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WARREN COUNTY TECHNICAL SCHOOL COMMITMENT TO QUALITY AND EXCELLENCE

Commitment To Quality And Excellence

At Warren County Technical School it is our belief in extracting excellence everyday, from our students, staff and administration.

By providing a warm, nurturing, dignified, and professional atmosphere through pedagogical precepts, the educational staff at Warren Tech will meet the needs and expectations of its students.

Educational Philosophy

At Warren County Technical School, we believe that a comprehensive learning environment provides opportunities for all students to develop to their fullest potential and to be productive members of a rapidly changing global and technological society.

Education is an ongoing process, which stimulates the acquisition of knowledge and provides students with the appropriate strategies for integrating learned information into life in the twenty-first century. Therefore, we expect students to be actively involved in their intellectual development, with their teachers acting as catalysts in the learning process.

We expect excellence in all areas of learning as we strive to develop opportunities for technical, academic, and personal achievement through the cooperation of students, staff, parents and the community in an atmosphere of mutual respect.

The high school program represents a compendium experience of classroom instruction, work experience, on-the-job training, and participation in student organizations. These experiences are designed to provide students with academic and technical competencies, positive work values and leadership skills.

2007-2008 School Year Goals

The following goals reflect the implementation of this philosophy.

- To maintain quality in all facets of WCTS.
- Develop job entry skill levels.
- To improve skills in obtaining information, solving problems, thinking critically, and communicating effectively.
- To help each student understand and practice equity and tolerance.
- To encourage the acquisition of knowledge, skills, and understanding that permits each student to play a satisfying and responsible role as both producer and consumer.
- To develop respect for authority, personal and private property, and to understand and develop satisfying and responsible social relationships.
- To promote the knowledge, habits and attitudes that encourages personal and public health both physically and mentally.
- To appreciate creativity in the arts.
- To instill an understanding of ethical principles and values and to instill the desire to apply them to the student's own life.
- To develop an understanding of the student's own worth, abilities, potentials and limitations, and to take pride in their work.
- To appreciate and enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning thru adaptation and change.
- To maintain a liaison with industry for job placement.
- To work/learn in conjunction with the core curriculum standards.
- To constantly increase working knowledge of technology.
- To exhibit school pride.

Warren County Technical School

Board of Education

Harold Warne, President

David Shotwell, Vice-President

Bradley Bartow

Judith Chamberlain

Gus Rutledge

Ellen Johnson

John LaPorta

Administration

Mr. Robert Glowacky, Chief School Administrator
Geta S. Vogel, Vice Principal/ Director of Continuing Education
Christine Werner, Board Secretary, Business Administrator
Christopher Kinney, Director of Student Services

Coordinators

Maria Heaton, Adult Basic Education
Robert Zebrowski, Technology Information Manager
Ray Gara, Cooperative Industrial Education

Special Services

Geta Vogel & Linda Mullin, Learning Specialists
Helen Liebow, Social Worker
David Meltz, School Psychologist
Linda Syvarth, Speech and Language Specialist

Secretarial Staff

Linda Reed, Administrative Assistant to the CSA
Barbara Harrison, High School Administrative Secretary
Ann Viebrock, Administrative Assistant to Business Administrator
Marcia Stieh, Guidance Administrative Secretary
Mary Jane Ader, Administrative Secretary to Vice Principal
Tracy Kappus, Administrative Secretary - Special Services
Dawn Teada, Payroll and Budgets
Virginia Bush, Board Office Secretary

Building And Grounds

Terry Cappello
Joyce Coleman
James Donovan
David Gittins
Tony Lanari
Scott Pohl, Supervisor
Judy Rasley
Fred Stecker
William Winters

Faculty

Cathy Bennett	Cosmetology
Brooke Berlin	Guidance Counselor
Elizabeth Berger	Business Management
Judy Brandt	Physical Education/Health
Patricia Colabella	Mathematics
Rena Cornella	Special Ed./Retail Careers
Gerald Cummins	Law & Public Safety
Cathleen Daniels	Commercial Arts
Joseph Delesky	Culinary Arts
Andrew Discasani	Health Sciences
Vincent Fattorusso	Graphic Arts
Ray Gara	CIE Coordinator
John Harrold	Machine Trades
David Houck	Physical Education/Health
Debra Kessel	Physical Education/Health
Amanda Latella	Art
Jan Laballerte	Theater Arts
Daniel Lawrence	Building Trades/Cabinetry
Ellen LePera	Special Education
David Lettice	English
Timothy Longacre	Automotive Technology
William Lowe	Automotive Technology
Jeanne McCormick	Mathematics
George Mellors	Engineering & Design/Science
Walter Menegus	Welding
John Metroke	Electronics
Lorraine Miller	English
Linda Mullin	Speech & Language
Kenneth Muller	Science
Joseph Orchulli	Guidance Counselor
Kathleen Parisi	English
Richard Patricia	Communications
Connie Piccola	Mathematics
Terry Roberts	Biology
Sue Ellen Roseberry	Special Education
Chris Shick	Social Studies
Colleen Schiller	School Nurse
Ross Segreaves	Spanish
Jasmine Slowik	English
Linda Syvarth	Speech Language Therapist
Fran Tomeo	Cosmetology
Nancy Tribble	Social Studies
Scott Vaglio	Spanish
Jay Werkheiser	Science
Robin Woolf	Special Education
Edward Yarusinsky	Social Studies

Job Description B Teacher

Qualification: New Jersey Secondary Teacher Certification
Reports: Principal or Designee
Job Goal: To strive for the preparation and delivery of program to facilitate all students reaching for their maximum potential.

Performance Responsibilities

1. Implement by instruction and action the District's philosophy of education, instructional goals and objectives.
2. Promote satisfactory pupil progress and growth toward instructional objectives.
3. In planning assignments, select various techniques and approaches leading to the educational growth of students that will meet curricular objectives.
4. Select books and instructional aids and maintain required inventory records. Arrange supplemental educational activities such as field experiences, speakers, and student records.
5. Maintain on-going communication with school counselors.
6. Maintain classroom environment conducive to learning.
7. Continually appraise student progress, maintain timely and accurate information.
8. Maintain a collegial relationship with all members of the faculty and other school personnel.
9. Maintain professional competence through cooperation in professional development and growth activities as specified in the Individual Professional Improvement Plan.
10. Participate in curriculum development programs, faculty committees and sponsorship of student activities.
11. Be punctual, maintain regular attendance at school and attend meetings accordingly.

Teacher Attendance and Tardiness

Teachers have 2 personal, 2 family illness days, & 10 sick days to use according to the current negotiated contract.

IF YOU KNOW AHEAD OF TIME THAT YOU WILL BE OUT FOLLOW THE DIRECTIONS BELOW:

1. Log onto Edsolconsol.com
2. Click on the Link to “Access Partnership Sites”
3. This will lead you to Ed Solutions Main Page.
4. You will need to log on with the username and password that has been given to you.
5. Click on PERSONNEL and then FINANCIAL PROCESSES.
6. Next click on Absence Request.
7. Fill out screen and submit.
8. You will receive an e-mail stating approval within a few days.

