



## APPLIED TECHNOLOGY HIGH SCHOOL

FAMILY HANDBOOK

*and*

STUDENT CODE OF CONDUCT

2021-2022

The purpose of this Family Handbook/Student Code of Conduct 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 <http://bcts.bergen.org/index.php/district-board-policies>. This handbook is available on the Applied Technology High School site at [www.bergen.org](http://www.bergen.org).



**Bergen County Technical Schools Board of Education**

Lawrence Meyerson, President

Jason Kim, Vice President

Louis DeLisio, Interim Executive County Superintendent

William Connolly

William J. Meisner, Ed.D

**Central Office Administration**

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**

Dennis Montone, *Principal*

**Bergen County Executive**

James J. Tedesco III

**Board of Chosen Freeholders**

Mary J. Amoroso,, Chairwoman

Dr. Joan M. Voss, Vice Chairwoman

Steven A. Tanelli,, Chair Pro Tempore

David L. Ganz

Germaine M. Ortiz

Thomas J. Sullivan

Tracy Silna Zur

### **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 Community College**

Bergen Community College educates a diverse student population in a supportive and challenging academic environment that fosters civility and respect. As a leading community college in the nation, BCC creates a stimulating, rigorous, and inclusive learning environment.

### **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.

## CONTENTS

Contact Information .....	9
Main Phone Number.....	9
Administration.....	9
Main Office Ext. 6800 .....	9
Guidance Office.....	9
Athletic Department.....	9
Student Support Services .....	9
School Nurse .....	9
Faculty Email Directory and Phone Extensions.....	9
School Calendar and Abbreviated Days.....	10
Bell Schedules.....	10
School Closings/Delayed Openings.....	10
Early Dismissal .....	10
Bus Transportation.....	11
ACADEMIC INFORMATION.....	12
Academic/ Technical Courses .....	12
Academic Honor Code.....	12
Community Service .....	13
Contacting Teachers .....	13
Dual Enrollment Program .....	13
Failure of a Required Dual Enrollment Course .....	13
Electives.....	15
Excused Attendance From Specific Curricular Topics .....	15
Grade Point Averages.....	15
Grading Scale.....	15
Grade Appeal .....	15
Graduation Requirements.....	15
Home Instruction.....	16
Homework.....	16
Midterm and Final Exams .....	16
National Honor Society .....	16
Peer Tutoring .....	16

PowerSchool .....	17
PowerSchool Parent/Student Portal .....	17
Report Cards .....	17
Teacher Conferences .....	17
Textbooks/Supplies.....	17
Valedictorian & Salutatorian.....	17
SCHOOL COUNSELING DEPARTMENT .....	18
Naviance .....	18
Naviance Family Connection.....	18
Transcript Requests .....	18
Working Papers.....	18
STUDENT RELATIONS.....	19
Student Complaint Procedures .....	19
Student Records .....	19
Public Relations Program.....	20
Requests to Photograph, Film, Audiotape, or Videotape Students or Staff Members .....	20
Use of Students in Public Information Program .....	20
SPECIAL EDUCATION.....	21
Exemption from High School Graduation Requirements.....	21
Exemption Rationale and Alternative Proficiencies.....	21
Free and Appropriate Public Education.....	21
High School Graduation Requirements for Educationally Disabled Students.....	21
Instructional Material to Blind or Print-Disabled Students .....	21
Intervention & Referral Services Committee .....	22
Location, Identification, and Referral of Special Education Students.....	23
Procedures for Locating Students with Disabilities .....	23
Procedures for Referral.....	23
Parental or Legal Guardian Notification of Procedures.....	23
Parent-Initiated Referral .....	23
School-Initiated Referral .....	24
Participation in Graduation Exercises .....	25
Special Review Assessment.....	25
CODE OF CONDUCT .....	26
Disciplinary Consequences.....	26
Code of Conduct Expectations .....	27
Dress and Grooming.....	28

Dress Code - PE Classes.....	28
Smoke Free Campus & Student Smoking Policy #7434M & #5533M.....	31
Student Identification Cards Policy #5517.....	31
Substance Abuse Policy # 5530M.....	31
Suspension or Expulsion of pupils, BCTS Policy # 5610 & # 5611M, N.J.S.A. 18A:37-2.....	32
Use of Electronic Communication and Recording Devices (ECRD), Policy #5516M.....	32
Student Conduct During a Pandemic.....	33
Use of Mask and Social Distancing Requierments.....	33
Health Assessment Questionnaire.....	33
ATTENDANCE POLICY.....	34
Bergen County Technical Schools Attendance Policy #5200M, and Bergen County Technical Schools Tardiness Policy # 5240 – Tardiness, and NJSA 18A:38.....	34
Absence Types.....	34
Absences Excused (AE).....	34
Absences Unexcused (AU).....	34
Anticipated Absences 5 + Days.....	35
Anticipated Absences/Home Instruction.....	35
Class Cuts (AU).....	35
Denial of Course Credit.....	35
Denial of Course Credit Appeal Process.....	35
Early Sign Out Procedure.....	35
Make-Up Work.....	36
Parental Notification Of Absences.....	36
Tardy To School.....	36
Tardy To Class.....	36
Tardy Excused/Unexcused.....	36
ATHS Closed Campus Policy.....	37
COMPUTER/INTERNET SECURITY.....	38
Bergen County Technical School District’s Computer Security and Netiquette Policy.....	38
Governance and Control of Bergen Net.....	38
Guidelines for Use of Bergen Net.....	38
DISCRIMINATION.....	40
Equity in Educational Programs and Services Policy #5755M.....	40
Sexual Harassment Policy #5751M.....	40
Sex Discrimination and Handicap Grievance Procedure Title IX – 20 USC 7891, et seq. Sec. 504 of the Rehabilitation Act of 1973.....	40
SCHOOL TRIPS.....	42

