterly newsletter](#) to share activities, events, and helpful resources that support our students' success and well-being.

**Transcript Requests** - Requests for an official transcript are submitted via [google form](#). All official school transcripts are sent directly to the appropriate college or enrichment program from Bergen Tech.

**Working Papers** - New Jersey General Employment Child Labor Laws prohibit anyone under age 16 from working more than 3 hours on a school day. A student over age 16 may work 8 hours a day or 40 hours per week. Parents are advised to closely supervise the work demands employers put on students. It is often difficult for students to keep up with homework and study for tests if they work more than two or three hours a night. Working papers are available [online](#).

## STUDENT RELATIONS

**Student Complaint Procedures** - A student grievance will be heard in the following manner:

1. A student (the grievant) should make the grievance either known to the staff member most closely involved or with a guidance counselor. The grievant and the staff member or the guidance counselor shall attempt to resolve the matter informally and directly.
2. A grievance not resolved at the first step must be reduced to the grievant's written statement. The statement shall set forth the specific nature of the grievance, the alleged facts that gave rise to it, the relief sought and the reasons why that relief is appropriate.
3. The written grievance may be submitted to the building Principal or his or her designee, the Superintendent or his or her designee and the Board of Education, in that order and within a suitable period of time not to exceed ten (10) school days allowed at each level for the hearing of the grievance and the preparation of a response.
4. At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his or her parent(s) or legal guardian(s) at any step.
5. A student grievance that proceeds to the Board of Education will be determined promptly and the Board of Education will issue a decision in no more than thirty (30) calendar days.

**Student Records** - All protocols for a child's educational record are governed by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- The District maintains a permanent official record that includes a student's legal name



and gender. All other documentation and school records may refer to a student by the name and/or pronoun that corresponds to their gender identity. The District may only change a student's official record to reflect legal changes to student's name or gender documented through a court order.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - a. School officials with legitimate educational interest;
  - b. Other schools to which a student is transferring;
  - c. Specified officials for audit or evaluation purposes;
  - d. Appropriate parties in connection with financial aid to a student;
  - e. Organizations conducting certain studies for or on behalf of the school;
  - f. Accrediting organizations;
  - g. To comply with a judicial order or lawfully issued subpoena;
  - h. Appropriate officials in cases of health and safety emergencies; and
  - i. State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

**Public Relations Program** - An information program is in place to acquaint residents of the community and the public generally with the achievements and the needs of the schools of the District. Information regarding the District's educational goals; its guarantee of equal educational opportunity; its programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests.

**Requests to Photograph, Film, Audiotape or Videotape Students or Staff Members** - All requests by anyone other than a designated and authorized staff member, to photograph, film, audiotape or videotape students or staff members must be referred to the Superintendent or designee for authorization. In the case of student subjects, the building Principal is directed to



secure parental permission prior to any photographing, filming, audiotaping or videotaping. Students shall not be permitted to photograph, film, audiotape or videotape other students or staff members except with the permission of the student's teacher and of the building Principal.

**Use of Students in Public Information Program** - The Board encourages student participation in disseminating public information materials if there is a clear understanding that students are not to be exploited for the benefit of any individual or group. All public information materials to be distributed to students must be approved before dissemination. No District student shall be given any literature, either to be taken home or distributed, to any person outside the building and grounds that promotes, favors or opposes the candidacy of any candidate for election at any annual school election or adoption of any bond issue, proposal or any public question submitted at any general, municipal or school election.

## **SPECIAL EDUCATION**

Special Education services are provided for those students that are determined eligible for classification under the Individuals with Disabilities Education Act (IDEA). Services include, but are not limited to, self-contained classes, resource center classes, in-class support, and in-class assistance provided by Instructional Aides. Specialized programs are available for students who require a more therapeutic environment, as well as for students with multiple disabilities. Appropriate programs and services are reviewed annually in the Individual Education Plan (IEP) meeting facilitated by a Child Study Team case manager.

**Child Study Team** - The Child Study Team (CST) staff includes: psychologists, social workers, and a learning consultant. CST services are available for evaluative purposes to determine if students are eligible for special education and related services through a referral process.

**Exemption from High School Graduation Requirements** - The Board directs that the criteria for determining exemptions from the required curriculum proficiencies shall be that the student's IEP does not include the full array of proficiencies measured by the test or that the student would be adversely affected by taking the test.

**Exemption Rationale and Alternative Proficiencies** - The IEP shall include a description of and rationale for exemptions from regular education program options or state and local graduation requirements and reasons why the goals and objectives do not include the proficiencies. Alternative proficiencies shall be included as replacements when the student is exempted from the state and local high school proficiencies. The IEP shall include a statement of the alternative proficiencies that must be achieved to qualify for the standard state-endorsed high school diploma.

**Free and Appropriate Public Education** - As per [Regulation #2460.8 - Special Education-Free and Appropriate Public Education \(M\)](#) and N.J.A.C. 6A:14-1.1, all students with disabilities, including those who have been suspended or expelled from school, between the

ages of 3 and 21 must receive a free and appropriate education.

**Instructional Material to Blind or Print-Disabled Students** - As per [Regulation #2460.16 - Special Education - Instructional Material to Blind or Print-Disabled Students \(M\)](#), all students that are blind or print-disabled shall be provided with the appropriate instructional materials, and address any assistive technology requirements for use of such materials.

**Intervention & Referral Services (I&RS) Committee** - If a child is experiencing difficulties in their general education program, a parent, professional staff member, or agency shall submit a request for intervention services on the part of a student to [Ms. Nardelli](#). The staff member or agency's request shall contain the following:

- Reason for the request (including parental or adult student request which can be found on the school website); and
- Descriptive behavior of student performance and indication of the prior interventions.

If a child is eligible to receive interventions in the general education program, the I&RS Committee shall:

- Plan and provide appropriate intervention services;
- Actively involve parent(s)/legal guardian(s) in the development and implementation of intervention plans;
- Develop an action plan for an identified student that will specify discrete tasks, resources, persons responsible, completion dates and dates for review;
- Coordinate the services of community-based social and health provider agencies;
- Complete and process all documentation forms; and
- Review and assess the effectiveness of services provided in achieving the outcomes identified in the I&RS plan.
- Ensure that the type, frequency, duration, and effectiveness of the interventions are documented.

The building Principal will ensure that:

- The I&RS Committee receive in-service training by November 1st;
- Staff handbooks are updated annually and include information regarding intervention procedures;
- New instructional staff attends the District's orientation program commencing in the month of August which includes information on the I&RS Committee.
- Ensure that the type, frequency, duration, and effectiveness of the interventions are documented.
- Handbooks distributed to parents and students include information on intervention services.

**Location, Identification, and Referral of Special Education Students** - As per [Regulation No. R2460.1 - Special Education-Location, Identification, and Referral \(M\)](#), all students with disabilities, who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile students such as migrant workers' children and homeless students regardless of the severity of their disabilities, will be located, identified and evaluated as provided in N.J.A.C. 6A:14-3.3.

**Procedures for Locating Students with Disabilities** - The Director of Special Education will coordinate activities to locate, identify and evaluate all children between the ages of three (3) and twenty-one (21) who reside within the Bergen County Technical School District and who may be disabled. By November 1st of each year, the Director of Special Education or his/her designee will conduct child find activities, including but not limited to:

- Development of child find materials for distribution;
- Distribution of flyers or other written information to the parents of all students enrolled in the school district;
- Distribution of information through the district's Parent Advisory Committee(s);
- Posting of state-developed child find materials in the guidance offices within each school and district office;
- Placement of information about special education services in school-developed handbooks;
- Distribution of information describing child find activities to ESL/bilingual teachers;
- Establishment of an Intervention and Referral Services Committee (I&RS) in all schools; and
- Collaboration with sending school districts to facilitate any "child find" activities within local communities.

**Parent-Initiated Evaluation Request** - When a parent or legal guardian makes a written request for an evaluation to determine eligibility for services:

- The written request shall be dated by the district recipient;
- Immediately forwarded to the office of special services;
- A file will be initiated to open a case;
- Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the Child Study Team (CST);
- The assigned case manager will convene a planning meeting (identification meeting) within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the District;
- A "Notice of a Planning Meeting" will be sent to the parent(s)/legal guardian(s);
- The notice will include "Parental Rights in Special Education" (PRISE) booklet;
- The planning meeting (Identification Meeting) will be attended by the parent, CST, and regular education teacher.

**School-Initiated Evaluation Request-** Referral of a student may be made by administrative, instructional and other professional staff to determine eligibility for special services when:

- It is determined through the I&RS that interventions in the general education program have not adequately addressed the educational difficulties and it is believed that the student may be disabled; or
- It can be documented that the nature of the student's educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- The director or designee, through in-service training, shall ensure that students who may be potentially disabled are referred even though they are advanced from grade to grade.