EMERGENCY LESSON PLANS WILL BE KEPT IN A CLEARLY LABELED FOLDER IN THE TOP DRAWER OF YOUR DESK

IF YOU DID NOT EXPECT TO BE LATE OR ABSENT, PLEASE FOLLOW THIS PROCEDURE BELOW:

1. Call Barbara Harrison at (908) 689-8945 the night before or no later than 6:00 a.m. on the day of the absence.
2. Teachers, who are going to be late, should call Barbara as soon as possible at (908) 835-2839 and advise as to their expected time of arrival and specific class coverage needed.
3. Upon return to school from an absence, teachers will complete the absence form on Edsolconsol.com.
4. Personal leave may be requested and approved by the administrative team 48 hours in advance of such leave.
5. In the event of School closing, staff members will be notified via the emergency notification chain (snow chain) Announcements will also be made on the following radio and TV stations:

FM		AM		TV
WHCY	106.3 FM	WAEB	790	WFMZ-TV Channel 69
WVPO/WSBG	93.5 FM	WRNJ	1510	RCN Cable Channel 14
WAEB	104.1 FM	WVPO	840	

1. Normal school hours for teachers will be 8:00 a.m. to 3:00 p.m.
2. Any teacher who must leave the school during the day before 3:00 p.m. must receive permission from the C.S.A. or Vice Principal.
3. In the event of a delayed opening, teachers should report to their assigned duty by 10:00 a.m.

Substitute Teachers

All substitute teachers have been board approved. Substitute teachers will be used for the following reasons:

1. When faculty members are ill, disabled, or unable to report to work.
2. When faculty members have been released by the Administration for various pre-approved reasons.

Please follow the below guidelines to make for a smooth transition for the substitute as well as your students:

1. Teachers may request a specific substitute.
2. Materials for substitutes must be available in plain sight in the classroom to include:
 - a. Class role book and seating chart.
 - b. All necessary instructional materials.
 - c. Substitute handbook.
 - d. Master attendance list.
 - e. Cut Sheet.
 - f. Substitute form to be completed at the end of the school day.
 - g. In-School telephone directory.
3. Upon return to school, please update your emergency lesson plans.
4. Unless otherwise instructed, substitutes will not grade papers.

Textbooks

Faculty members are responsible for maintaining an inventory of textbooks for their courses. Textbooks are to be distributed to assigned students in September and collected at the end of the year. Please have students put their names in their books when assigned. A careful record is to be kept of all books that are issued to students. It is the teacher's responsibility to see that the texts are free of all bias.

The teachers should enter inventory on STI. Individual teachers must provide the Main Office with an accurate list of all fines that are to be collected.

Lesson Plans

ALL LESSON PLANS MUST BE ON STI. NO EXCEPTIONS!

An administrator will be periodically checking lesson plans.

Please note the lesson plan review schedule in your mailboxes or e-mail.

1. Teachers *must* utilize the curriculum as a living document or a work in progress.
2. Daily plans should include:
 1. Objectives
 2. Procedures
 3. Activities
 4. Assessment
 5. Technology
3. A good lesson plan should include a variety of instructional methods. Cooperative learning, brief lectures, reading and writing activities should be balanced allowing for continuous student participation. Questions utilizing the various levels of Blooms Taxonomy should be employed to stimulate student interest and response. Appropriate wait time should be provided and students may be allotted time to formulate answers in writing before presenting ideas to the class. Each lesson should include the important components of review and evaluation. Guided Practice should be used as a tool to reinforce daily objectives. All students, regardless of learning style and ability, should feel supported and challenged in all learning environments in our school.

District Homework Policy

Independent Practice is a required element of every course taught at Warren County Technical School. To improve student learning, it is essential that all students be given the opportunity to practice what is taught in their classrooms. The evolution of study skills must be an integral part of our students' education. The assignment of academically appropriate guided practice is an extension of classroom instruction and supports instructional objectives. It is our policy that independent practice will be assigned within the needs and abilities of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that independent practice might not always be paper and pencil tasks.

It is good practice for parents and siblings to be as involved as possible with independent practice assignments. It is expected that high school level students should complete an average of two hours of independent practice. Independent practice assignments should not constitute more than 20% of the grade.

The Warren County Board of Education recognizes regular, purposeful guided practice as an essential component of the instructional process at Warren Tech. Independent practice is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular guided practice provides opportunities for practice and drill, the application of skills already learned, and the development of independent study skills, enrichment activities, and self-discipline. Independent practice should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. In light of the major purposes for guided practice, it is not to be assigned as punishment for students or for disciplinary reasons.

Homework

1. The amount of assigned Independent practice varies but should be reasonable.
2. Assignments should generally reflect elements of the following:
 - a. Practice of principles discussed in class.
 - b. Through differentiated instruction, challenge the students' abilities as defined and reflected in Gardner and Multiple Intelligences Theory.

Make-up Homework Policy

1. Students must be absent for **three consecutive days** in order for the Guidance Department to collect guided practice from teachers.
2. **Students will have one day to make up work for each day absent.**
Ex. If a student is out for 3-days and then tries to hand make-up work on his/her fourth day back, no credit will be granted.
3. Parents must call the guidance office at (908) 835-2819 to arrange to obtain work as provided by the teacher.

4. A twenty-four hour waiting period is necessary in order for us to get Homework from all teachers.
5. When a student is going to be absent for a pre-scheduled event (i.e., doctor's appointment), that student is responsible for getting work in advance from their teachers.

IEPs

IEPs are now located on the F: Drive. According to federal law, you will need to read and become aware of the modifications and accommodations that are necessary for each student. **The IEPs will no longer be distributed to you in paper form.**

To Access IEPs

- Each student will have their own folder that will consist of the IEP for the current year and possibly a template for the next year.
- It is recommended that you print out a copy of the accommodations sheet found in the IEP and maintain them for your records.
- Please remember that the IEP and its contents are a work in progress and will change as the student progresses.

When You Need to Write on the PLEP (Present Level of Educational Performance)

- You will be asked to input the performance level of the classified student for your subject area, which will come in the form of e-mail from the Child Study Team.

The e-mail will contain a word document in which will require your

Administrative Guide

Evaluation of Teaching Staff Member

Proper evaluation is an essential part of all education. The basis of evaluation includes the following elements, but is not limited to them. Therefore, the benefits of this process far exceed these objectives:

1. Procedure: Pre-Conference. Observation, then Post-Conference.
2. Identification of strengths and weaknesses B a first step toward improvement.
3. Denote elements of classroom management that may need intervention.
4. Documentation of desired outcomes.
5. Information useful in educational planning and decision making with respect to new approaches and instructional material.
6. Assess the on-going progress on the Professional Improvement Plan.
7. Tenured teachers are observed at least once a year.

Non-tenured observed a minimum of three times per year.