Field Trips Policy #2340.....	42
School Overnight Trip Policy .....	42
SCHOOL SECURITY.....	43
Lockers.....	43
Locker Inspections .....	43
Missing Items.....	43
School Security Drills, Emergency and Crisis Situation Policy #8420M.....	43
STUDENT HEALTH SERVICES .....	45
Asthma .....	45
Communicable Diseases .....	45
Diabetes .....	45
Health Records.....	45
Illness in School.....	46
Insurance.....	46
Medication.....	46
Resuscitate.....	46
Self-Administration of Medication .....	46
EXTRACURRICULAR ACTIVITIES.....	47
Athletics.....	47
Sport-Related Concussions and Head Injuries-Prevention and Treatment – BCTHS Policy #2431.4M .....	47
Class Advisors .....	48
Clubs/Activities.....	48
GENERAL INFORMATION .....	49
Contacting Child During Day.....	49
Cafeteria Services .....	49
Cafeteria Regulations.....	49
Cafeteria Pre-Paid Meal Plan .....	49
Eligibility For Free/Reduced .....	49
Flag Salute.....	49
Fundraising/Solicitation.....	50
Military Access to Student Information.....	50
Posters.....	50
Parent Partnership Organization .....	50
Valuables .....	50
Visitors .....	50

SENIOR CLASS INFORMATION .....52  
Senior Activities .....52  
Senior Awards Ceremony.....52  
Senior Driving Privileges.....52  
Senior Class Attendance Policy (2021-2022).....53



## CONTACT INFORMATION

### MAIN PHONE NUMBER

(201) 343-6000 Ext. 6800

### ADMINISTRATION

Dennis Montone, Principal ..... ext. 6815  
Katoya Winfield-Pierce, Supervisor.....ext. 6803

### MAIN OFFICE EXT. 6800

Bridget Schloemann, Secretary to the Principal .....ext. 6802

### GUIDANCE OFFICE

Florina Merturi, Secretary to the Guidance.....ext. 6826

### ATHLETIC DEPARTMENT

William Muller, Athletic Director .....ext. 2277

### STUDENT SUPPORT SERVICES

Sydney Zulli, Student Assistance Counselor.....ext. 7720  
Grace Song, School Psychologist.....ext. 6837  
Ann Marie Verdiramo, Speech Language .....ext. 7708  
Virginia Lobello, ESL.....ext. 8461

### SCHOOL NURSE

Rosemarie McManus ..... ext. 6816

### FACULTY EMAIL DIRECTORY

Rebecca Arimborgo .....rebari@bergen.org  
Frank Castella..... fracas@bergen.org  
Steve Cohen..... stecoh@bergen.org  
Tonilynne DeMarco... ..tondem@bergen.org  
Cali Farley..... calfar@bergen.org  
Lauren Feorenzo..... laufeo@bergen.org  
Ray Hager... .. rayhag@bergen.org  
Matthew Liso..... matlis@bergen.org  
Kevin Maher. ....kevmah@bergen.org  
Steevi Ortiz ..... stebra@bergen.org  
Amanda Sloomaker..... amaslo@bergen.org  
Alex Rodriguez... .. alerodr@bergen.org  
Alexa Rodsan... .. alerods@bergen.org

Taylor Valentine..... tayval@bergen.org  
 Ahlam Yassin.....ahlyas@bergen.org  
 Michael Yob..... micjob@bergen.org  
 Gebhardt Zurburg.....gebzur@bergen.org

**SCHOOL CALENDAR AND ABBREVIATED DAYS**

The School Calendar and Abbreviated Days can be accessed at <https://bcts.bergen.org/>

**BELL SCHEDULES**

Period	Start	End
HR	7:40	7:49
1	7:50	8:31
2	8:35	9:16
3	9:20	10:01
4	10:05	10:46
5	10:50	11:31
6	11:35	12:16
7	12:20	1:01
8	1:05	1:46
9	1:50	2:31

**SCHOOL CLOSINGS/DELAYED OPENINGS**

- All students and staff will receive a phone message through School Messenger.
- A school closing announcement for “Bergen County Technical Schools” is broadcast on the following:  
 WOR 710 (AM radio)    WINS 1010 (AM radio)  
 WCBS 880 (AM radio)    NEWS 12 NEW JERSEY (TV station)
- Information will be posted on the district’s website at [www.bergen.org](http://www.bergen.org).
- Parents can call 201-343-6000 and press 6 for special announcements to find out if school has been closed.
- The administration will notify the PPO of the school closing.

**Please note that the closing of a local school district does NOT excuse students from attending school at Applied Technology High School. If ATHS is not closed, a student’s absence will be treated as an unexcused absence unless the sending district fails to provide customary transportation services. Transportation information should be obtained from the Board Secretary of your local sending district.**

**EARLY DISMISSAL**

All bus companies are notified of the early dismissal.

- Information will be posted on the district’s website at [www.bergen.org](http://www.bergen.org).
- Seniors who have approved parking permits may sign out in the Main Office early to allow them extra driving time.

- Parents/Guardians who pick up their children must sign them out in the Main office. No phone calls will be accepted.

### **BUS TRANSPORTATION**

All Applied Technology High School 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 arrive on campus between 7:15 a.m. – 7:35 a.m. and are dismissed daily at 2:30 p.m. Buses leave approximately 12:40 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 the Main Office. 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 and 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, he/she 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 Core Curriculum Content Standards (NJCCCS) and industry standards.