The following procedures will be followed for a school-initiated referral:

- A referral to the CST will be completed by the referring staff member;
- I&RS Committee documentation (including, but not limited to: teacher reports, grades and other relevant data) shall be forwarded with the referral to the CST along with any other relevant data;
- Intervention and referral documentation does not need to be forwarded for direct referral when the nature of the student's problem is such that the evaluation is warranted without delay;
- The referral should be dated upon receipt by the CST;
- A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting;
- Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
- The assigned case manager will convene a planning meeting within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
- A "Notice of a Planning (Identification) Meeting" will be sent to parents;
- The notice shall include "Parental Rights in Special Education" (PRISE); and
- The planning meeting (Identification Meeting) will be attended by the parent, CST, and regular education teacher.

## **CODE OF CONDUCT**

Adhering to the Code of Conduct goes beyond simply following rules. It demonstrates each student's commitment to community standards. By committing to community standards, students are expected to adhere to the Academic Honor Code referred under the "Academic Information" section as well as the Student Code of Conduct.

In the school community, self-discipline, cooperation, and personal responsibility are the foundation upon which an effective and stimulating education is built and fostered. A positive, effective school environment, where learning and teaching are successfully executed, requires

that each participatory individual, whether student, teacher, administrator, or parent/guardian, play an active role in the development and the maintenance of such an environment. This requires a Code of Conduct that clearly defines a student's responsibilities and obligations while guaranteeing his/her rights and privileges.

The Code of Conduct listed herein conforms to the philosophy of education of the school, and conforms with all mandates of the Bergen County Technical Schools Board of Education policies, the rulings of the State Commission of Education, and the Public Laws of the State of New Jersey as adopted by the Legislature and interpreted by the courts. It is established to ensure the orderly operation of the Bergen County Technical High School-Teterboro. Abbreviated versions of certain board policies are listed below, however copies of the entire policies and procedures may be obtained online [here](#).

Students in the public schools shall comply with the rules established in pursuance of the law for the government of such, pursue the prescribed course of study and submit to the teachers and others in authority over them (NJ Statutes 18A:37-1).

- School authorities also have the right to impose a consequence on a student for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the orderly operation of the school.

**Disciplinary Consequences - Upon investigation of an offense, consequences for violations of the Code of Conduct may include, but are not limited to the following:**

- Assignment of research concerning the issues and implications associated with the student's inappropriate behavior.
- Assignment of before school, lunch, or after school detention.
- Required attendance of a parent/legal guardian at a conference.
- Loss of privileges, i.e. computer access, participation in co-curricular or inter/intra-scholastic activities, attendance at a school-related social or sports activity, transportation by school bus, or any other privilege the building Principal or their designee determines may be appropriate and consistent with [Policy #5600 - Student Discipline/Code of Conduct \(M\)](#) and N.J.A.C. 6A:16-7.1 through 16-7.10 (Student Conduct).
- Restitution - The student or his or her parent(s) or legal guardian(s) may be required to make restitution, in kind or cost, for any loss they have caused.
- Suspension - In-school suspension/out-of-school suspension/suspension from school-sponsored field trips, sports or after school activities for a period of time pursuant

to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2, 6A:16-7.3 and [Policy #5610 - Suspension \(M\)](#).

- Consultation to determine counseling services with school personnel.
- Creation of a binding behavioral contract signed by the school, student, and parent/legal guardian.
- Return of student to their local school district.
- Expulsion - The board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.5 and [Policy #5620 - Expulsion](#).

**Code of Conduct Expectations - *As a student of Bergen Tech, you enter into a contract that holds everyone to high standards; Honor, Integrity, Scholarship, and Leadership.*** Students are expected to achieve excellence during time here; to pursue studies and build relationships with new friends and faculty with honor and integrity; and to become models of leadership and scholarship with every passing act they are engaged in. When a member chooses not to conform to a reasonable and established code of conduct and behavior, disciplinary action is warranted.

The Common Application used by many colleges and universities asks about your disciplinary history from grades 9-12. Therefore, it is imperative that while working to achieve good grades you are mindful of the consequences of inappropriate behavior. The Common Application asks “Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from 9th grade forward, whether related to academic misconduct or behavioral misconduct that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?” *It is our expectation that the answer to this question for all Bergen Tech students would be “No.”*

**Academic Honor Code** - The Academic Honor Code (AHC) helps ensure that students understand that there is a shared responsibility among students and faculty to uphold academic honesty at Bergen Tech. It helps to clarify what constitutes academic misconduct among students at Bergen Tech; it defines what is expected of them by the school, the faculty, and their peers, and cultivates an environment where academic dishonesty is not tolerated. The AHC prevents any students from gaining an unfair advantage over other students through academic misconduct. Academic misconduct is any act that does or could improperly distort student grades or other student academic records. Such acts include but need not be limited to the following:

#### **[Policy #5701 - Plagiarism and Cheating](#)**

BCTS Board Policy states, "The Board of Education considers plagiarism and cheating to be serious offenses and expects all students of the District to be honest in the presentation and submission of their assignments, homework, test answers, and any other academic works as the product of their own intellectual efforts. Similarly, the Board expects that students who participate in external competitions and/or take advanced placement tests and other external assessments will perform honestly, maintain the highest moral integrity, and shall not cheat or plagiarize under any of these circumstances."

In order to make clear its expectations and to avoid any confusion or misunderstanding, the Board of Education adopts the following definitions of plagiarism and cheating.

**Plagiarism** – **Plagiarism** is defined as the act of using another person’s words or ideas without proper attribution, whether through direct copying (verbatim) or paraphrasing. It also includes allowing one’s own work to be copied or paraphrased by others, as well as sharing original content with the intent that it be presented as someone else’s work. Presenting another’s work—whether words, ideas, or creative expression—as one’s own constitutes plagiarism.

Importantly, plagiarism is considered a violation of academic integrity regardless of whether the material is copyrighted or whether the act was intentional or unintentional. Furthermore, if the plagiarized material is protected by copyright, reproducing it without authorization may also constitute copyright infringement, which can result in legal or civil consequences.

**Cheating** – Acting dishonestly or unfairly in order to gain an advantage. Such acts may include, but are not limited to the submission of work prepared by another, but passing it off as one’s own or copying the work or answers of another. Cheating also includes the act or instance of sharing or allowing to be shared on one’s own works, words, answers, or ideas with others.

With respect to the students’ academic work this means that they will not engage in any of the following acts:

**Cheating on examinations** – This includes, but is not limited to, the non-authorized or prohibited use of books, artificial intelligence (i.e. AI chat bots), notes or crib sheets, copying from other students’ papers, allowing one’s work product to be copied, exchanging information with other students orally, in writing, electronically, by signals or by any other means, illegally obtaining copies of an examination or test or any other similar activities.

**Falsification** – Including forgery of signatures, altering or inserting different answers after they have been reviewed and graded, erasing a grader’s markings for the student’s undeserved benefit and other acts that lead to falsely taking credit for work that is not legitimately earned.

### **Disciplinary Measures**

A student who is found to have committed one or more of the above acts of academic dishonesty, whether or not such act is intentional, shall be subject to the following penalties:

#### **1st Offense:**

- A mark of zero (0) for the assignment or test.
- Resubmission of the assignment, honestly prepared and submitted. The new grade shall be calculated as the sum of zero (0) and the new grade divided by two (2), such grade not to exceed fifty percent (50%) of the assignment’s original total value.
- Notification shall be sent to the parent of the student. One or both parents shall confer with a school administrator or designee who, upon consideration of the issues discussed in the conference, shall decide what further action to take.
- Eligibility for admission into The National Honor Society may be negatively impacted.



**2nd Offense:**

- A mark of zero (0) for the assignment or test with no option to make it up.
- The student shall be suspended from school for one day.
- The student shall be provided with additional support services.
- Notification shall be sent to the parent of the student. One or both parents shall confer with a school administrator or designee, placing emphasis on the fact that this is a second offense in determining the course of action that will be taken.

**3rd Offense:**

- The student shall lose all credit in the course taken.
- The student shall be suspended from school for up to three (3) days.
- The student shall be recommended for alternative placement and/or a course of action deemed appropriate to the specific needs of the student.