1. Pre-observation conference refers to the announcement of an observation within the next 15 days. The pre-observation conference may include plan books, grade books, discussion of classroom atmosphere and other appropriate topics. The observation conference is designed to promote a better understanding between teacher and evaluator thus leading to effective communication.
2. Observation refers to observable data as assessed by an evaluator on performance throughout the year.
 - a) A member of the Administrative or supervisory staff who holds an appropriate certificate for the supervision of instruction and has been appointed by the Superintendent to observe and evaluate teaching staff member(s) shall conduct the observation of teaching staff members.
 - b) Non-tenured teachers are observed a minimum of three times per year. Tenured teachers are observed once a year. There is no maximum.
 - c) In the case of the non-tenured teaching staff member who is not regularly assigned to classroom instruction, the evaluator shall confer with the employee three times a year. Tenured teaching staff members, not regularly assigned to classroom instruction, shall confer with the evaluator at the beginning of each semester. Together, they shall review those general duties in the performance of which the employee shall be observed. The evaluator shall record each separate instance of observation and the activity observed.
 - d) The supervisor will make a recording of actual activities in the classroom in the form of an anecdotal record. The record will be an aid to both the supervisor and teacher to promote a better understanding of the events in the classroom on a given day as a basis for future evaluations.
 - e) The supervisor will attempt to space the observations evenly and to have them reflect a true reorientation of the responsibilities of that staff member through his/her observations.

3. Criteria and Indicators

- a) The teacher=s performance is measured with reference to the job description and the criteria on the evaluation form.
- b) The expectations of the evaluator will be shared with the staff member.
- c) Professional Improvement Plans focus on specific areas of professional growth. Wherever possible, these improvement plans should include in-service programs, which use local district resources. Staff should have easy access to the required assistance and programs should be relevant to the needs of the staff. The opportunity to turnkey train should also be considered in the plan. The improvement plans should provide a basis for the focus of the evaluation and the types of assistance to be expected in the forthcoming year.

4. The evaluation form is completed by the supervisor and discussed with the teacher. The following activities will take place:

- a) The supervisor will schedule a post conference after the evaluation.
- b) The staff member and the supervisor will discuss the observation and the evaluation and determine areas of competence and improvement, making ample provision for clear, personalized, constructive feedback and recognition of achievement.
- c) The staff member will sign the observation, conference report, and other data collected which are retained for the purposes of evaluation. The signature *does not* indicate agreement, but verifies that the teacher has seen the materials. Signed copies of the observation and conference reports must be forwarded to the teacher, Principal and Superintendent.
- d) If the staff member is not satisfied with the findings of the supervisor, an addendum may be written explaining or questioning the evaluation. The evaluator may at his/her discretion, attach a written report to the addendum.

5. The Annual Review Performance Conference is intended to provide for a summative of the year=s work and to identify strategies for improvement where necessary and to recognize achievement and good practices.

- a) Should be prepared by a certified supervisor who has participated in the evaluation of the teaching staff member. This report shall include, but not be limited to:
 - i. Review of the performance of the teaching staff member based upon the job description.
 - ii. Review of the teaching staff member=s progress toward the objectives of the individual Professional Improvement Plan developed at the previous annual conference.
 - iii. Review of the Annual Written Performance Report and the signing of said report within 5 working days of the review.
 - iv. Provide adequate time for the feedback conference in order to cover the topics of discussion required and to permit a full exploration of the possible solutions to any problem identified.
 - v. A one-on-one conference, which will assure the confidentiality of the discussion and the rights of both parties. Exceptions may be made by either a teacher or supervisor requesting a representative to be present.

- vi. These reports must be prepared in a narrative form and contain evidence (observable data) to support conclusions of the performance of the teaching staff and the effectiveness of the progress.
6. The Annual Written Performance Report will include:
 - a) Areas of strength.
 - b) Areas needing improvement based upon the job description.
 - c) A summary of available indicators of pupil progress and growth, and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the individual teaching staff member.
 - d) Provisions for the performance data which have not been included in the report prepared by the supervisor to be entered into the record by the evaluated teacher within 10 working days after the signing of the report.
 - e) The instrument to be used will be the Annual Written Performance Report Form and must be completed by the supervisor, signed by the teacher, and on file before the conclusion of the school year.
 7. The Professional Improvement Plan shall include the following:
 - a) Professional Improvement Plans focus on specific areas of professional growth.

After School Procedures

Students may see teachers for extra help, attend after school tutoring, use the library, play sports, watch a game, or participate in a club/activity. **Loitering or Ahanging out@ in the school after hours is not an option.** Any student not engaged in or at the aforementioned activities, will be placed in administrative detention. On the day of an evening activity, students are not permitted to remain in the building after school unless there is a faculty member who is willing to stay with them.

After School Tutoring

Tutoring is offered Monday through Thursday, from 3:00 p.m. to 4:55 p.m., in all academic areas. Please check with your guidance counselor for more details. Students attending tutoring may go home on the late bus. Students should sign-up for the late bus in the cafeteria during their lunch period. Teachers will issue late bus passes to the students during the tutorial period.

Class Advisors

Freshman - Brooke Berlin
Sophomore - Dave Meltz
Junior - Jasmine Slowik
Senior - Joe Delesky

Board Approved
Clubs and After School Activities

After School Tutoring (Monday-Thursday) unless otherwise noted

Anime/Manga Club	Jasmine Slowik
Art Club	Amanda Latella
Board Game Club	Nancy Tribble
Cartoon Club	Lindsay Szabo
CCG/RP Club	Jasmine Slowik
Chess Club	Jay Werkheiser
Excalibur/Literacy Art Magazine Club	Connie Piccola
The Explorers Club	Jerry Cummins
Fall Intramural Club	Judy Brandt
Graphic Arts Club	Vinnie Fattorusso
Key Club	Vinnie Fattorusso
Machine Shop Club	John Harrold
Math Club	Jeannie McCormick
Music, Arts & Crafts Club	Robin Woolf
National Honor Society	Lori Miller
Peer Mediation	Dave Meltz
Photography Club	Vinnie Fattorusso
Robotics	John Harrold
Shakespeare and Other Great Writers	Robin Woolf
Skills USA	Ed Yarusinsky
Ski Club	Judy Brandt and Cathy Bennett
Weightlifting Club	T.B.A.
Quiz Bowl Club	Nancy Tribble
Yearbook Club	Joe Delesky

Library Rules

1. The Library is used for three purposes: *Research, Reading and Writing*. Use of the Library is strongly recommended and encouraged for all of our students. We are very fortunate to have the County Library in our school. A wealth of information and tools are available for use including:
 - a) Internet
 - b) Videos
 - c) Books on tape
 - d) Periodicals

By following these few simple rules, the Library can be a place for all of us to learn.