**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 all Bergen County Technical High School campuses. The AHC seeks to clarify what constitutes academic misconduct among students; define what is expected of students by the school, the faculty, and their peers; and cultivate an environment where academic dishonesty is not tolerated. The AHC prevents 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:

- Possessing, using or exchanging improperly acquired written or verbal information in the preparation of any essay, lab report, examination, or other assignment included in a course;
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- Violating the **Cheating and Plagiarism Policy**: To plagiarize is to steal and use (the ideas or writings of another) as one's own (American Heritage Dictionary, 1973:1001). Legally, plagiarism has been defined as the act of appropriating the literary composition of another, or parts or passages of his/her writings, or language of the same, and passing them off as the product of one's own mind (O'Rourke v. RKO Radio Pictures: 483). The student should note that neither of these definitions includes intention or motivation—it is the act itself which constitutes plagiarism. Ignorance, naiveté or sloppiness is no excuse.

### **1st Offense:**

- A grade of "0" will be given for the assignment or test
- Option to re-do assignment with the grade for the redone assignment averaged with the zero for a final average not to exceed 50%.
- If a student is caught cheating on a test, the student may retake the test; the zero on the first test will be averaged with the score on the retake for a maximum final test grade of 50%.
- Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken.
- A formal recording of the incident is placed in the student's file.

### **2nd Offense:**

- A grade of "0" will be given for the assignment or test
- No make-up option;
- Parent notification; required parent conference with an administrator, or designee, to determine what further action, if any, should be taken.

- A formal recording of the incident is placed in the student's file.
- Student completion of district cheating and plagiarism assignment that focuses on the ethics of cheating. Failure to complete this assignment will result in a failure for the marking period.

**3rd Offense:**

- Loss of course credit.
- Required parent conference with an administrator, or designee.
- Up to three-day suspension.
- Recommendation for alternative placement.

*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.*

**COMMUNITY SERVICE** – In order to meet graduation requirements, students must complete a minimum of sixty hours. Members of National Honor Society (NHS) are required to do additional hours set forth in NHS bylaws.

**CONTACTING TEACHERS** – All correspondence with faculty should be sent to the faculty member's Bergen.org email. All correspondence between students and faculty should be sent using the student's assigned Bergen.org email.

**DUAL ENROLLMENT PROGRAM** – Applied Technology High School partners with Bergen Community College to offer Dual Enrollment course to ATHS students. On an annual basis, students are enrolled in courses taught by Bergen Community College faculty that provide students the ability to earn credits toward an AAS degree at BCC. The Dual Enrollment program allows students to:

- Receive BCC credit with a minimum of a C average.
- Potentially complete 25 credits toward an AAS degree at ATHS, and complete the remaining credits at BCC at full-tuition cost.
- Potentially transfer their AAS degree programs to New Jersey Institute of Technology toward a BA or BS degree.

**FAILURE OF A REQUIRED DUAL ENROLLMENT COURSE** - A fundamental aspect of the Applied Technology High School academic program is the required dual enrollment courses. These courses allow students to simultaneously earn Bergen Community College credits and satisfy Bergen County Technical Schools' graduation requirements. As a result, any student who does not receive a passing grade in a required dual enrollment course must recover the lost credits in order to receive their high school diploma. Students who do not pass a required dual enrollment course may recover lost credit through one of the following two methods:

**Option 1**

Students who are 16 years of age or older may retake the class at Bergen Community College. The cost of the recovery course will be the responsibility of the student's parent or guardian. In order to keep pace with their remaining technical and academic requirements, credit recovery must be completed prior to September of the following school year.

## **Option 2**

Students may complete an equivalent high school credit recovery program (i.e. summer school, online, etc.) in compliance with district policy 5464- CREDIT RECOVERY. Course recovery programs must be preapproved by the District on an individual basis to ensure that a student will master the appropriate learning standards under the guidance of a certificated teacher. As with Option 1, any tuition and/or fees for this credit recovery would be the responsibility of the student's parent or guardian.

**Tuition for Dual Enrollment Courses** - Bergen County Technical Schools provides tuition and textbooks for specific Bergen Community College classes as part of your child's high school technical program.

### **Required course:**

Bergen Community College classes that are required and appear in the student's scope and sequence, will be paid for by the district. This tuition payment will include all applicable fees. The district will provide each student with a copy of the course textbook at no cost. Electives offered during the school day:

At times, Bergen County Technical Schools, at their discretion, may offer access to Bergen Community College elective courses during the regular high school day. In this case Bergen County Technical Schools will pay all tuition and applicable fees on behalf of the student. The student will also be provided with a copy of the course text at no cost.

### **Replacement courses:**

With prior approval from their guidance counselor, a student may elect to take a required course from the 12th grade scope and sequence during a semester other than that offered by the high school. In this event, the student assumes responsibility for all costs associated with that course at the time of enrollment. The student may then request a replacement course during the semester that the required course was originally scheduled. In this case, the school will pay the tuition and fees for the replacement course but will not provide a textbook. The student will be required to acquire the course textbook at their own expense. \*Students must be 16 years of age in order to register for a college course outside of the high school day. Students are not permitted to take a required course prior to September of their junior year.

### **Course failure or withdrawal:**

Students who do not receive a passing grade or withdraw from a required Bergen Community College class will be given the option to go to summer school or to retake the college class on their own time. In the event that the student elects to retake the Bergen Community College class, the student will pay the cost of tuition, fees and textbooks. Any senior who fails or withdraws from a required course will not be given the option to retake the course if a high school equivalent course is available. These students will be placed into the high school course for the remainder of the year in order to meet their high school graduation requirement. The final grade for the high school course will be determined by averaging the F received in the college course with the grade earned during the remainder of the semester in the high school course.

### **Additional courses outside of the scope and sequence:**

Eligible students, with prior approval from their guidance counselor may elect to take a Bergen Community College class after school or during the winter and summer semesters. Bergen County Technical Schools will not provide tuition, fees or textbooks for these courses. \*Students must be 16 years of age in order to register for a college course outside of the high school day.

**ELECTIVES** – Each year, students will have the opportunity to choose electives. Guidance personnel are available to assist students with any questions they may have regarding course selection.