**Competitions, Advanced Placement Tests, and Other External Assessments**

A student who is found to have committed one or more acts of plagiarism or cheating during the course of an academic competition or while taking any advanced placement test or other external assessment, whether or not such act is intentional, shall be subject to the following penalties:

**1st Offense:**

- The student shall be disqualified from that academic competition; shall not obtain advanced placement in the course for which the test was taken and fail or be disqualified from any other external assessment or competition for the twelve-month period beginning on the date the plagiarism or cheating incident occurred.
- The student's parent shall be informed by mail that their son/daughter was involved in an incident of plagiarism or cheating. One or both parents shall confer with a school administrator or designee, who, upon consideration of the issues discussed in the conference, shall decide what further action to take.
- Eligibility for admission into The National Honor Society may be negatively impacted.

**2nd Offense:**

- Disqualification from that and all future school endorsed competitions and external assessments.
- The student shall be suspended from school for one day.
- The student's parent shall be informed by mail that their son/daughter was involved in a second incident of plagiarism or cheating. One or both parents shall confer with a school administrator or designee. As this is a second offense, more extensive measures to rectify the problem shall be explored relying to a greater extent on parental collaboration and cooperation.



*Acts not listed in the Academic Honor Code, as determined by an administrator, may constitute instances of academic misconduct and be subject to disciplinary consequences.*

**Policy #2260 - Affirmative Action Program for School and Classroom Practices (M)**

The Board of Education shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities, and services, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, gender identity or expression, or socioeconomic status. Inquiries regarding compliance may be directed to Laura Nardelli, Affirmative Action Officer BCTHS-Teterboro, 504 Rt. 46 West, Teterboro, NJ 07608, (201)-342-6000 ext. 7712 or at [launard@bergen.org](mailto:launard@bergen.org); or Tara Bohan, Affirmative Action (Title IX) Officer and Title 504 Coordinator, Bergen County Technical Schools, 540 Farview Avenue, Paramus, NJ 07652, (201)-343-6000 x4079 or at [tarboh@bergen.org](mailto:tarboh@bergen.org).

**Policy #7435 - Alcoholic Beverages on School Premises**

The possession and/or consumption of any alcoholic beverage by any person in any school building, on school property or at any school-sponsored activity are prohibited. The District will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any student or staff member who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law.

**Policy #5513 - Care of School Property (M)**

Take proper care of textbooks, equipment and lockers. Students shall not cause destruction, defacement or damage to property. Students will be required to pay for damages and/or may be subject to legal prosecution. N.J.S.A. 18:35-3 states: "Parents or guardians of any pupil who shall injure any school property shall be liable for damages for the amount of the injury to be collected by the board of education of the district in any court or competent jurisdiction, together with costs of suit." Keep the buildings, equipment and materials clean, and in good condition. Deposit trash in trash containers provided. Leave the table and floor areas of the cafeteria, commons, and hallways clean.

**Policy #5560 - Disruptive Students (M)**

As described in "Code of Conduct Expectations" above, students are expected to achieve a high level of excellence. In order to ensure a culture of excellence, a comfortable and safe school environment needs to be maintained at all times. Therefore, the willful disruption of the educational program will result in appropriate disciplinary action.

**Policy #5511 - Dress & Grooming**

As a learning environment, students are expected to be well-groomed and dressed appropriately at all times on campus, at school activities, or on school trips. Guidelines for appropriate dress can be found below, however, the final decisions will be determined by the Principal or his designee.

- Inappropriate foot-wear, ripped or bare midriff shirts, halter tops, tube tops, short shorts or skirts are not to be worn.
- Undershirts/sleeveless shirts or other undergarments shall not be worn alone.
- Indecent, morally offensive, gang-related, racial, drug, alcohol or obscene dress including clothing articles with written profanity may not be worn.
- Outerwear, including jackets, gloves or other hand coverings, sunglasses, etc., are not to be worn in school.
- Clothing that presents a health or safety hazard to the individual student or to others; or
- Materially interferes with school work, creates disorder, or disrupts the educational program.

Violations of the school dress code will result in parent notification. More specifically, students who are dressed inappropriately will be asked to change, be sent home, or a parent will be required to bring in a change of clothing upon notification from the school. Individuals in repeated non-compliance will be viewed as defiant of school policy and will be subject to appropriate consequence.

*In Culinary, students are required to purchase uniforms at the beginning of the year for safety and sanitary reasons. In addition, sturdy shoes or work boots may be required for a technical area.*

**Policy #5512.1 - Harassment, Intimidation and Bullying (M), Regulation #R5512.1 -Harassment, Intimidation, or Bullying-Investigation Procedure (M), & Policy #5512.2 - Cyber-Bullying**

The Board of Education prohibits and condemns acts of harassment, intimidation or bullying of any student attending the schools and programs in the district. The Board recognizes that a safe and civil school environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and attain academic success and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate any incidents of harassment, intimidation or bullying.

**Definition** - "Harassment, intimidation or bullying" means any single gesture, written or verbal statement or physical act, or electronic communication, or any series of gestures, written or verbal statements or physical acts or electronic communications that takes place on and off school property, at any school-sponsored function or on a school bus that may reasonably be perceived as being:

Motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or by any other distinguishing characteristic that takes place on school property, at any school function or on a school bus and that a reasonable person should know,

under the circumstances, will have the effect of severely or pervasively causing physical or emotional harm to a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption, or interference with, the orderly operation of the school; or

- Creates a hostile environment at school for the student; or
- Interferes with a student's education; or
- Infringes on the rights of the student at school.

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

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, legal guardians, and staff and community members, producing an environment that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the District and community property on the part of students, staff and community members. The Board believes that the best discipline is self-imposed, and it is the responsibility of District staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students will apply the best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

Positive Student Encouragement - The District prohibits active and passive support for harassment, intimidation or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them and report these acts to the building Principal, program administrator, or his or her designee. Students 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 District teaching, support and administrative staff.

Reporting Procedure - Complaints alleging violations of this policy should be reported verbally to the building Principal, program administrator, or his or her designee on the same day that the school employee or contracted service provider witnesses or receives reliable information regarding an incident. All school employees as well as all other members of the school community including students, parents and legal guardians, volunteers and visitors are required to report alleged violations of this policy to the building Principal, program administrator or his or her designee. HIB reports must be reported in writing to the building Principal, program administrator or his/her designee within 2 school days after the day on which the school employee or contracted service provider witnessed or received reliable information regarding

any such incident. Reports may be made anonymously, but formal disciplinary action may not be based solely on the information submitted anonymously. The building Principal, program administrator, or his or her designee shall inform parents or legal guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services.

Response to an Incident of Harassment, Intimidation or Bullying - Once it has been determined that an incident of harassment, intimidation or bullying occurred, the building Principal, or program administrator in consultation with the Anti-Bullying Specialist will be responsible for identifying the range of ways in which the school or program will respond to a specific incident. 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 part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building, District level or by law enforcement officials.

Reprisal or Retaliation Prohibited - The Board prohibits reprisal or retaliation against any student, District employee, or volunteer who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a student, District employee or volunteer who engages in reprisal or retaliation shall be determined by the building Principal, program administrator, or his or her designee after consideration of the nature and circumstances of the act, consistent with case law, federal and state statutes and regulations and District policies and procedures.

Consequences of False Accusation - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 through 37-19, 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:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be determined with consequences and remedial action ranging from admonishment to termination of employment in accordance with district policies and procedures. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the building Principal, program administrator, or his or her designee, after consideration of the nature, severity and circumstances of the act, with consequences and remedial action ranging from admonishment to dismissal from the volunteer position, including reports to appropriate law enforcement officials.

**Policy #5611 - Removal of Students for Firearms Offenses (M) & Regulation #5611 - Removal of Students for Firearms Offenses (M)**

The Board of Education is committed to providing a safe school environment to all students attending the public schools. To provide this safe learning environment, the Board of Education will implement policies and procedures regarding student offenses involving firearms, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. §921, according to the requirements of The Zero Tolerance For Guns Act, pursuant to N.J.S.A. 18A:37-7 through N.J.S.A. 37:12.

Therefore, the possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school-related activity under the supervision of school staff, or while en route to or from school or any school function.

**Policy #5533 - Student Smoking (M) & Policy #7434 - Smoking in School Buildings and on School Grounds (M)**

Smoking or the use of any tobacco product in the building or on school grounds is prohibited at all times. For purposes of these policies, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this policy, “smoking” also includes the use of smokeless tobacco and snuff.

The high school has a responsibility to provide an environment that is healthy and productive for all students and employees. In recognition of the evidence that smoking is a serious health risk to the nonsmoker as well as the smoker, the Board of Education prohibits smoking in all school buildings and on all school grounds 24 hours a day. All District campuses are smoke free environments, as designated by the state. All school employees, students, and visitors are required to comply with this policy without exception. Moreover, this policy applies to all school-sponsored activities both on and off campus. In the interest of total campus-wide wellness, the school will help organize programs and counsel students who wish assistance in stopping smoking.