2. Teachers wishing to bring their classes to the Library must first schedule their visit with the school librarian. Teachers are solely responsible for any students they bring to the Library. **County librarians may not supervise classes.**
3. The *reading* areas of the Library may be used for that purpose only.
4. No one is to be admitted to the Library without a pass, unless accompanied by a teacher. Upon entering the facility, students must sign the attendance sheet.
5. Before leaving the Library, students should return magazines and newspapers to their racks, and books to their proper places on the shelves.
6. Books may be checked out for one month. Reference books and reserved books may be checked overnight or for the weekend.
7. Current magazines may *NOT* be checked out of the Library. Back issues may be checked out overnight or for the weekend.
8. If a student loses or damages a book or other Library material, he/she must pay for them.
9. No more than four (4) students are to be seated at one table. Push all chairs into the table before leaving the Library.
10. Students wishing to go to the Library after school *must* obtain a pass from a teacher.

Role Of Mentor Teachers

Mentor teachers shall not participate in decisions, which may have a bearing on the employment or certification of provisional teachers. They shall not assess or evaluate the performance of professional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege.

Examination For Cause

The Board of Education may, in accordance with law, require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health. (See Board policy #3161 for more detailed coverage)

Conflict Of Interest (#3214)

No teaching staff member or the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in conflict with the proper discharge of the teaching staff member=s duties.

No teacher shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No teacher shall act in his/her official capacity in any matter where he/she has a direct or indirect personal financial interest.

No teacher shall accept a gift, favor, service or other thing of value under circumstances from which it be reasonably inferred that such a gift, service, or other thing of value was given or offered for the purpose of influencing the teaching staff member in the discharge of his/her duties.

The Board discourages the presentation of gifts to teachers by pupils and their parents or legal guardians, because it may embarrass pupils with limited means and give the appearance of currying favors.

The Board directs that teachers instruct their students to express their appreciation by means other than gifts.

Teachers may receive gifts of nominal value from pupils or parents/legal guardians.

Dress and Grooming

A teacher=s conduct and dress should be professionally appropriate.

Tobacco, Alcohol, Drugs, and Gambling While on Duty - #3218

Tobacco - Warren County Technical School is a smoke free facility. Use of any tobacco products by employees is prohibited.

Alcohol - The consumption and/or possession of alcoholic beverages on school property by persons of legal age is prohibited by NJSA 2C: 33-15 and the Board of Education.

Drugs - The possession or use of prohibited substances, or being under the influence of prohibited substances, shall be penalized in accordance with NJSA 24:21-20 et seq. and only by the Board of Education under Tenure Hearing Law.

Gambling - (in any form) is not permitted *anywhere* on school property

Home Room Procedures

Homeroom period begins at 8:02 a.m. At 8:06 a.m. the first period bell will sound. First period teachers will take attendance, and see that all students watch/listen to the morning announcements over the ITV system. Morning announcements are posted every morning on the Warren Tech web site.

Student Discipline/Management

All staff members should always ask themselves, what would be the best outcome if this were my child? Discipline in the main is a function of classroom management and will always begin with the teacher. Teachers should make a special effort to be firm, fair, and consistent with all students. When problems arise, the teacher should utilize corrective measures, such as warnings, teacher based detentions, and parent conferences. After all these measures fail, the student should be referred to the Administration.

As with all disciplinary procedures, penalties are left up to the discretion of the Warren County Technical School Administration.

The detention monitor will report the name of any student who does not report to the room. Moreover, the student may not be dismissed from the classroom for any reason.

Affirmative Action

It is the policy of Warren County Technical School to provide equal educational and employment opportunities regardless of gender, race, color, religion, national origin, handicap, social, lifestyle preference, vocal accent, or economic status. Copies of the District=s School and Affirmative Action Plan and Grievance Procedures are available in the high school office. (Board of Educational Policy #0410

Sexual Harassment Prohibition Procedures

Any person, who alleges sexual harassment by any staff member or student in the District, will use the procedure detailed for presenting all grievances first to the supervisor of the person involved, and then to the Chief School Administrator. The Chief School Administrator shall advise the complainant how to formalize a complaint under the District requirements, the Federal, as well as under the Civil Rights Act of 1964, as amended.

Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual=s status, nor will it affect future employment, grades, or work assignments.

The right to confidentiality, both of the complainant and the accused, will be respected with the school District=s legal obligations and with the necessity to investigate allegations of misconduct, and to take corrective actions when this conduct has occurred. The Chief School Administrator shall report to the Board appropriately.

Sanctions

A substantial charge against a staff member in the District shall, if proven, subject such staff member to disciplinary action, possible loss of increment, or discharge.

A substantial charge against a student in the school District shall, if proven, subject that student-to-student disciplinary action, including suspension or expulsion, consistent with student disciplinary policy.

Sanctions For Non-Compliance

Sanctions for non-compliance provide for progressive penalties, including where appropriate, verbal and written warnings, transfers, suspensions, withholding of increments, reduced compensation, dismissal and referral for prosecution. These sanctions are in harmony with existing law, including, but not limited to, just cause provision, rights to notice, and appeal. (Board of Education Policy #4118).

Notice Of Policy

Notice of the policy and regulation will be circulated and incorporated with Affirmative Action information in handbooks and District documents.

Officers

Christopher Kinney - 504 Compliance Officer
Geta Sanders-Vogel- Affirmative Action Officer

Corporal Punishment

New Jersey School Law specifically prohibits the use of *any* form of corporal punishment and inappropriate language to that effect.

Pupil Supervision

All pupils must be supervised at all times. This includes periods of time before school, during school, between classes, and after school. Teachers are asked to make a special effort to monitor student behavior between class periods by standing at their classroom doors. **Teachers on hall duty should be constantly**

monitoring the halls, checking the boys= and girls= lavatories, and observing the parking lot and the rear of the building. Teachers must report suspect situations, and question students as to why they are not in class. Furthermore, teachers are to discourage public displays of affection, rowdiness, and other inappropriate behaviors. *No passes are to be issued the first or last ten minutes of class.*

Daily Bulletin

1. The daily bulletin will be posted on the Internet each morning.
2. Please have all announcements to be included in the daily bulletin e-mailed to Tracey Kappus at wcts.announcements@warrennet.org by 2:30 pm of the preceding day, Monday through Thursday, and by noon on Fridays.
3. Items meant to be confidential should not be placed in the daily bulletin.

Calendar

1. A current calendar of events will be posted on the bulletin board in the Main Office.
2. All special events including field trips are to be entered on the calendar for the month.
3. In order to avoid conflicts, all calendar items must be approved by the Vice Principal or administrative designee and given to Mary Jane Ader to be included in the calendar.

Visitors

1. All visitors, including parents, must go directly to the Main Office. Visitors must have a visitor's pass and sign the visitor log in book stating the purpose of their visit. Student visitors must have 48-hours prior approval through the Principal's office.
2. Visitors to classrooms **will not** be permitted without the express consent of the Principal or designee.
3. Sales people will not be permitted to interrupt classes. Teachers, who wish to talk to sales people, demonstrators, parents, or other persons not officially connected with the school, must do so during their prep period or after school.
4. Teachers must report immediately any disturbance caused by visitors.
5. Post-graduates, who wish a visitor's pass, must procure one from the Main Office. Visiting is only permitted after 3:00 dismissal.