**EXCUSED ATTENDANCE FROM SPECIFIC CURRICULAR TOPICS** - In accordance with the Bergen County Technical Schools Excused Attendance From Specific Curricular Topics Policy #5250, a student may be excused from any part of the instructions in health education, family life education, sex education, or instruction 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 are weighted on a 4.0 scale.

**GRADING SCALE** - Grading occurs on a quarterly basis. A grade of an “Incomplete” (I) may be assigned for extenuating circumstances such as death in the family, emergency leave, or personal issues discussed previously with 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 G.P.A. may include P - Pass, F – Fail.

***Students are not permitted to re-take any course in an effort to achieve a higher grade.***

**The grading scale for Applied Technology HS is:**

A+	100 – 97	B-	82 – 80	D	66 – 63
A	96 – 93	C+	79 – 77	D-	62 – 60
A-	92 – 90	C	76 – 73	F	59 – 50
B+	89 – 87	C-	72 – 70		

**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 Principal to initiate the grade appeal process. The Principal will conduct an investigation and in most cases the grade in question is decided at this level. Grade appeals must be received in writing by the Principal no later than ninety (90) days after the grade is received.

**GRADUATION REQUIREMENTS** – To receive a state-endorsed high school diploma, all students must meet graduation requirements including passing the New Jersey Department of Education Required Assessment. Students must meet the minimum state requirements on the Partnership for Assessment of Readiness for College and Carreers (PARCC) Exam, which are computer-based and aligned to the Common Core State Standards (CCSS) in Mathematics and English Language Arts/Literacy.

**Graduation requirements from Applied Technology High School are as follows:**

	Credits or Hours
Language Arts Literacy	20
Mathematics	20
Science	15
Social Studies	15
Health and PE	20
Visual & Performing Arts	5
Financial Literacy/Economic	2.5
World Languages	5 or 10
Additional Requirements	
Technical Major	4 years of core technical studies
Senior Internship	Successful completion of required hours
Community Service	60 hours

**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. 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.

**HOMEWORK** - Effective classroom participation and learning is a result of motivation and interest in various subjects. One method of motivating is the assignment of homework that prepares students for new work and reinforces skills already acquired. Both short and long-term homework assignments will be systematically assigned. 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 winter, February, and spring breaks, there will be no homework assigned.

**MIDTERM AND FINAL EXAMS** – There are no midterm or final exams in high school courses. College classes will follow the college policy regarding cumulative assessments.

**NATIONAL HONOR SOCIETY** - 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, strong character, and commitment to service to their peers and the community at large. For more information about specific Chapter By-Laws, please contact Ms.Toni DeMarco at [tondem@bergen.org](mailto:tondem@bergen.org).

**PEER TUTORING** – If you child is in need of additional assistance in a particular subject, parents/guardians should contact their classroom teacher or guidance counselor about requesting a peer tutor.



**POWERSCHOOL** – PowerSchool, our web-based student management information system, allows parents and students to have on-line access to their child’s academic progress. In freshmen year, students and parents receive a user name and password. If you have forgotten your password, please contact your child’s guidance counselor. Access to Power school is available from 6:00 pm to 10:00 pm.

**POWERSCHOOL PARENT/STUDENT PORTAL**- The PowerSchool Parent/Student Portal is a feature of PowerSchool that provides parents/guardians immediate access to grades, attendance records, and demographic information. In order to access, the PowerSchool Parent/Student Portal, simply go to <https://ps001.bergen.org/public/>.

*If you would like more information on Power School, you may do so by going to <http://www.youtube.com/watch?v=Yk9UBBJ4BP8>.*

**REPORT CARDS** – Due to the ability of parents to access all grades and assignments in real time, combined with our obligation to be environmentally responsible, **report cards will no longer be mailed.** \*Report cards will be available on-line through Power School (4) times each school year. Check the ATHS school calendar for marking period end dates or contact your child’s guidance counselor.

**\*The only time a report card will be mailed is if a student receives an F in a course.**

**TEACHER CONFERENCES** - All requests for meetings should be made to the instructor directly. Typically, an instructor will meet with the parents while accompanied by a guidance counselor.

**TEXTBOOKS/SUPPLIES** - If a student loses a book or school-issued supply, 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 Power School 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 & SALUTATORIAN** - Each year the school valedictorian and the salutatorian are selected from the members of the senior class. Selections are based upon the grade point average at of the end of a student’s 7th semester. The valedictorian will be determined by the student with the highest grade point average on their high school transcript. The salutatorian will be determine by the student with the second highest grade point average on their high school transcript. High school grade point average will be calculated to the third decimal place.

***Tie for valedictorian***

In the event that two or more students tie for the highest grade point average on their high school transcript, the student with the highest grade point average on their Bergen Community College transcript will be selected as valedictorian. All other students who tied for the highest GPA on their high school transcript will then be named as co-salutatorians. Bergen Community College grade point average will be calculated to the second decimal place.

***Tie for salutatorian***

In the event that a single valedictorian is selected based on their high school grade point average and two or more students tie for the second highest grade point average on their high school transcript, these students will be named co-salutatorians.

## SCHOOL COUNSELING DEPARTMENT

There is no doubt that a child's high school years are crucial to postsecondary success and beyond. The mission of the BCTHS guidance 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.

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

**NAVIANCE FAMILY CONNECTION** - Family Connection, 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

**TRANSCRIPT REQUESTS** - Requests for an official transcript are made online through Naviance. All official school transcripts are sent directly to the appropriate college or enrichment program from ATHS. Requests for official Bergen Community College transcripts are made through the BCC website.

**WORKING PAPERS** - New Jersey General Employment Child Labor Laws prohibit anyone under age 16 from working more than 3 hours in 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 a student to keep up with homework and study for tests if he or she works more than two or three hours a night. Working papers are processed in the Guidance Offices.