Penalties for noncompliance with violations of county smoking ordinances may apply.

**Policy #5517 - Student Identification Cards**

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, legal guardians, and community members present in school buildings. In acknowledging this important responsibility, the Board requires all students to visually display school District issued identification cards at all times while in school. Generally, the identification card shall be worn around the neck. A student must present the card to any school staff member upon request. Students who fail to have the card in their possession or to produce it when asked to do so may be disciplined.

Student Identification Cards Required - The identification card will be issued to all students enrolled in each of the high schools of the district. Identification cards shall be visibly displayed under the following circumstances:

- Identification at school district activities on school district property other than the school attended by the student; and
- Entrance for Preliminary Scholastic Aptitude Tests, State Standardized Tests and other testing programs administered on school District property.

Student Identification Cards Recommended - Students may be required to produce their identification cards under the circumstances listed below. Therefore, they should also keep their identification cards with them when attending school-sponsored events that are held outside normal school hours:

- Admission to school dances and other school-related activities;
- Identification for transportation services offered by the district including the use of activity and/or late buses;
- Identification for admission to certain school-related and school district sponsored functions; and
- Other purposes and activities as determined by the building Principal.

Students will be issued one (1) card every year.

The purpose of this policy is to ensure safety and security on the campuses of the Bergen County Technical Schools District.

Student Identification Cards will be provided to every student at the start of the school year. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student to be on campus. All students must wear their ID cards at all times while on campus. It is crucial that we are able to identify everyone on campus. Identification of staff and students is a safety and security issue and will not be compromised. ID cards help us in identifying students and staff as well as trespassers.

Following are the procedures that all teachers and administrators will use to encourage our students who need assistance in complying with the policy:

- The ID Card must be worn on a breakaway lanyard hanging from their neck.
- School IDs cannot be worn on a shirtsleeve, pants, outside of pockets, under a coat/jacket or at the bottom of their shirt.
- If a student is wearing a jacket, the lanyard must be on the outside of the jacket and visible.
- The ID Card must be presented to any school staff member or person of authority when seeking student identification.
- The front and back of the ID Card must remain plain and free of stickers, markings, other



photos, etc.

- Students are excused from wearing IDs during classes where they present a hazard to student safety. They should be properly secured during this time.
- Lost, stolen, altered, damaged, and defaced ID Cards must be replaced as soon as possible through the Main Office before school from 7:30 a.m. to 8:05a.m. or during the student's designated lunch period.
- Cost for replacement is \$5.00 for a new ID Card. A fine will be recorded in PowerSchool if the student cannot pay that day.
- Replacement lanyards will be available for \$1.00.

#### **Policy #5530 - Substance Abuse (M)**

This policy was developed in accordance with existing laws and statutes, primarily New Jersey Statutes Annotated (N.J.S.A.) 18A:40A-1 through 21; New Jersey Administrative Code (N.J.A.C.) Title 6, Subtitle F, Chapter 29, subchapter 9; The Comprehensive Drug Reform Act (C.D.R.A.) of 1987 and Federal Register 42 CFR, part 2, 1987. More specifically, no student will possess, use, or be under the influence of illegal drugs, alcoholic beverages, intoxicants, or controlled substances.

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means. Nevertheless, the Board will use all the methods available and take all the necessary and appropriate steps to protect the school community from the danger caused by exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this District.

According to N.J.S.A. 18A:40A-12, a staff member must report a student who he/she believes is under the influence of drugs/alcohol to the appropriate building personnel. Any referral made in "good faith" by a teacher will not have any legal ramification according to NJ Statutes 18A: 40A-13.

#### **Policy #5610 - Suspension (M), Policy #5611 Removal of Students for Firearms Offenses (M) & N.J.S.A. 18A:37-2 - Causes for Suspension, Expulsion of Pupils**

Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a pupil guilty of such conduct shall include, but not be limited to, any of the following:

- Continued and willful disobedience;
- Open defiance of authority of any teacher or person, having authority over him;

- Conduct of such character as to constitute of continuing danger to the physical well-being of other pupils;
- Physical assault upon another pupil;
- Taking, or attempting to take, personal property or money from another pupil, or from his presence, by means of force or fear;
- Willfully causing, or attempting to cause, substantial damage to school property;
- Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
- Incitement which is intended to and does result in unauthorized occupation by any group of pupils or others of any part of a school or other facility owned by any school district;
- Incitement which is intended to and does result in truancy by other pupils;
- Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
- Harassment, intimidation, or bullying.

**Policy #5516 - Use of Electronic Communication and Recording Devices (ECRD) (M)**

The Board believes students and school staff members should not be subject to having a video or audio recording taken of any student or school staff member for any purpose without the consent of the student, the student's parent or legal guardian, or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. Furthermore, inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the District's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students. Therefore, the Board adopts this policy regarding student use of electronic communication and recording devices (ECRD).

## **ATTENDANCE POLICY**

**Policy & Regulation #5200 - Attendance (M), Policy # 5240 - Tardiness, & N.J.S.A. 18A:38 - Attendance**

Attendance is defined as a student's presence in school and in the classroom to which he or she is assigned at the times scheduled for instruction or other school activities. Regular attendance is required for the successful completion of a course of study and graduation. In order to receive credit for a full day, a student must be present in the assigned classroom(s) for at least four (4) hours during the school day. In order to participate in any extracurricular or co-curricular activity, a student must be present on the day of the activity, or sign-in at the Counseling Suite near the Main Entrance before 10:56 a.m.



**Absence Reporting** - Prior to 8:00 a.m., parents/guardians must call the school (201)-343-6000, ext. 7652 or ext. 7733, and provide the child's full name, grade, and reason for absence. If the school is not notified of a child's absence, parents/guardians will receive an automated telephone call stating the child is absent. Upon return to school, parents must provide a note with the child's name, date of absence, and reason for absence. In addition, a doctor's note must be provided if your child has been absent due to a communicable disease.

**Absence Types** - In accordance with New Jersey school law, a student's absence is considered either excused or unexcused.

**Absences Excused (AE)** - is a student's absence from school for a full day or a portion thereof for one (1) or more of the following reasons:

- Student's illness with doctor's note;
- Educational opportunities;
- [Excused religious observance](#), pursuant to N.J.S.A. 18A:36-14 through 36;
- Where appropriate, when consistent with Individualized Education Programs (IEP), the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3;
- The student's suspension from school;
- The student's required attendance in court;
- Interviews with a prospective employer or with an admissions officer of an institution of higher education (maximum of three (3) interviews per year);
- Examination for a driver's license;
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than during the school day;
- Absences due to conflicts in scheduling with a sending district or when transportation is not provided in circumstances such as inclement weather;
- Family illness or death with parental letter or notification;
- Take Our Children to Work Day;
- An absence considered excused by a New Jersey Department of Education rule; or
- An absence for a reason not listed above, but deemed excused by the building Principal or designee, upon a written request by the student's parent or legal guardian to the building Principal or designee stating the reason for the absence and a requesting permission for the absence to be an excused absence.

**Absences Unexcused (AU)** - Absence from the entire school day or class period(s) for any reason other than those listed as excuse. A permitted consequence for unexcused absences (including class cuts) is exclusion from extra/co-curricular events as determined by the Principal or designee.

**Anticipated Absences 5+ Days** - Parents who anticipate an excused absence of five (5) or more days may request assignments, and must arrange for assignment/textbook pickup.

**Anticipated Absences/Home Instruction** - Parents who anticipate an excused absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with [Policy No. 2412M - Home Instruction Due to Health Condition \(M\)](#). All requests for home instruction should be made in writing to the student's school counselor, and accompany medical documentation that states: a) the reason for the absence b) anticipated length of absence.

**Class Cuts (AU)** - A student who cuts a class will receive a zero for any material, i.e. homework, quizzes, tests, etc., and may be excluded from extra/co-curricular events as determined by the Principal or designee. Students who cut class more than 6 times will receive a loss of course credit.

**Denial of Course Credit** - A student enrolled in one of the Bergen County Technical Schools may be denied course credit when they have been absent from school for eighteen (18) or more of the class sessions, regardless of the reason for the absence. When a student has reached the point of denial of course credit, the Principal or designee shall consult with the student and parent/guardian to develop a suitable educational program for the remainder of that school year.