Purchase Orders

Faculty generating purchase orders will have the yellow copy of the purchase order along with any attachments placed in their mailbox. When all materials are received, the green copy of the purchase order should be signed within twenty-four hours and given to Barbara Harrison. Please see Mr. Kinney or Mrs. Vogel if you need assistance filling out the purchase order.

Fundraising

The Vice-Principal prior to distribution of materials to students must approve all fundraisers.

Teachers Needing Students During Other Teacher's Instruction Time

If you need a student during another teacher's instruction time, the student must secure permission from the other teacher. This includes all shop activities that may arise. Please plan thoroughly to allow for adequate time. The final decision rests with the teacher whose class is being missed.

Passes

1. Students must never be permitted to leave a class, an assembly, the cafeteria, or other activities without a properly executed pass signed by the authorizing person. Please put the exact time on the pass, not the period.
2. No passes will be issued during the first 10 minutes, or the last 10 minutes of each period.
3. Teachers may request additional supplies of passes from the Main Office. Please do not send a student to pick up passes for you. Under no circumstances will passes be given to students.
4. Teachers must never permit a student to enter their area of supervision without a properly executed pass if the student is not their regularly assigned student.
5. Whenever a group of students must be sent to the media center, Nurse, etc., an accurate listing must accompany the group.
6. Academic teachers are not to originate a pass for a student to go to a shop nor should shop teachers originate a pass for a student to go to an academic classroom, without mutual authorization.
7. The Administrative Team, Guidance Personnel, Special Services staff, or the Nurse, reserve the right to call a student for a conference during *any* class, but every courtesy will be extended to the teacher in considering the work of the student when the request is made.
8. Except for an emergency, students are not to report to the Nurse without first requesting a pass from their classroom teacher.

Lunchroom Proctors

To insure an orderly environment in the cafeteria, the following rules must be enforced:

1. Please move about the cafeteria to monitor students at all times. Please do not stand in one area talking to another monitor.
2. The responsibility for monitoring student behavior is to be shared among all proctors. The proctors themselves can agree upon specific duties.

General rules:

1. Please report to the cafeteria on time.
2. Students may not leave the cafeteria during the first ten minutes of the lunch period, except to go to the Library. Students must obtain a pass to leave the cafeteria for:
 - a. Telephone (3 minute calls only)
 - b. Bathroom
 - c. Library (after all students have been served lunch)
3. Please make sure all students sign in/out.
4. At the beginning of the period, one proctor must monitor the lunch lines and one must monitor the hallways around the cafeteria and check the parking lot to make sure students are not leaving the building.

5. After all students have been served, one proctor must circulate about the cafeteria, and one proctor should assume hall duty adjacent to the restrooms to monitor students going to the Library and lavatory. The hallway proctor should remind students that if they smell of cigarette smoke when they come out of the bathrooms, they will be charged with a smoking violation. The hallway proctor should also stop in the Library and make sure those students are acting appropriate Only one phone pass may be issued at a time.
6. No students are permitted to go to any activities until their area is cleaned up and their tray is disposed of properly.
7. Students will be placed in assigned seats if inappropriate behavior is displayed.

Money Transactions

All money collected by teachers for various projects, events, etc., must be registered with the Business office.

1. Students will be given receipts for money and will sign for goods under consignment. Exact accounts must be kept pertaining to amounts received for each project, including the patron.
2. Teachers must prepare deposits immediately after a school function or activity, and record such deposits on the appropriate deposit slips provided in the Board Office.
3. Deposits should be turned in to Dawn Teada.

Shop Projects and Supplies

All student projects, which involve the use of school materials, must be paid for prior to being removed from the school.

All projects done in shops will require a job work order. Shops will be required to account for all materials, which are utilized and/or exhausted in their shops.

Purchase Of Materials And Supplies

Requests for supplies should be submitted on the standard purchase order. Materials must not be ordered without prior approval of the administrative team, and all requests must be within the constraints of the budget for the school year. Requests for software purchases and/or installation should first be submitted to the Technology Coordinator, then to the Business Administrator for approval.

Field Experiences

Teachers must submit all requests for field experiences to the Vice Principal. The necessary forms may be obtained in the high school Main Office. The completed forms *must* include educational justification for the trip and a detailed itinerary. As soon as the trip is approved, the teacher will place the trip on the master calendar in the Main Office. Teachers must indicate on the request form the need

for substitutes or class coverage. An up-to-date list of students participating must be submitted to the Main Office prior to leaving. A first aid kit must be carried on the bus. Please check with the school Nurse for any students requiring medication, and what arrangements need to be made for administering same. Also, please be sure to check for any other special needs, i.e., diabetes, epilepsy, food allergies, asthma, etc. All school rules apply on field trip experiences.

Grading System Purpose

The purpose of grading is to assist pupils in the process of learning; all grading systems will be subject to continued review and revision to that end.

Grading

The instructional staff will utilize a numerical grading system with 66 as the minimum passing grade. *No grade below 50 may be recorded without Administrative approval.*

Grade Preparation

1. Each student must be informed of the grade expectations. Course objective and grading should also be distributed to each student. A copy should also be signed by the parent and returned to the teacher. Teachers should retain the record throughout the year. This information should also be shared with parents at Back to School Night.
2. Each student must be kept informed of his/her progress during the course of study. Pupils are entitled to see their grades upon request.
3. Pupils should be encouraged to evaluate their own achievements.

Grade Validation

In order to justify a grade, please keep the following records:

1. Daily attendance/tardiness.
2. All quiz grades, test grades, written and oral reports.
3. Grades for term papers.
4. The weight of each grade.
5. Documentation of any parent/pupil conferences.

Tests & Quizzes - Academic

1. At least two major tests and four unit or chapter tests should be given each marking period. (A major test would cover approximately five weeks.)
2. Oral and written quizzes should be used frequently to evaluate student progress on a day-to-day basis.
3. Students should be given the opportunity to complete special assignments or projects for make-up or extra credit purposes.
4. The marking period average should be determined using the following

general formula. (The final grade in a course shall be the average of the four marking period grades. Final examinations, which must be given in all courses, will represent up to 20% of the fourth marking period grade)

5. A senior research paper is required.

Technical Subjects

1. A grade will be assigned daily, representing the subject competencies.
2. Oral/written quizzes, performance assessments, and tests, should be used frequently to evaluate students.
3. The marking period average should be determined using the following general formula:

Incompletes

An incomplete (INC) may be recorded in place of a grade during the first three marking periods. The teacher may give an INC if the student was absent and did not have ample time to complete the assignments before the marking period ended. Teachers must remove the grade of incomplete within three weeks after the conclusion of any marking period.

An INC may *not* be given for the fourth marking period. If a student's work is incomplete during the fourth marking period, a grade must be determined based on the work completed while taking into account the factors involved in the student's failure to complete all assignments. *Exceptions to this regulation must be approved by the Administration.* Please be sure to have thorough documentation of all students work.