# STUDENT RELATIONS

**STUDENT COMPLAINT PROCEDURES** - A student grievance will be heard in the following manner:

- 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.
- 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.
- 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.
- 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.
- 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 protocol 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.
- 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):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;

- Appropriate officials in cases of health and safety emergencies; and
- 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 PPO 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 in the District. Information includes 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 of Education 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 who 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 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** - Per *Bergen County Technical School District's Special Education Free and Appropriate Public Education Policy #R2460.8M* 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.

**HIGH SCHOOL GRADUATION REQUIREMENTS FOR EDUCATIONALLY DISABLED STUDENTS** - To receive a state-endorsed high school diploma, all educationally handicapped students must meet state and local high school graduation requirements and demonstrate mastery of the curriculum proficiencies unless exempted in their Individualized Education Plan (IEP). For students who are exempted from state and/or local requirements, each IEP must specifically address the graduation requirements, identify which graduation requirements would qualify the educationally handicapped student for a state-endorsed diploma, and address the alternative requirements for each exemption from state and local high school graduation requirements. The Superintendent or designee must provide written approval of such exemption in accordance with N.J.A.C. 6A:14-4.12. Students attending our four high school campuses have the option of receiving a diploma from their local school district or the Bergen County Technical Schools District.

**INSTRUCTIONAL MATERIAL TO BLIND OR PRINT-DISABLED STUDENTS** - As per *Bergen County Technical School District's Special Education Free and Appropriate Public Education Policy #R2460.16M*, all

students who are blind or print-disabled shall be provided with the appropriate instructional materials

**INTERVENTION & REFERRAL SERVICES COMMITTEE** - If a child is experiencing difficulties in their general education program, a parent, professional staff member, or agency shall provide a written request for intervention services on the part of a student to the building Principal or designee. The staff member or agency's request shall contain the following:

- Reason for the request (including parental or adult student request); and
- Descriptive behavior of student performance and indication of the prior interventions.

*(\*Note: To facilitate this process, NJDOE has published sample forms, which are located in the Resource Manual for Intervention and Referral Services.)*

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.

The Building Principal will ensure that:

- The I&RS Committee receive in-service training by the building Principal or designee by June 30;
- Staff will receive information regarding intervention procedures;
- New instructional staff attend the district's orientation program commencing in the month of August which includes information on the I&RS Committee.

**LOCATION, IDENTIFICATION, AND REFERRAL OF SPECIAL EDUCATION STUDENTS** – As per *Bergen County Technical School District's Special Education Location, Identification, and Referral Policy #R2460.1M*, 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 the child find activities to locate, identify and evaluate all children who reside within the Bergen County Technical School District and who may be disabled. By November 1<sup>st</sup> 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 I&RS Committee in all schools; and
- Collaboration with sending school districts to facilitate any "child find" activities within local communities.

**PROCEDURES FOR REFERRAL** - Referral procedures are included in the professional staff handbook and referral forms are available in the Building Principal's office, the Child Study Team office and the Office of the Director of Special Education.

**PARENTAL OR LEGAL GUARDIAN NOTIFICATION OF PROCEDURES** – Referral procedures shall be included in the Parent Handbook, which shall be available to any parent or legal guardian. These procedures and publications shall be updated annually and be available to parents and legal guardians not later than October 1 of each year.

**PARENT-INITIATED REFERRAL** – 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;
- 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 REFERRAL** – 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 date;
- 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;
- 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.

**PARTICIPATION IN GRADUATION EXERCISES** - Students with disabilities who meet the standards for graduation shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis. In order to obtain the written approval of the Superintendent, each IEP is read and signed by the Building Principal who has been officially designated by the Superintendent to ensure that state and local requirements and individual proficiencies are being met.

**SPECIAL REVIEW ASSESSMENT** - A handicapped student who has not been exempted from the proficiencies or has performed below the state minimum levels of proficiency in one or more areas of the HSPA shall participate in the Special Review Assessment according to procedures established by the New Jersey Department of Education under authorization of N.J.S.A.18A:7C-1 through 7C-11, High School Graduation Standards.

## 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 to under "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 participating individual—student, teacher, administrator, and parent/guardian—play an active role in the development and 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 to 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 all Bergen County Technical High School programs.

Abbreviated versions of certain board policies are listed below; copies of the complete policies and procedures may be obtained on-line at

[http://bcts.bergen.org/images/stories/BCTS/pdf/District%20Policies/5000\\_Students.pdf](http://bcts.bergen.org/images/stories/BCTS/pdf/District%20Policies/5000_Students.pdf)

- 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 his or her designee determines may be appropriate and consistent with Policy No. 5600M – Student Discipline/Code of Conduct 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 he or she has 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 No. 5610 – Suspension.
- 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 No. 5620 – Expulsion.

**CODE OF CONDUCT EXPECTATIONS** - As a student of the Bergen County Technical School District, you enter into a contract that holds everyone to high standards of Honor, Integrity, Scholarship, and Leadership. Students are expected to achieve excellence during their time at Applied Technology HS; to pursue their studies and their relationships with new friends and faculty with honor and integrity; and to become models of leadership and scholarship with every passing act that they become 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 Applied Technology HS students would be “No.”

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

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. Failure to comply will result in legal ramifications.

**Care of Property Policy # 5513M**

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.

**Disruptive Students Policy # 5560M**

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 necessary disciplinary action.

### **Dress & Grooming Policy #R5511**

**DRESS AND GROOMING** - Students are expected to dress appropriately at all times on campus, at school activities or on school trips. Inappropriate dress includes, but may not be limited to, anything that is considered to be underwear worn as outer clothing, beachwear, including bare midriff shirts, tank tops and halter tops, as well as any clothing with written profanity, references to illegal substances or any other clothing that is deemed unsuitable by campus administration. Coats and outerwear, as well as sunglasses are prohibited in classrooms. Although hats are permitted to be worn in the hallways, teacher discretion determines whether or not they are allowed in the classroom. Students in labs must dress accordingly; wear safety glasses, gloves, etc. Inappropriate dress may result in parents being called to provide suitable clothing.