**Denial of Course Credit Appeal Process** - Understanding that there may be extenuating circumstances that result in a student exceeding the maximum number of cumulative absences; an appeal process is in place. The parent or guardian of a student who has not reached the age of majority has the right to appeal if there is substantial disagreement with the removal of course credit. The steps in the appeal process are as follows:

1. The student/parent/guardian is to email a written appeal, along with relevant documentation, to the Supervisor of Instruction.
2. The Supervisor and school counselor will add any additional input necessary for consideration. The information is then forwarded to the Appeal Board.
3. The Appeal Board will convene at the end of each quarter to review the documentation and make its recommendation to the Principal.
4. The Principal will make the final decision and the student will be notified of the outcome. If a student wishes to appeal the Principal's decision, the Superintendent's office must be notified within 10 calendar days of the Principal's decision.

**Early Sign Out Procedure** - A student under the age of 18 is not permitted to sign out before the end of the day except in the presence of a parent or legal guardian. Students over the age of 18 may sign out if parental consent is given in writing with advanced notice. In order to receive credit for a full day's attendance, a student must attend at least four (4) hours of school.

**Make-Up Work** - A student's grade may not be lowered due to an excused absence. In addition, a student is allowed one day to make up missed work for each day of an excused absence, beginning with the day the student returns to school. Any work not made up within the allotted time may result in a lowered grade.

**Parental Notification Of Absences** - In the interest of notifying parents/guardians about their child's absences, the following procedures will be followed:

1. When a student is absent for five (5) days, cumulatively, the building Principal or designee will provide written notification of the number of days and dates of absences to the student's parent or legal guardian. The school counselor or case manager will be copied for follow-up.
2. When a student has been absent for ten (10) days, cumulatively, the building Principal or designee will provide written notification to the student's parent or legal guardian. The notice will include a warning and explanation of the potentially adverse academic consequences of the absences and request a conference with the student's parent or legal guardian and the guidance counselor to discuss this issue.
3. When a student has been absent for fifteen (15) days, cumulatively, the building Principal or designee will send the parent, legal guardian, and/or sending school representative a notification letter. The parent or legal guardian must contact the school counselor and/or Child Study Team case manager to arrange a conference. The building Principal or designee will send the parent, legal guardian, and/or sending school representative a notification letter. The parent or legal guardian must contact the building Principal or designee to arrange a conference.
4. When a student has been absent for nineteen (19) days, cumulatively, the building Principal or designee will provide written notification to the parent or legal guardian that the child has been denied course credit. The parent or legal guardian must then contact the main office to arrange for a conference with the building administration if they wish to appeal the decision.

**Tardy To School** - Students are expected to arrive at school on time. Students must report to their homeroom by 8:05 a.m. Homeroom runs from 8:05 a.m. to 8:15 a.m. Any student who misses homeroom will be marked tardy, and must sign in at the Main Office. In order for a tardy to be considered excused, a parent should provide a note with a reason for the child's late arrival. The determination as an excused or unexcused tardy will be made by the building Principal or designee. If a persistent pattern of lateness develops, the parent/guardian will be notified and required to attend a meeting with building administration.

**Tardy To Class** - Students are expected to be in their assigned class on time. In order for a tardy to be considered excused, a student must bring a note with a reason for the child's late arrival. The decision to excuse a tardy to class is at the discretion of the building Principal, or designee. If a persistent pattern of lateness develops, the classroom instructor notifies parents. Any student who misses more than ten minutes of a class may receive a cut subject to the administration's discretion.

**Tardy Excused/Unexcused** – At the discretion of the building Principal, or his designee, a tardy may be considered excused. Unexcused tardiness (TU) to school/class shall be subject to disciplinary action. Four (4) instances of tardiness shall constitute a single unexcused absence. This absence counts for possible loss of course credit. Tardiness due to a conflict in schedule

with the sending district or when transportation is NOT PROVIDED is considered a tardy excused (TE).

**Closed Campus Policy** - BCTHS Teterboro is a “closed campus” and students may not leave campus during the day without prior parental and administrative permission. From the moment students arrive on campus until dismissal times (2:56 p.m. for a regular school day; 12:30 p.m. for scheduled half-days), no one is permitted to leave campus. This also pertains to students who have received authorization to drive to and from school. Students are not permitted to use a taxi or any ridesharing services including, but not limited to, Uber, Lyft, etc. If a student leaves school property, parents or guardians will be notified immediately.

If the student is not in school or at home, the Bergen County Sheriff’s Office will be called and a Missing Persons Report will be filed (if the student is under 18 years old). All students age 18 or older must have written parent permission before being allowed to leave school early. All other students must be signed out by parent/guardian.

## **COMPUTER / INTERNET SECURITY**

***Bergen County Technical School District’s Computer Security and Netiquette Policy*** - Bergen Net is a non-profit Internet Service Provider (ISP) operated by the Bergen County Technical Schools. Bergen Net serves the students and staff of the Bergen County Technical Schools as well as other schools and agencies in the county. Students and staff can access Bergen Net on campus and at home. Bergen Net is designed strictly for educational purposes that include email, online research and web page development. Parents who participate in the Parent Educational Institute in order to foster partnerships between school and home also use Bergen Net.

**Governance and Control of Bergen Net** - The District’s Technology Council – has developed guidelines, which all students, parents and faculty must follow. The guidelines are set forth to assure that the equal rights of all users are protected, and that all users have equal access to Bergen Net.

Connection to the Internet, however, gives students and faculty access to information sources that have not been pre-screened according to Board of Education and other educational standards. All users have the right to freedom of expression in this public forum. However, unacceptable, illegal and/or unethical behavior constitutes just cause for disciplinary action, which may include suspension or revocation of network or computer privileges, suspension or expulsion from school, and/or legal action and prosecution by law enforcement authorities.

The guidelines as set forth, are submitted to the Board of Education and may be subject to amendment at any time pending changes to Board of Education policy. In addition, Bergen Net users must be aware that they are subject to all applicable local, state, federal and international laws regarding computer and Internet use, software use, and copyright infringement laws.

**Guidelines for Use of Bergen Net** - Changing or altering configuration of the network is strictly prohibited. Users may not deliberately cause or be part of any action, which results in network traffic disruptions, equipment or system performance degradation, or inoperability of the system. All work created by students, faculty and parent groups must adhere to copyright regulations. Any materials created that constitute a direct outgrowth of project and/or educational endeavors by students, parent groups and faculty are the property of the Bergen County Technical Schools. Neither Bergen Net nor other district technology, whether in use in school or at home, may be used for any profit-making activities (e.g. sale of tickets to sports events) and/or any other use which does not attempt to meet the objectives of license. No software owned by students may be used on campus. All students are expected to follow the guidelines set forth below:

- Students are not permitted to copy, modify, borrow, or move district software from the classrooms, labs or other educational areas.
- Students are not permitted to play games on the District's computer equipment.
- Access to websites is at the discretion of the Bergen County Technical Schools District.

District personnel reserve the right to any information stored on any of the District file servers. Bergen Net users may not access the network to engage in inappropriate or unethical behavior such as researching, downloading or posting textual or graphic material of a threatening, obscene, harassing, defamatory, or other sexual or hostile nature.

**Computer Security** - Computer security ensures appropriate educational use of the network and/or computers in the campus labs, classrooms, library, and resource areas by all staff, students and other authorized visitors.

#### Violations of Computer Use and Security Guidelines

First Offense - In-school suspension, and/or suspension from the use of BERGEN NET for thirty (30) school days from the time of the offense.

Second Offense - Suspension from the use of BERGEN NET for one school year from the time of the offense and/or out-of school suspension.

Third Offense - The Principal reserves the right to recommend expulsion to the Superintendent and Board of Education

## **DISCRIMINATION**

### **Policy #5756 - Equal Educational Opportunity for Transgender and Gender Nonconforming Students**

The Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential

treatment based on gender identity or expression. The Board of Education believes students, teachers, and administrators should be provided with common terminology associated with gender identity. Advocacy and human rights groups commonly use the terms listed below, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended that school personnel discuss with the student the terminology and pronouns each student has chosen.

The District shall accept a student's asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the District, school, or school staff members. In addition, a legal or court-ordered name change is not required. There is no affirmative duty for any District staff member to notify a student's parent or the student's gender identity or expression. The Board of Education developed and adopted this policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition.

School staff members may not disclose information that may reveal a student's transgender status except as allowed by law. The Principal, Program Administrator or his or her designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status. If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file.

#### **Policy #5755 - Equity in Educational Programs and Services (M)**

The Board ensures equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of a student's race, national origin, gender, religion, English language proficiency, socioeconomic status, and/or disability.

#### **Policy #5751 - Sexual Harassment (M)**

Sexual harassment of students by school employees, other students, or third parties will not be tolerated. All allegations of sexual harassment of students will be investigated. Grievance procedures have been established by the Board of Education and are outlined below. Students may report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and the present of a hostile learning environment.