Final Examinations

Final examinations and make-up examinations will be administered to all students during the last two days of school. Faculty members will be provided with detailed instructions for administering these examinations at the appropriate time.

Fire Drill Instructions

Please Read and Understand the Significance of the Fire Drill in Your Classroom.

Please locate your exit as soon as possible, so that you will be prepared and will therefore know which exit to use in the event of a fire or fire drill.

It is important that each class use its assigned exit in order to empty the building as quickly and safely as possible.

Remember the following steps when the fire alarm sounds:

1. Close all windows.
2. Turn off all lights.
3. Close the classroom door.
4. Walk from the room down the hall to your assigned exit. Stay in the middle of your group so that you can react to both ends of the class line.
5. Walk at least 500 feet from the building.
6. Class registers of students enrolled in that section, **MUST** be carried by the classroom teacher, and attendance must be taken as part of the fire drill procedure.
7. Teachers must encourage their students to maintain silence.

Teachers should review this information on the first day of school and periodically throughout the year so that the information is familiar to students in case of emergency.

Code C Procedures

Teachers Please Follow These Instructions:

STAY CALM! STAY CALM! STAY CALM!

1. Promptly clear the halls and restrooms of any students and close and lock classroom doors immediately.
2. Turn off lights and pull shades down.
3. Advise students to turn off all cell phones.
4. Promptly take attendance and turn on television to building channel, and determine that computers are on and ready for alert via e-mail.

Place **RED** Emergency Card on the door for *any* of the following reasons:

If you need assistance: Write why you need assistance on the sign

You are missing student(s) who belongs in your class: Identify by name.

Example: *Ellen Jones*

You have additional student(s) in your classroom. Identify by name.

Example: *+Joe Smith*

You have a student with a medical need.

Place **GREEN** Card on the door if everything is O.K.

The absence of a card placement will alert authorities of emergency.

5. Follow instructions given on the PA system, have students quietly sit on the floor.
6. Permit no one to leave the room.
7. Ignore all bells until further notice.
8. No student or employee should ever attempt to confront or subdue an armed intruder or menacing person.
9. In the event of a violent/armed intruder refer all media questions to the Superintendent.

If you have a medical emergency call the office immediately. Otherwise, please do not use the telephone.

In the event that an armed and dangerous intruder is spotted on campus, CODE-C alarm will be sent over the PA system and will consist of the following:

Student Health Concerns

1. Gloves - All staff members will be issued a pair of latex gloves. Do not handle any bodily fluids **whatsoever** without a pair of gloves. Safety glasses also help. Our school Nurse will present an annual in-service training on handling blood-borne pathogens.
2. Student Accidents - Students who are injured on school property are the responsibility of the teacher. Please follow these procedures:
 - b) If the student is not seriously injured, ask another student or teacher to take the student to the Nurse.
 - c) Call the Nurse at ext. 5530, if in your judgment the pupil should not be moved.
 - d) If the Nurse is not available, request assistance from the Main Office.
3. Major Injuries or Illness - In case of severe injuries, notify the C.S.A., Vice Principal or Director of Student Services. When an ambulance is required follow these procedures:
 - a) Notify the parent.
 - b) Unless a parent specifies which hospital a student is to be transported to, students will be taken to Warren Hospital.
4. Keep the student quiet and warm. Reassure the student. Try to determine the type of injury.
5. If there is bleeding, apply direct pressure with a clean cloth, while wearing gloves.
6. **DO NOT** move the student.

In the absence of the Nurse, i.e., extracurricular activities, contact the parent stating the degree of injury to the student. The parent can advise as to the preferred hospital or physician. If necessary, (always in case of head, neck, or back injury) request an ambulance for transportation. If unable to contact the parent, the Athletic Director, Vice Principal, or an Administrator will designate someone to accompany the student. Always notify the parent of circumstances related to the injury and complete an accident form and return it to the Nurse. If an ambulance is required and the Nurse is not present, a narrative report must accompany the accident report to be given to the Principal.

Minor Illness or Injury of a student
7. After obtaining a pass, students must report immediately to the Nurse's Office.
8. If a student becomes ill during class, the teacher should send the student to the Nurse's Office. If necessary, have another student accompany the ill student.

Minor injury of a student:

Send the injured student to the Nurse's Office accompanied by another student if necessary.

Complete an accident report and return it to the Nurse within 24- hours.

Teacher Health Concerns

1. **Teacher Injury On The Job**
 - a. If injured at any time in the course of your professional assignments, please report the information to the Nurse as soon as possible.
 - b. Warren County Technical School covers all employees with a Workmen's Compensation Insurance Policy. If you lose any time from work as a result of injury on the job, you will be covered by this policy. The forms to be completed are in the Nurse's Office.

2. **Student Health Procedures**
 - a. At the beginning of the school year, a confidential health list will be compiled on all students and will be available in the Nurse's Office for teachers.
 - b. Any student taking medication must keep it in the Nurse's Office where the Nurse will administer it to the student. (See student handbook on **MEDICATION** for further details)
 - c. All students suspected of a contagious or infectious disease, will be excluded from activities by the school Nurse.

Student Attendance Appeals Procedure

Because of possible unforeseen factors, which may create hardships relating to the attendance policy, an appeals procedure is available to students.

The appeals procedure may be initiated by any of the listed individuals: parent or guardian, adult student, guidance advocate, Special Services/C.S.T. advocate, or community/government agency advocate.

1. **Appeal to the Attendance Appeals Committee-** A District Attendance Appeals Committee will hear cases brought by petition on behalf of the impacted student.

The committee will be composed of five (5) people, each serving in one of the following capacities:

- Director of Student Services
- Classroom Teacher (2)
- Guidance Counselor
- School Nurse

The committee will review the case, interview the student and the parent (s)/guardian (s), and consider the pertinent facts. The Chair of the Attendance Appeals Committee shall inform the student and parent/guardian of the Appeals Committee decision in writing. The letter will also identify the next step in₂₈the process.

2. **Appeals to the Chief School Administrator** - Appeals to the Chief School Administrator relating to the decision of the Attendance Appeals Committee must be made in writing within 3 school days of receipt of the Committee's decision. The C.S.A. will make the final decision.

Eligibility for Athletic and Co-Curricular Activities

Student eligibility to participate in athletic and co-curricular activities shall be established and monitored according to the following guidelines.