- Students are expected to be well-groomed and appropriately dressed.
- Inappropriate footwear, ripped or bare midriff shirts, halter tops, or short-shorts are not to be worn. Short or skirt length should be a minimum of fingertip length.
- Undershirts or other type of clothing considered to be underwear shall not be worn alone.
- Indecent, morally offensive, anti-religious, racial, drug, alcohol or obscene dress including clothing articles with written profanity may not be worn.
- Backpacks and book bags must be stored in lockers.
- Violations of the school dress code will result in parent notification. Parents can expect to be asked to bring in a change of clothing upon notification from the school.
- Individuals in repeated noncompliance will be viewed as defiant of school policy and will be subject to appropriate consequences.

**DRESS CODE - PE CLASSES** - Students are expected to dress appropriately for PE classes. Any student not in proper attire for PE shall be deemed unprepared for class and will be prevented from participating and, as a result will not earn participation credit for that day.

**Note:** At no time may any student wear any type of jewelry during PE class. This includes, but is not limited to earrings (whether pierced or clip-on), necklaces, bracelets, or rings. Any student who comes to class unwilling to remove jewelry shall be deemed insubordinate and therefore subject to disciplinary consequences.

**Harassment, Intimidation and Bullying Policy # 5212.1M, Harassment, Intimidation, or Bullying - Investigation Procedure Policy # R5512.1., and Cyber Bullying #5512.2 Policy.** 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, physical act, or electronic communication, or any series of gestures, written or verbal statements, 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; 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 her/his person or damage to her/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 and 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 two 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, or 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.

**Removal of Students from the General Education Program for Weapons/Firearms Offenses Policy # 5611M & #R5611.** The Board of Education is committed to providing a safe school environment for all students attending the public schools. To ensure 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 in route to or from school or any school function.

**SMOKE FREE CAMPUS & STUDENT SMOKING POLICY #7434M & #5533M.** More specifically, refrain from using any tobacco product in the building or on school grounds at any time. 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.

**STUDENT IDENTIFICATION CARDS POLICY #5517.** 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;
- Use of 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.

**SUBSTANCE ABUSE POLICY # 5530M.** 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 NJSA 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.

**SUSPENSION OR EXPULSION OF PUPILS, BCTS POLICY # 5610 & # 5611M, N.J.S.A. 18A:37-2.** 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.

**USE OF ELECTRONIC COMMUNICATION AND RECORDING DEVICES (ECRD), POLICY #5516M.** 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 (ECDR).

**STUDENT CONDUCT DURING THE COVID 19 PANDEMIC** - During the ongoing pandemic and while deemed necessary by the administration and the Board of Education, students are expected to comply with the following requirements:

**USE OF FACE COVERINGS** – Students are required to wear a face covering while on the school bus, when entering the school, and during their entire time in the buildings. Face coverings must cover the student’s nose and mouth and must not contain direct exhaust vales. Face coverings that depict indecent, morally offensive, anti-religious, racial, drug, or alcohol related messages or with written profanity may not be worn.

Students who are unable to wear a mask because doing so would inhibit their health must notify the building administration in writing.

Students may remove their face covering while eating lunch, only during their assigned lunch period, and while properly distanced from other students and faculty.

**SOCIAL DISTANCING** - The term “social distancing” refers to measures being taken to restrict where and when people can gather within the school and on busses. Students must maintain appropriate distance from each other and from faculty members at all times during the school day. Students must follow all physical guides which are designed to maintain social distancing, such as caution tape on classroom floors, directional arrows posted in hallways, and maximum occupancy signs posted in common areas.

**Health Assessment Questionnaire** - All students will be *REQUIRED* to complete and submit a health assessment questionnaire for their child each morning prior to coming to school. This questionnaire will be available through Powerschool.

## ATTENDANCE POLICY

**BERGEN COUNTY TECHNICAL SCHOOLS ATTENDANCE POLICY #5200M, AND BERGEN COUNTY TECHNICAL SCHOOLS TARDINESS POLICY # 5240 – TARDINESS, AND NJSA 18A:38.** Attendance is defined as a student's presence in school and in the classroom to which she/he is assigned at the times scheduled for instruction or other school activities. Regular attendance is required for successful completion of a course of study and graduation. To receive credit for a full day, a student must be present in assigned classroom(s) for at least four hours during the school day. To participate in extracurricular or co-curricular activity, a student must be present on the day of the activity, or sign-in the Main Office before 10:00 am.

**Absence Reporting** - Prior to 7:40 am, parents/guardians must call the school 201-343-6000, ext. 6826 or 6800, 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, 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.
- 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 school for all or part of a school day for any reason other than those listed as excused. 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 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. 2412 – Home Instruction. All requests for home instruction should be made in writing to the Principal, and accompany medical documentation that states: a) the reason for the absence, and 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 six 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 he or she has 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.

- Students with educational disabilities may be exempted from this policy in their Individual Education Program (I.E.P.).
- Special circumstances shall be handled on an individual basis by the principal or designee.

**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:

- The student/parent/guardian is to email a written appeal, along with relevant documentation, to the Vice Principal.
- The Vice Principal and School Counselor will add any additional input necessary for consideration. The information is then forwarded to the Appeal Board.
- The Appeal Board will convene at the end of each quarter to review the documentation and make its recommendation to the principal.
- 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 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:

- When a student is absent for five 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 guidance counselor or case manager will be copied for follow-up.
- When a student has been absent for ten 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.
- When a student has been absent for fifteen 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 guidance 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.
- When a student has been absent for eighteen 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 Administration personnel if they wish to appeal the decision.

**TARDY TO SCHOOL** - Students are expected to arrive to school on time. Students must report to their first class by 7:40 a.m. Any student arriving to first class later than 7:40 a.m. 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 his 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 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).