**Sex Discrimination and Handicap Grievance Procedure Title IX-20 USC 7891, et seq. Sec. 504 of the Rehabilitation Act of 1973** - The purpose of Title IX is to prohibit sex discrimination with regard to students and employees of education programs receiving federal funds. The Title IX regulations provide that females and males be afforded equal opportunity with regard to:

- Curricular and extracurricular programs.
- Treatment under regulations and policies governing student benefits, services, conduct and dress.
- Admissions to educational institutions and/or access to employment.



- Terms, conditions, and benefits of employment.

The purpose of Section 504 of the Rehabilitation Act of 1973 is to prohibit discrimination based upon handicap in areas related to employment, program accessibility and student programs. The Bergen County Board of Technical Education has an Affirmative Action Officer (Title IX) to coordinate compliance efforts and to investigate any complaints of sex discrimination. The district also has a coordinator of Section 504 to coordinate compliance with the law and investigate any complaints of discrimination resulting from an individual's disability. As required by federal regulations, Tara Bohan is the Section 504 Coordinator. She may be contacted at (201)-343-6000 ext. 4079 or at [tarboh@bergen.org](mailto:tarboh@bergen.org).

**Grievance Procedure** - The purpose of the grievance procedure is to secure, at the lowest possible level, a solution to the problems which may arise affecting the welfare of the student or employee. The proceedings will be kept informal and confidential as may be appropriate at any level of the procedure.

**Level One (Building Level)** - A parent, employee, or student with a grievance may first discuss it with the Affirmative Action Officer, Section 504 Coordinator or the building Principal directly with the objective of resolving the matter informally.

**Level Two (District Affirmative Action Officer or Section 504 Coordinator)** - If the individual is not satisfied with the disposition of his or her complaint at Level One, he or she may file the complaint in writing with the Affirmative Action Officer or the Section 504 Coordinator. Discretion will be used in contacting the parents of a minor who has a grievance. The District Coordinator is Tara Bohan. She may be contacted at (201)-343-6000 ext. 4079 or at [tarboh@bergen.org](mailto:tarboh@bergen.org).

**Level Three (Superintendent)** - If the person is not satisfied with the disposition of his or her complaint at Level Two, he or she may file an appeal in writing to the Superintendent within five (5) school days from the day of disposition. The Superintendent will have ten (10) school days to respond.

**Level Four (Board of Education)** - If the person is not satisfied with the disposition of his or her complaint at Level Three, he or she may, within three (3) school days after a decision by the Superintendent is made, present the complaint to the Chairman of the Board Committee. The Board members are then obligated to discuss the complaint with the grievant within the succeeding fifteen (15) school days. If no resolution is reached at this level, the Chairman of the Board Committee will present the complaint with recommendations at the next regular Board Meeting.

**Level Five** - If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Washington, D.C. Grievance and other related forms are available in the building Principal's Office, District Administrative Offices and from the Affirmative Action Officer and Section 504 Coordinator.

## SCHOOL TRIPS

### Policy #2340 - Field Trips

Field trips, generally defined as trips taken by a group of students away from school which are integrated into the curriculum of a particular course of study, are paid for by the student's parent or legal guardian. While away, all students remain under the supervision of the Board of Education and are subject to its rules and regulations.

**School Overnight Trip Policy** - When a student is on a trip, they must adhere to the school's Code of Conduct at all times. In preparation for an overnight trip, parents/guardians are expected to be familiar with the content of their child's luggage, and belongings on person before boarding a bus. **The school reserves the right to inspect all baggage prior to departure and at any time during the trip.** Students who possess illegal items, or items deemed inappropriate by the school, will be subject to disciplinary consequences and, if applicable, local, state, and federal prosecution. If a student violates the Code of Conduct on an overnight trip, the parents are required to immediately pick up their child from the site of the field trip.

## SCHOOL SECURITY

Security is an important campus priority. We trust that everyone associated with this school community demonstrates high moral values and integrity. Students deserve a safe, secure environment to make the most of their learning experience. The Teterboro Campus has a security officer and collaborates with the Bergen County Sheriff's Office. In addition, security cameras are strategically placed internally and externally. All students should be aware that while on campus they may be monitored. All visitors must register in the Main Office.

**Lockers** - Student lockers are to be used to store school-related materials and items of personal dress. No flammable or explosive materials, alcoholic beverages, drugs, or any dangerous substances or articles are to be kept in any locker. Violators are liable to immediate suspension from school. No graffiti or other material is permitted on any locker. The student is responsible for the maintenance and cleanliness of the locker, both inside and out. Students may use only their assigned locker and will be subject to disciplinary action if found in violation. All lockers are and shall remain the sole property of the Board of Education.

**Locker Inspections** - Students are required to keep their assigned lockers closed and locked against incursion by other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the health, safety and welfare of the occupants of the school building. The Board of Education reserves the right to authorize its designated employees to conduct routine inspections of student lockers, also to include canine inspection, without specific notice as to when particular lockers will be inspected.



The Board recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner. Nevertheless, students are advised that storage places provided by the District for their use are and remain the property of the District. As such, students shall have no expectation of privacy as to prevent examination of any storage places that are the property of the District by a school official, in accordance with [Policy #5770 - Student Right of Privacy](#).

**Missing Items** - If a student suspects something is missing from their locker, they should contact the Supervisor, who will determine if an appropriate report should be filed with the Bergen County Sheriff's Office. The school is not responsible for stolen merchandise. In some instances, students believe something is stolen only to have it turn up later. As a precaution, please do not have your child bring in expensive electronic equipment or excessive amounts of cash to school. Students are also encouraged to lock their belongings in their school locker and/or gym locker. The lost and found is located in the Auxiliary Cafeteria. If you have questions regarding a lost item, please contact the Main Office.

**Policy #8420 - Emergency and Crisis Situations (M)**

School security drills are an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation and that's similar in duration to a fire drill. According to N.J.S.A. 18A:41-1, every school is required to hold at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs. For more details on N.J.S.A. 18A:41-1, you can visit:

<http://www.nj.gov/education/schools/security/drill/>

Furthermore, the District has developed and implemented written plans and procedures in consultation with law enforcement agencies, health and social service provider agencies, emergency management planners and school and community resources, to provide for the protection of the health, safety, security and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students and their families. Fire and school security drills and staff in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on the proper evacuation and lockdown procedures in a variety of emergency situations on school grounds.

The following Board of Education regulations may be referenced for specific procedures to follow for the designated emergency situation:

**R8420 - Emergency and Non-Fire Evacuation Plan (M)**

**R8420.1 - Fire and Fire Drills (M)**

**R8420.10 - Active Shooter (M)**

**R8420.2 - Bomb Threats (M)**

**R8420.2-2 - Bomb Threats-Indications of a Letter or Parcel Bomb**

**R8420.3 - Natural Disasters and Man-Made Catastrophes (M)**

**R8420.4 - Kidnapping (M)**

**R8420.5 - Asbestos Release (M)**

**R8420.6 - Accidents on the Way to and from School (M)**

**R8420.7 - Lockdown Procedures (M)**

## STUDENT HEALTH SERVICES

School health services contribute to the goals of the education system and the healthcare system by providing screenings and referrals, administering medications and treatments, providing first aid, providing health counseling and education, and supporting students to acquire self-management skills. Our school is committed to ensuring that all students are healthy and ready to learn. As such, a full-time registered nurse is available throughout the day at BCTHS-Teterboro. Information on the services provided can be accessed on-line at <https://www.bergen.org/Page/4695>

### **Policy #5331 - Management of Life-Threatening Allergies in Schools (M)**

This policy provides measures to prevent life-threatening allergic reactions while at school. School and program staff are appropriately trained in the procedures to take should a student suffer a life-threatening allergic reaction. Every effort is made to eliminate or substitute the use of allergens in allergic students' meals, educational/instructional tools and materials.

If your child has allergies and needs medication, please adhere to the following guidelines:

1. Download and submit the completed [Medication Permission Form](#) to the school nurse.
2. Download and submit completed [SEVERE ALLERGY Emergency Care Plan](#) to the school nurse.
3. Have your child give the medication (EpiPen, Benadryl, etc.) to the School Nurse in the original container appropriately labeled by the pharmacy, or physician with student's name, name of the drug, dosage and time of administration. N.J.S.A. 18A:40-12.3.

### **Policy #5335 - Treatment of Asthma (M)**

If your child has asthma and needs medication, please adhere to the following guidelines:

1. Download and submit the completed [Medication Permission Form](#) to the school nurse.
2. Download and submit the completed [Asthma Treatment Plan](#) to the school nurse.
3. Your child may only carry and self-administer medication if:

- Your child's doctor has checked off on the bottom of the returned Asthma Treatment Plan.
- The medication has the proper label from a registered pharmacist on it.