1. The Athletic Director and coaches are directly responsible for monitoring the eligibility of all athletes. Co-curricular advisors are responsible for monitoring the eligibility for all students involved in their respective activities.
2. The Vice Principal, upon recommendation of the Athletic Director, will be responsible for denying eligibility to students.
3. Any student who fails two courses during the marking period immediately preceding the start of the sport/co-curricular activity will be denied eligibility. This includes 4th marking period from the previous year for all fall activities.
4. Upon completion of the third week of the sport/activity, the coach/advisor will distribute a report card to each of their respective participants. At that time, the participants must have each one of their instructors complete the report card and return it to the coach/advisor. This form will be the basis for determining whether or not students need to be placed on a three-week probation period. During this three-week period, the student must make every attempt to bring up their grades or make up any work that is missing. If a student fails to do so, they will be removed from the sport/activity.
5. Any student failing his/her career major at any time during the sport/activity will be removed and immediately placed on probation.
6. Upon completion of the probationary period, the student must be passing all of his/her courses or they will be removed from the sport/activity.
7. Following the initial sign up for a specific sport, additional students may join a team within two weeks of the first practice at the coach's/advisor's discretion. Following this two-week period, a student will only be permitted to join a team by decision of the Athletic Director and/or Vice Principal.
8. After the two-week period following the first team practice, a student will not be permitted to transfer from one sport to another sport within the same season unless approved by the Athletic Director and/or Vice Principal.
9. Students who transfer₂₉ from another school

District will be eligible to join a team up to the halfway point of that season (as determined by the number of regular season games).

10. Any student who arrives at school with an unexcused tardy after 10:55 a.m. will not be allowed to participate in any extra curricular activities that day.
11. An athlete must complete five (5) practices before participating in a game of scrimmage.
12. Any student spending 42 minutes or more in the Nurse's Office on the day of a game or activity may not participate that day.

13. Students who are on Out Of School Suspension may not participate in any activities.

All appeals concerning eligibility will be brought to the Athletic Director and/or Vice Principal.

School Dance Rules

There will be **no smoking** in any part of the building or on the school grounds. Any student violating this policy will be subject to **disciplinary action, and a charge filed in Municipal Court**. Any guest of a student breaking this rule will be requested to leave the dance.

1. Any students leaving the building once the dance has begun will not be readmitted.
2. Any student displaying signs of inappropriate behavior will be removed from the dance.
3. Students will only be admitted with student identification.
4. Any student(s) **suspected of drug or alcohol use will be subject to all disciplinary procedures described in the school's substance abuse policy.**
5. Overt displays of affection will not be tolerated in public.
6. Any student wishing to sponsor a dance may solicit the help of an instructor or a class advisor who can file the appropriate forms in the main office.
7. There must be a minimum of four weeks notice when scheduling a dance.
8. All students who attend dances must have a parent or guardian provide a ride home **IMMEDIATELY** following the scheduled activity.
9. No hats or any other head covering will be permitted.
10. No cell phones may be used once the dance has started. They may be used at the end of the dance to contact parents.
11. Students are not permitted to stay at school during the interim period on the scheduled day of a dance.
12. Dances are normally scheduled from 7:00 p.m. to 10:00 p.m.
13. All the rules that apply during the school day, also apply in the evening, including dress code rules.

Advisor Duties

1. Obtain Vice Principal's approval for the date at least two (2) weeks in advance by filling out a Facilities Use Form.
2. Prepare a budget for the activity.
3. The Administrator on duty should close the dance immediately if drinking, drugs, or students' behavior becomes a problem.
4. Determine that requisitions are in for all monies needed for the dance and that you personally approved all requisitions for money.
5. Be present the entire time whenever your group is working on the dance.
6. Be in the building at least 45 minutes prior to the start of the dance and remain until all students have left.
7. Be present or have another chaperone at the sign-in table:

- a) The same dress code applies at the dance, as during the school day.
 - b) All students pay for admission.
8. The person doing the security monitors the parking area and sends everyone inside or home if appropriate and in keeping with procedure.
 9. Inform the custodian that no one goes beyond the dance area and ascertain that the gates are in place to prevent students from passing these points.
 10. Ascertain that the entrance is covered at all times by a chaperone.
 11. See that clean up is taken care of properly.
 12. Inform custodian when you are leaving and that he/she should make sure everything is locked.
 13. See that the deposits of all monies are made by the next school day.
 14. Issue vouchers for payment of bills within three (3) days after the event.

Chaperone Duties

1. Be present at the scheduled starting time and remain until the ending time of the dance.
2. Know the dance rules and see that they are enforced.
3. Assist dance advisor.
4. Circulate among the students.
5. Keep students within the area of the activity.
6. See that no one smokes, uses alcohol, or engages in sexual misconduct.
7. See that dress regulations are adhered to throughout the dance.
8. Make frequent periodic checks of the boys' and girls' lavatories.
9. Address any discipline problems that arise.

Sexual Harassment (#4352)

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature that would not have happened but for the employee's gender. Whenever submission to such conduct is made, a condition of employment or basis for an employment decision, or when such conduct is severe and pervasive and has the purpose or effect of unreasonably altering or interfering with work performance or creating an intimidating, hostile, or offensive working environment.

Pupil Rights (#5700)

Students have rights. All faculty members must respect the right of each pupil to equal treatment and equal access to the educational program, the due process of the law, freedom of expression and association, and the privacy of his/her own thoughts.

With the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the policies and regulations of Warren Tech.

As students differ in age and maturity, so they differ in the ability to assume both the rights and the concomitant responsibilities of citizenship. Accordingly, the exercise of each right will be granted with due regard for the degree of responsibility possessed by the pupil and the pupil's need for continuing guidance and control.

A pupil who has reached the age of majority and is emancipated possesses the full rights of an adult and may issue authorizations previously delegated to his parent or legal guardian. The adult student is fully responsible for his/her educational performance, attendance, compliance with District regulations, and care of school property. The parent or legal guardian will continue to be informed of the progress.

Report Cards
Important Dates
2006-2007

1st Marking Period

October 2, 3 & 4	HSPA Testing (Mathematics and Language Arts Literacy
October 9, 10 & 11	HSPA Make-up Testing
October 13 th	Interims due in Guidance
November 7 th	End of marking period
November 16 th	Grade are due in Guidance
November 19 th	Marks verification forms back to Guidance
November 20 th	Report cards mailed

2nd Marking Period

December 14 th	Interims due in Guidance
January 25 th	End of marking period
February 1 st	Grades are due in Guidance
February 3 rd	Marks verification forms back to Guidance
February 4 th	Report cards mailed

3rd Marking Period

March 3,4,5 & 6	HPSA (Science for first time eleventh grade students only
	Mathematics & Language Arts Literacy
April 29 th	Interims due in Guidance
March 10, 11, 12 & 13	HSPA Regular Testing (Science, Mathematics Language Arts
	Literacy
April 11 th	End of marking period
April 18 th	Grades are due in Guidance
April 21 st	Marks verification forms back to Guidance
April 22 nd	Report cards mailed

4th Marking Period

May 9 th	Interims due in Guidance
June 11 th	End of marking period (final exam grades are due 24 hours after you give your exam)
June 12 th	Final grades are due in Guidance

*Those students who are in danger of failing must be notified of the interim grade posting by the teacher.

WHO TO SEE FOR WHAT.....