**ATHS CLOSED CAMPUS POLICY** - ATHS 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 2:31 p.m. for a regular school day; 12:31 p.m. for scheduled half-days), no one is permitted to leave campus (See Senior Class Attendance Policy 2021-2022). This pertains also to students who have received authorization to drive to and from school. If a student leaves school property, parents or guardians will be notified immediately. A student may return to school after a meeting is held with the parents or guardians, the Child Study Team case manager, school administrator, the guidance counselor, and/or the sending district Child Study Team member. If a student is on school property or in the building and reported missing, the building Principal or designee will call the student's home. If the student is not in school or at home, the Bergen County Police 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 operated by Bergen County Technical Schools. Bergen Net serves the students and staff of the District's 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 including 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 that all students, parents, and faculty must follow. The guidelines are set forth to ensure 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 that 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 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 assures 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

**EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES POLICY #5755M** – 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, socio-economic status, and/or disability.

**SEXUAL HARASSMENT POLICY #5751M** – 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 procedure has 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, Anthony Caparoso is the Section 504 Coordinator. He may be contacted at (201) 342-6000, ext. 8542.

**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 Ms. Tara Bohan (201) 343-6000, ext. 4079.

**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 school days from the day of disposition. The Superintendent will have ten 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 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 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

**FIELD TRIPS POLICY #2340**– 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 usually paid for by the student’s parent or legal guardian. Certain exceptions may exist. 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

## SCHOOL SECURITY

Security is an important campus priority. We trust that everyone associated with this school community will demonstrate high moral values and integrity. Students deserve a safe, secure environment to make the most of their learning experience. The Applied Technology High School community is afforded a safe and secure environment by the Bergen Community College Public Safety Department and the Bergen County Police Department. In addition, security cameras are strategically placed internally and externally. All students should be aware that while on campus they may be monitored. Visitors to ATHS 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. Any decorations on the outside of a locker must be removed within one week. A date might be written on the locker. This date represents the date in which all decorations must be removed. Offensive materials may not be displayed in or on lockers and infractions may be subject to disciplinary action. 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 Board Policy #5770.

**MISSING ITEMS** - If a student suspects something is missing from his/her locker, he/she should contact the Principal who will determine if an appropriate report should be filed with the Bergen County Sheriff's Department School Resource Officer. 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. If you have questions regarding a lost item, please contact the Main Office.

**SCHOOL SECURITY DRILLS, EMERGENCY AND CRISIS SITUATION POLICY #8420M** – 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 are 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, please visit:  
<http://www.nj.gov/education/schools/security/drill/faq.pdf>

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 regulations may be referenced for specific procedures to follow for the designated emergency situation.

**R8420 – Emergency and Non-Fire Evacuation Plan**

**R8420.1M – Fire and Fire Drills**

**R8420.2M – Bomb Threats**

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

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

**R8420.4 – Kidnapping**

**R8420.5 – Asbestos Release**

**R8420.6 – Accidents on the Way to and from School**

**R8420.7M – Lockdown Procedures**

**R8420.10M – Active Shooter**

## 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 schools are 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 Applied Technology High School.

**Allergies – Management of Life-Threatening Allergies in Schools Policy #5331M.** 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:

- Download and submit the completed Medication Permission Form to the school nurse.
- Download and submit completed SEVERE ALLERGY Emergency Care Plan to the school nurse.
- 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.

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

- Download and submit the completed Medication Permission Form to the school nurse.
- Download and submit the completed Asthma Treatment Plan to the school nurse.
- 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.

**COMMUNICABLE DISEASES** - 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.

**DIABETES** - 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 BCTHS Policy #5338M. In addition, please adhere to the following guidelines:

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

**HEALTH RECORDS** – In accordance with BCTS Policy Number: R5308M, TITLE: STUDENT HEALTH RECORDS 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. 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. Forms can be found at:

<http://www.state.nj.us/education/students/safety/health/records/hha.pdf>.

**ILLNESS IN SCHOOL** – If a student becomes ill at school, 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 person listed on their 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 Principal of any recent medical condition or illness of their child.

**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 Principal. In addition, all medications, including over the counter drugs, to be dispensed at school 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. N.J.S.A. 18A:40-12...3.

*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.*

**RESUSCITATE** - In accordance with BCTS Policy Number: 5332M, TITLE: DO NOT RESUSCITATE ORDERS (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 anakit, epipen, or inhaler, must have their physician complete the appropriate forms available online, and have a meeting with the school nurse and building administration.

*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 ATHS are just as numerous, diverse, and exciting as our course offerings. In order to be a well-rounded student, everyone is 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** - ATHS student athletes play alongside teammates from Bergen County Academies and the Bergen Tech Teterboro and Paramus campuses. As members of the Big North Athletic Conference, our student athletes compete at the Varsity, Junior Varsity, and freshmen levels during the fall, winter, and spring seasons in the Northern New Jersey Interscholastic League

**SPORT-RELATED CONCUSSIONS AND HEAD INJURIES-PREVENTION AND TREATMENT – BCTHS POLICY #2431.4M.** In accordance with the N.J. Department of Education, BCTHS 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 posttest 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 include:

#### Fall:

Football - Varsity, JV, and Freshman

Boys/Girls Soccer – Varsity, JV, & Freshmen

Boys/Girls Cross Country – Varsity & Junior Varsity

Girls Tennis – Varsity and JV

Girls Volleyball—Varsity, JV, and Freshman

Cheerleading

#### Winter:

Boys/Girls Basketball—Varsity, JV, and Freshman

Boys/Girls Bowling

Boys/Girls Fencing

Boys/Girls Indoor Track

Cheerleading

#### Spring:

Baseball/Softball—Varsity, JV, and Freshman

Boys/Girls Golf

Boys Lacrosse – Varsity, JV, & Freshmen

Girls Lacrosse – Varsity & JV

Boys Tennis – Varsity and JV

Boys/Girls Track – Varsity

Boys Volleyball – Varsity and JV

**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.

**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. They 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 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 will be utilizing the late bus.