#### **Policy #8451 - Control of Communicable and Pandemic Diseases (M)**

A doctor's certificate is required when a student has been absent due to: strep throat, mononucleosis, scarlet fever, hepatitis, fifth disease, conjunctivitis, any rash of unknown origin or any other communicable/ contagious diseases.

#### **Policy #5338 - Diabetes Management (M)**

If your child has diabetes and needs medication, it must be clearly indicated on the Diabetes Care Plan. The school nurse will coordinate the provisions of diabetes care and make sure that appropriate staff members are trained in the care of the student with diabetes in accordance with **Policy #5338**. In addition, please adhere to the following guidelines:

1. Download and submit the completed Medication Permission Form to the school nurse.
2. Download and submit the completed Diabetes Care Plan to the school nurse.

#### **Policy #5308 - Student Health Records (M)**

In accordance with **Policy #5308** and N.J.A.C. 6A:16-2.2 and 16-4.3, parents must submit and update, as needed, a Health History & Appraisal Form that documents health histories, physical examination, medical examinations, health screenings, and immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4. All documents and forms could be found at: <https://www.nj.gov/education/safety/health/records/>. The physical examination will include several screenings, the student's medical history and height and weight measurements. Student athletes and students with disabilities also must be examined.

**Illness in School** - A student is free to enter the Nurse's Office at the change of classes without a pass if necessary. The nurse will attend to the student's immediate needs and telephone the parent or guardian at home or at work. The student will not be allowed to go home if the parent or guardian is not available. If parents or guardians cannot pick up their child at the time of notification, they should designate which emergency person listed on the emergency form is to be called. In an emergency, when no one can be reached, and the student needs the services of a doctor or a hospital, an ambulance will be called. Parents or guardians should call or write to the nurse of any recent medical condition or illness of their child. The school nurse can be reached at (201)-343-6000 ext. 7717.

**Insurance** - The Board of Education will pay for a full access accident insurance policy to cover all secondary students while they are in attendance at school or while they are participating in any school-sanctioned activity. Full access is secondary insurance; that is, it provides coverage only after all other insurance has been exhausted. This insurance is not designed to replace family or individual medical insurance. All accidents must be reported to the school nurse as soon as possible.

**Medication** - *The New Jersey Department of Education forbids the taking of medications in school without a doctor's prescription and signed parental consent.* If your child needs medication, your child's physician must fill out the [Medication Permission Form](#) and return the form to the School Nurse. In addition, all medications, including over the counter drugs, to be dispensed at school or during school-sponsored activities, must have a physician's order and must be brought to the health office in the original container appropriately labeled by the pharmacy, or physician with student's name, name of the drug, dosage and time of administration. **Students may not self-administer any prescribed or over-the-counter medication, with the exception of the emergency medications listed below.**

**Resuscitate** - In accordance with [Policy #5332 - Do Not Resuscitate Orders \(M\)](#) (DNR). Any family of a student enrolled in the District desiring to pursue a DNR order must submit the order to the District for review. The DNR should include specific written emergency orders and shall specifically meet the goals for the student. Community medical services protocols must be clearly defined in the order.

**Self-Administration of Medication** – Any students who need to self-administer emergency medication during school hours, such as Ana-Kit, EpiPen or inhaler, must have their physician complete the appropriate forms available online, and have a meeting with the school nurse and building administration. **Students may not self-administer any prescribed or over-the-counter medication, with the exception of the emergency medications listed above. *If any medication is not properly registered with the school nurse, disciplinary action will be taken. No prescribed or over-the-counter drug should be kept in student lockers or shared with other students. What is prescribed for one student can be harmful to another. Students who do not comply with these regulations will face disciplinary action.***

## EXTRACURRICULAR ACTIVITIES

Extracurricular activities at BCTHS-Teterboro are just as numerous, diverse, and exciting as our course offerings. In order to be well rounded, students are highly encouraged to take part in activities outside of their normal academic courses. Students are expected to leave the building and grounds at dismissal unless they are involved in a supervised after-school activity. Loitering in unsupervised areas before, during or after school is not permitted.

**Athletics** - BCTHS-Teterboro student athletes play alongside teammates from Bergen Academies, BCTHS-Paramus, and Applied Technology High School. As a member of the Big North Conference, athletes compete at the Varsity, Junior Varsity, and Freshmen levels during the Fall, Winter, and Spring Seasons.

### [Policy #2431.4 - Prevention and Treatment of Sport-Related Concussions and Head Injuries \(M\)](#)

In accordance with the N.J. Department of Education, BCTHS-Teterboro has adopted a training program for specified staff members in order to ascertain the signs/symptoms of a head injury, when medical attention is required and the steps to take to return the student-athlete or

cheerleader to their activity. Every parent or legal guardian must sign the “Consent for Sport Concussion Program Testing and Release of Information: Pre & Post-Concussion” form. This form can be located on the Athletics homepage. This test is a non-invasive test that each athlete takes prior to any activity. In the case of a head injury a post-test will be performed and diagnosis will then take place from our Athletic Trainer. This form and test is required in order for any student to participate in an interscholastic sport or cheerleading program.

### **Sports Offerings:**

#### Fall:

Boys/Girls Cross Country - Varsity & Junior Varsity  
 Boys/Girls Soccer - Varsity, Junior Varsity, & Freshmen  
 Cheerleading  
 Football – Varsity & Junior Varsity  
 Girls Tennis - Varsity & Junior Varsity  
 Girls Volleyball - Varsity, Junior Varsity, and Freshman

#### Winter:

Boys/Girls Basketball - Varsity, Junior Varsity & Freshman (boys)  
 Boys/Girls Bowling - Varsity & Junior Varsity  
 Boys/Girls Fencing  
 Boys/Girls Indoor Track - Varsity, Junior Varsity & Freshman  
 Competitive Cheerleading

#### Spring:

Baseball/Softball – Varsity, Junior Varsity & Freshman  
 Boys/Girls Golf  
 Boys/Girls Track and Field – Varsity, Junior Varsity & Freshman  
 Boys Lacrosse – Varsity & Junior Varsity  
 Boys Tennis - Varsity & Junior Varsity  
 Boys Volleyball - Varsity & Junior Varsity  
 Girls Lacrosse - Varsity & Junior Varsity

**Class Advisors** - Throughout the year, each class takes part in different fundraising and various activities. All questions about class activities should be directed to the class advisors below:

Grade 9	<a href="#">Ms. Cornelio</a> & <a href="#">Ms. Kendall</a>
Grade 10	<a href="#">Mr. Naccara</a> & <a href="#">Ms. Stoepker</a>
Grade 11	<a href="#">Mr. Buonadonna</a> & <a href="#">Mr. Buser</a>
Grade 12	<a href="#">Ms. Marella</a> & <a href="#">Ms. Luvera</a>

**Clubs/Activities** - Clubs/Activities are an important component of our learning environment. Students have the opportunity to participate in several clubs that are held after school on Tuesdays and Thursdays from 3:10 p.m. - 3:55 p.m. Students must submit signed consent forms

to participate in club activities, abide by attendance guidelines, and participate in only one club per day. A late bus will be provided on both days at 4:00 p.m. for the convenience of students who do not have a means of transportation at that time. A student, who does not have transportation at dismissal, must utilize the late bus.

### **Club Proposal Guidelines**

In order to start a new club, students must follow these guidelines below prior to October 1, 2025 to ensure your best chance of club [approval](#):

#### **1. Written Proposal:**

Provide a detailed explanation of the major club objectives and initiatives. Explain how this club provides a niche that is currently not occupied by the clubs offered at BCTHS-Teterboro. In addition to this, there needs to be a clear plan for promoting the club to ensure there are enough members (minimum 10) and that the membership numbers stay at or above this minimum. If your club is a community outreach club it needs to have four committed members to serve as president, vice president, secretary, and treasurer.

#### **2. Securing an Advisor:**

Every club needs a potential faculty advisor. The faculty advisor should be informed of the major points covered in the student's written proposal and be aware that this club can only be run on Tuesdays and Thursdays from 3:10 p.m. - 3:55 p.m.

#### **3. Fundraising and Community Outreach:**

Any club that fundraises or engages in community outreach needs to have in place a president, vice president, secretary and a treasurer. The president and vice president will work with their club members to facilitate major club objectives/initiatives. The treasurer will maintain an accounting log and ensure that funds are being properly handled in collaboration with their advisor.

#### **4. Administrative Approval:**

To secure a project, a face-to-face meeting must occur between members of the school administration, the faculty advisor, and the student(s) proposing the club. Any concerns regarding the implementation of the club will be addressed at that meeting and approval of the club will be determined.