- 504 Compliance & Plans- Chris Kinney x 5509
- Athletics- Vin Fattorusso x 4487
- Benefits- Pension- Dawn Teada x 6617
- Benefits- Medical & Dental- Ginny Bush x 6616
- Cooperative Industrial Education (CIE)- Ray Gara x 5541
- Class Coverage- Barb Harrison x 5539
- Clubs/After School Activities- MJ Ader x 5511
- Curriculum Questions- Chris Kinney x 5509
- Disciplinary Procedures- Geta Vogel x 5524
- Facilities Use- Tracey Kappus x 5527
- Field trips- Barb Harrison x 5529
- Grades-Marcia Stieh x 5519 or Chris Kinney x 5509
- Guidance Paperwork Questions- Marcia Stieh x 5519
- Intervention & Referral Services- Chris Kinney x 5509
- IEP Questions- (CST) Tracey Kappus x 5527
- Keys- Barb Harrison x 5529
- Lockers – Mary Jane Ader x 5511
- Maintenance & Classroom Repairs- Scott Pohl x 5535
- Payroll- Dawn Teada (B.O.) x 6617
- Petty Cash- Barb Harrison x 5529
- Requisitions/ Purchase Orders- Ginny Bush x 6616
- Scheduling- Chris Kinney x 5509
- School Forms- Barb Harrison or MJ Ader x 5511
- School Policy and Procedure- Robert Glowacky x 6613
- Staff Attendance & Professional days- Barb Harrison x 5529
- STI Questions- Robert Zebrowski x 5532
- Student Issues- Appropriate Administration
- Academic- Associated Guidance Counselor
 - Brooke Berlin (Last Name beginning with A-L) x 5520
 - Joe Orchulli (Last Name beginning with M-Z) x 5521
 - Behavior- Geta Vogel x 5524
 - Spec. Ed.- (CST)
 - Dave Meltz x 5533
 - Helen Liebow x 5525
 - Linda Syvarth (Speech) x 5526

- Supplies- Barb Harrison x 5539
- Technological Questions- Rob Zebrowski x 5532
- Transportation Issues- Ann Viebrock x 6618
- Tutoring Payroll Barb Harrison x 5539

Warren County Technical School

STI Grade Comment List

Code Comment

- 1 No Comment
- 3 EFFORT NOT CONSISTENT
- 5 NOT SERIOUS ABOUT WORK
- 7 POOR ATTENDANCE
- 9 HOMEWORK NOT TURNED IN
- 11 NEEDS TO RETURN FORMS
- 13 NEEDS TO STUDY MORE FOR TESTS
- 15 UNABLE TO CONTACT/PLEASE CALL
- 17 DISRUPTIVE IN CLASS
- 19 LACK OF CLASSROOM MATERIALS
- 21 NEEDS TO LISTEN ATTENTIVELY
- 24 SUBJECT DIFFICULT FOR STUDENT
- 26 DOES NOT COOPERATE
- 28 PLEASE CALL FOR A CONFERENCE
- 30 POOR ATTITUDE
- 32 FAILED TO MAKE UP WORK
- 34 MISSED WORK BECAUSE OF ABSENCES
- 36 POOR PARTICIPATION IN P.E.
- 39 DID NOT HAND IN RESEARCH PROJECT
- 41 FAILED TO TURN IN WORK
- 43 DIFFICULTY WORKING IN GROUPS
- 46 BELOW GRADE LEVEL
- 49 WORK INCONSISTENT
- 53 GOOD WORK HABITS
- 55 COOPERATIVE
- 57 EXCELLENT LAB WORK
- 59 PARTICIPATES IN CLASS
- 61 WRITES WELL
- 64 WORKS WELL IN GROUPS
- 66 WORKS INDEPENDENTLY
- 68 SHOWS INITIATIVE
- 70 GOOD GRADES-POOR BEHAVIOR
- 74 EXCEPTIONALLY TALENTED
- 77 POSITIVE ATTITUDE TOWARDS WORK
- 79 WORKS WELL WITH PEERS
- 82 GOOD TEST SCORES
- 84 SHOWED EXTRA EFFORT
- 89 GRADES FROM BOTH SCHOOLS

Code Comment

- 2 SHOWS MINIMAL EFFORT
- 4 NOT PREPARED FOR CLASS
- 6 CARELESS WITH SUPPLIES
- 8 FAILS TO PAY ATTENTION
- 10 CHEATING ON
TEST/HOMEWORK
- 12 IN DANGER OF
FAILING CLASS
- 14 LACKS SELF-MOTIVATION
- 16 STUDENT NEEDS HELP
AT HOME
- 18 TALKS TOO MUCH
- 20 OFTEN UNPREPARED
FOR CLASS
- 23 BREAKS CLASSROOM
RULES
- 25 BEHAVIOR NEEDS TO
IMPROVE
- 27 DISCOURTEOUS
- 29 FAILS TO FOLLOW INSRUCTIONS
- 31 POOR TEST GRADES
- 33 FAILED TO TURN IN
NOTEBOOK
- 35 IMPROPER DRESS IN
P.E.
- 38 DID NOT COMPLETE LAB WORK
- 40 NOT WILLING TO DO
SHOP WORK
- 42 FAILED TO TURN IN
WORK ON TIME
- 45 RUDE/DISRESPECTFUL
- 47 DID NOT COMPLETE RESEARCH
PROJECT
- 52 SHOWS IMPROVEMENT
- 54 GOOD ATTITUDE
- 56 PREPARED
- 58 A PLEASURE
TO TEACH
- 60

COMPREHENDS
WELL
62 EXCELLENT CLASS
PRESENTATIONS
65 CONSISTENT WORK ETHIC
67 ACCEPTS RESPONSIBILITY
69 GOOD BEHAVIOR-POOR STUDY
HABITS
72 SATISFACTORY WORK
76 EAGER TO LEARN
78 TIMELY WITH
ASSIGNMENTS
80 A POSITIVE
LEADER
83 GOOD NOTEBOOK
86 AVERAGE FROM PREVIOUS
SCHOOL
99 INAPPROPRIATE LANGUAGE

ADDRESSES AND PHONE NUMBERS

Warren County Technical School
1500 Route 57
Washington, NJ 07882-3538

Phone (908) 689-0122

Fax (908) 689-7699

Absence - Barbara Harrison (908) 689-8945

Board of Education - (908) 689-7650

State Police - (908) 689-3100

First Aid - 911

Website: <http://www.warrennet.org/warrentech>

Daily Bulletin: <http://www.warrenent.org/dailybulletin/dailybulletin>E-mail: last

Miscellaneous Forms

The following forms can be found in the faculty room in a filing cabinet.

- ❖ Checklist Evaluation for Instructional Materials
- ❖ Dental Forms
- ❖ Discipline Referrals
- ❖ Drug Test Packet
- ❖ Mileage Forms
- ❖ Requisitions
- ❖ School Calendars
- ❖ Staff Parking Permit Forms
- ❖ Supply Lists
- ❖ Tax Exempt Forms
- ❖ Textbook Evaluation Forms
- ❖ Vouchers