## GENERAL INFORMATION

**CONTACTING CHILD DURING DAY** – Please call 201-343-6000 ext. 6082 with the message you wish to have relayed to your child. Every effort is made to accommodate these requests.

**CAFETERIA SERVICES** - Student may bring a brown bag lunch from home or purchase breakfast or lunch in the cafeteria.

If you have questions or concerns regarding the cafeteria service, please contact Mrs. Beth McCann (Chartwells) at 201-343-6000 ext. 2260 or via email at [elimcc@bergen.org](mailto:elimcc@bergen.org).

If your child forgets his/her lunch, parents may leave lunch bags/boxes in the Main Office. There is, however, no refrigeration facility. Every effort is made to contact the student to pick up their lunch.

**CAFETERIA REGULATIONS** - The eating of food is only permitted in the cafeteria; 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.
- The school has a “closed” lunch schedule. Therefore, no students may leave the school building or grounds for lunch.
- Students are not permitted to roam the building during their lunch period.
- Recyclables and 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.
- **Students who are eligible may have free or reduced lunches provided.** Application forms are mailed during the summer, and are available throughout the year in the Main Office. After the form is completed, it should be returned to the Main Office.

**CAFETERIA PRE-PAID MEAL PLAN** – Parents who wish to pre-pay for their child’s meals may do so through [payforit.net](http://payforit.net). By creating an account through [payforit.net](http://payforit.net), 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** - Over the summer, every student is mailed an application for reduced or free lunch. This application must be returned to the school immediately, even if the family is not making a request for same. Applications are processed through the Main Office. Families will be notified if they qualify.

**FLAG SALUTE** - In accordance with NJS18A: 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.

**POSTERS** - There are designated areas throughout the building for the purpose of displaying posters. Any student who wishes to hang signs or posters around the school building must have the poster approved by the administration. All posters must be removed the day after the advertised activity.

**PARENT PARTNERSHIP ORGANIZATION** - The Bergen County Technical High School District's Parent Partnership Organizations (PPO) consist of groups of parents and guardians whose main mission is to foster a sense of community at both their individual school campuses and with the wider district community and act as a communication link between school administration and students' families. All families are invited to participate and meet to informally discuss school events and news, fundraisers, committee progress, and concerns.

**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** – *BCTHS Policy #9150*- Parents, legal guardians, other adult residents of the community, and interested educators are welcome to visit the District's schools. Visitors must register their presence in the school and are required to observe the District's rules governing school visitations. They may not confer with any student without the Building Principal's approval. Other than parental conferences, all visitors are required to notify the school at least seven days before the desired date of the visit.

\*\*\*During the 21-22 school year and while the administration deems it necessary to ensure the safety of students/faculty, ATHS will be closed to visitors. Parents may pick up or drop off materials by calling the main office to arrange for contactless pick up/drop off.

## SENIOR CLASS INFORMATION

**SENIOR ACTIVITIES** - Non-compliance with the school attendance policy, misconduct, 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 pass all required courses.

**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.

**SENIOR DRIVING PRIVILEGES** - Senior driving and parking is a privilege governed by school policy. Approval will be based on: an approved internship, student grades, attendance history (lateness and absences), and valid MVC (license, insurance, and registration) documentation. Both the student and parent/guardian are required to complete and sign this form which is available only on-line.

The Senior Driving policies are as follows:

- Your vehicle must be parked in the section of the parking lot identified for student parking only.
  - 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 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 lates are accrued** 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 the posted limit while on campus.
  - All motor vehicle accidents on the premises must be immediately reported to the Bergen Community College Public Safety Department and School Administration.
- **Failure to comply with the parking or other school policies will result in the revocation of driving privileges for a time-frame determined by the school administration.**

*The Bergen County Technical Schools accept no responsibility for accidents and/or vandalism occurring on school property.*

**SENIOR INTERNSHIP** - The Senior Experience 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 that are relevant to their intern position.

An internship is not an employment experience as much as it is a learning experience. The program is a board approved graduation requirement. Therefore, its grade will contribute to students' GPAs. Student interns report directly to the internship every Wednesday during the academic year for the full business day.

**SENIOR CLASS ATTENDANCE (2021-2022)** - ATHS Seniors year is designed to prepare students for post-secondary success by providing a bridge year in which students primarily follow a college schedule. In spite of the large number of college classes, ATHS seniors are still high school students at Bergen County Technical Schools and must follow all board policies set forth by the board of education. When taking college classes, students are also expected to follow all policies and procedures as set forth by Bergen Community College.

During the 21-22 school year, many of the college classes will be delivered on-line. If a student is registered for a college class that is delivered entirely on-line, they may attend that class virtually from home. If the Bergen Community College class are listed as in-person, students must go to ATHS, sign in, and then report to their college class. All high school classes will be delivered in-person and students will be required to attend these class in-person at ATHS. There is no on-line or hybrid option for in-person high school and college classes.

For daily attendance, seniors will also be assigned a homeroom with their guidance counselor. All students will be required to attend homeroom Monday, Tuesday, Thursday and Friday. Virtual students will log into homeroom using Zoom and must be visible in the camera in order to be marked present. Students who do not attend homeroom or who are not visible to the instructor will be marked as absent in Powerschool. As in any other year, students must meet all of the attendance policies as set forth by district board policy. Excessive absence can result in loss of course credit. Bergen Community College has very strict attendance policies for their classes as well. Failure to adhere to the BCC attendance policies can result in loss of course credit and ultimately jeopardize the student's graduation status. If a student needs to miss school it is important that you notify our attendance monitor and also email the individual college professors.

Every Wednesday all seniors must report to their internship. In the event that a student cannot report to internship they must notify our SEL coordinator as well as notify their mentor.