Every club will have a one-year probationary period to assess the long-term sustainability of the club. If the club attendance cannot meet attendance minimums, the club will be suspended.

### **GENERAL INFORMATION**

**Contacting Child During Day** - Please call (201)-343-6000 ext. 7602 or ext. 7601, with the message you wish to have relayed to your child. Every effort is made to accommodate these requests.

### **Cafeteria Services - Food Services**

- All meals will be cashless and students will be required to use a secure online payment system.
- School lunch menus are available online.
- Instructions to complete the on-line application for Free/Reduced Meals.
- PaySchools Mobile Apps: Apple Google Play Store
- Students will be served Grab & Go lunches in the cafeteria and auxiliary cafeteria.
- Please note that students have access to toasters and microwaves.

Students may bring a brown bag lunch from home or purchase breakfast for \$2.50 or lunch for \$5.25 in the cafeteria. If you have questions or concerns regarding the cafeteria service, please contact Mr. Scott Kallensee (Chartwells) at (201)-343-6000 ext. 2260 or via email [Scott.Kallensee@compass-usa.com](mailto:Scott.Kallensee@compass-usa.com). If your child forgets their lunch, parents may leave lunch bags/boxes with the secretaries in the Main Office. There is, however, no refrigeration facility.

**Cafeteria Regulations** - The eating of food is only permitted in the cafeteria and auxiliary cafeteria. Therefore, students are not permitted to eat or drink in the hallways or classroom. In addition, the following guidelines apply:

- Outside food deliveries are not permitted to the school during the school day.
- Breakfast is served daily from 7:40 a.m. - 8:00 a.m. in the cafeteria. The cafeteria closes promptly at 8:00 a.m.
- The school has a “closed” campus. Therefore, no students may leave the school building or grounds for lunch.
- Students are not permitted to roam the building during their lunch period.
- All students who wish to purchase breakfast/lunch, snacks and/or desserts are to form a single line to receive service.
- Garbage must be deposited in the appropriate disposal/recycling containers.
- Be sure that the table is clean when you leave. Others will be eating there after you.

**Cafeteria Pre-Paid Meal Plan** - Parents who wish to pre-pay for their child’s meals may do so online ([English/Spanish](#)). By creating an account through <https://www.payschoolscentral.com/>, parents can view student purchases and spending history, receive low balance email notifications, set daily/weekly spending limits for your child, and set your child up for meals only or a-la-carte menu offerings.

**Eligibility for Free/Reduced Lunch** - Families can view instructions ([English/Spanish](#)) and then complete an application ([English/Spanish](#)) for free or reduced lunch. Applications are processed through the Main Office and can be found at <https://www.bergen.org/domain/554>. Families will be notified if they qualify.

**Flag Salute** - In accordance with N.J.S.A. 18A:36-3, during the flag salute, students in public



schools are required to show respect for the flag of the United States of America.

**Fundraising/Solicitation** - Solicitation and pupil fundraising should be for the sole benefit of approved school organizations. The school administration must approve all fundraising. Solicitation or distribution of materials for the benefit of non-related organizations or groups is prohibited. Students are not permitted to solicit or collect money on school premises for the pupil's own benefit. All materials to be displayed or distributed are to contain the approval signature of an administrator.

**Military Access to Student Information** - Although the Bergen County Technical School District does not publicly disclose any student "directory information" without parental permission, it is required under federal law, to provide military recruiters access to names, addresses, and telephone listings of students upon request. The Student Verification Form provided by the Bergen County Technical Schools each year to update data in the student information system enables parents to indicate whether or not they want this information shared. If you do not submit this form indicating that you do not want this information shared with the military, the District will be required under federal law, to disclose your child's student directory information to military recruiters.

**Parent Partnership Organization** - The Bergen County Technical High School Teterboro Campus Parent Partnership Organization (PPO) consists of a concerned group of parents and guardians whose main mission is to foster a sense of community in our school and act as a communication link between school administration and students' families. Regular meetings are held monthly at 7:00 p.m., locations differ depending on attendance. All are invited to informally discuss school events and news, fundraisers, committee progress, and concerns. Additional information can be accessed at <https://www.facebook.com/bergentechteterboroppo>

**Valuables** - Students should refrain from bringing large sums of money and or valuables (i.e. jewelry, audio devices, etc.) to school. The school district is not responsible for lost, stolen, or misplaced items.

**Visitors** - Visitors must have an appointment, sign in at the main entrance with proper identification, wear a visitors badge and remain with their host for the duration of their visit.

## **SENIOR CLASS INFORMATION**

**Senior Activities** - Non-compliance with the school attendance policy, Code of Conduct, or failing grades may result in a senior's ineligibility to participate in graduation exercises, senior prom, senior breakfast, senior trip, or any other activity designated as part of the graduation experience. For participation in graduation exercises, seniors must meet all graduation requirements.

**Senior Awards Ceremony** - Each year the school community holds a Senior Awards Ceremony, in the evening, to honor its seniors. Students who will be receiving awards will



receive an invitation to attend the ceremony.

**Senior Parking** - Senior parking on campus is not guaranteed. It is a privilege governed by school policy. **Vehicles not approved to park on campus may be ticketed and towed.**

**Vehicles not parked in their assigned numbered space may also be ticketed and towed.**

Approval will be based on: an approved internship and valid Motor Vehicle Commission (MVC) (license, insurance, and registration) documentation. Both the student and parent/guardian are required to complete and sign this form which is available only online.

The Senior parking policies are as follows:

- Your vehicle may only be parked in your assigned numbered parking space.
- You are not allowed access to your car during school hours, including lunchtime.
- There are no in-and-out privileges, which means that student drivers may not leave campus for *any* reason during the day and return at a later time.
- You must comply with MVC Graduated Driver License (GDL) regulations and are not permitted to transport other students to or from school without prior written consent.
- Driving privileges and extension thereof, are contingent on prompt arrival to school and classes. After **four (4) tardies** within a calendar month, driving privileges will be subject to suspension.
- You will operate your vehicle in a safe manner at all times and at a speed not to exceed **5 MPH** while on campus.
- All motor vehicle accidents on the premises must be immediately reported to the Bergen County Sheriff's Office and school administration.

Failure to comply with the parking or other school policies will result in the revocation of parking privileges for a time frame determined by the school administration.

**All students are prohibited from parking anywhere off campus, and the Bergen County Technical Schools will not be held liable for fines, towing fees, accidents, vehicle damage and/or vandalism occurring on or off school property.**

**Senior Internship** - The Senior Internship is an interactive learning partnership through which students increase their knowledge and skills in a particular area of study while under the guidance of a mentor(s). In-house internships are not permitted. Students are expected to perform duties, including filing, typing, etc., that are relevant to their intern position. However, they are not to serve as "day labor" for businesses or social/public service agencies. An internship is not an employment experience as much as it is a learning experience. The Senior Internship is a board approved graduation requirement. Student interns report directly to the internship every Wednesday during the academic year for the full business day.

### **Student Research Symposium & IRB Approval Process**

Student Research Symposium: Students that wish to participate in the Research Symposium must submit an abstract to the research panel for approval by January. All students approved to

participate in the Student Research Symposium must make the necessary changes and revisions as specified by their research panel advisor, and submit their final paper/presentation to their research advisor one (1) week prior to the Research Symposium.

IRB Approval: Students who would like to conduct research using human participants or subjects must have their research proposal approved in writing only by the Institutional Review Board (IRB) prior to commencement of any research. Approval forms can be found at: <https://sites.google.com/view/btteterborosrs/home>.

### **Policy #2362 - Patents and Copyrights**

The Board of Education recognizes the District's dedication to instruction, research, and extension of knowledge to the public. It is the policy of the Board to carry out the District's scholarly work in an open and free atmosphere and to publish results obtained therefrom freely. Research done primarily in anticipation of profit is incompatible with the aims of the District. The District recognizes, however, that patentable inventions sometimes arise in the course of research conducted by its employees and students using District facilities. The Board has determined that patenting and licensing of inventions resulting from the work of District staff and students, is consistent with the purposes and mission of the District.

Patents: With the exceptions of "Inventions Made on Own Time" all inventions and/or discoveries that lead to patents on school grounds, using school equipment, or using district support (including staff) shall be the property of the District. Staff members or students who claim that inventions are made on personal time have the responsibility to demonstrate that inventions so claimed are invented on personal time.

Copyright: The creator owns any traditional copyrightable works created during the course of research. This including textbooks, manuscripts, scholarly works, fixed lecture notes, distance learning materials not falling into one of the other categories of this policy, works of art or design, musical scores, poems, films, videos, audio recordings, or other works of the kind that have historically been deemed in academic communities to be the property of their creator.