

## **Affirmative Action**

The Warren County Technical School Board of Education shall, in accordance with law, strive to overcome the effects of any previous patterns of discrimination in school and classroom practices and shall systematically monitor district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

### **Affirmative Action Officer: Geta Vogel**

The Vice Principal shall serve as Affirmative Action Officer and shall coordinate all activities designed to implement this policy. The Affirmative Action Officer shall identify and recommend the correction or removal of impermissible bias based on race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability.

### **Section 504 Compliance Officer: Christopher Kinney**

Warren County Tech ensures prompt and equitable resolution of complaints alleging violation of the Americans with Disabilities Act. Title II states, in part, that "no qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of a public entity, or be subjected to discrimination by any such entity. The 504 plan and its modifications are an integral part of providing these assurances.

## **After School Procedures**

A late bus is provided to take students to their area of the county Monday through Thursday at 5:00. All students taking a late bus need to sign-up for the late bus in the cafeteria by the end of the lunch period. All students staying after school should be in an activity by 3:05. Any student(s) not in an activity by this time will be placed in detention.

Students will be dismissed from their activity at 4:55 p.m. via the intercom. If a student leaves an activity before 4:55, they must sign-out in the office; if a parent is present to pick the

student up before the end of the activity, the teacher will be called and notified that a parent is present to pick the student up. Otherwise, the student is not to be dismissed from the after school activity.

### **Attendance Policy**

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

Prolonged or repeated absences, excused or unexcused, from school or from class, deprives the pupil of the classroom experience deemed essential to learning and may result in retention at grade level or loss of credit toward the high school diploma in accordance with policies of the Board.

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

### **General Attendance Procedures**

1. On the morning of the first day of absence, parents or guardians are urged to call the absenteeism line at 689-0122 and press 1 to report their child absent.
2. ALL written excuses, including medical, dental, and legal, **must** be presented to the office within **two (2) school days** after that student first returns to school. If a note has not been received within two (2) school days, the absence will be considered an unexcused absence.
3. Notes should be brought to the office before homeroom, at lunchtime or after school.

### **Unexcused Absences**

1. Students will be limited to ten (10) unexcused absences per semester and sixteen (16) unexcused absences per year. Students with more than five (5) unexcused absences in a course for the marking period will receive no credit.

2. **Truancy / Cutting** is any time a student is absent from class without permission. Under these conditions, the student will not be permitted to make up any work missed during the truancy/cut and will receive an “F” for said class.

### **Tardiness**

In order for our school to provide an effective educational program, it is important for students to report to school on time. A student is tardy if he/she is not in his/her assigned class when the bell rings for that class and does not have a proper late pass. The penalty for lateness is detention.

- **School Tardiness** – Any arrival after 8:02 a.m. must report to the main office to sign in and receive a pass.
- **Class Tardiness** – Arrival any time after class bell. Unexcused lateness to class will be handled initially as a matter between the teacher and the student. The teacher has the discretion to issue a teacher detention before the Vice-Principal takes any discipline action. Guidance Counselors will telephone parents if the tardiness continues.
- **Three unexcused tardies** to school will equal one central detention and one unexcused absence.

### **Make-up Work Provision**

Pupils absent from school for any reason are responsible for the completion of assignments missed because of their absence. **Students will have one day to make up the work for each day absent. After that point, no credit will be awarded unless given teacher approval.** No student excused for a religious holiday shall be deprived of an award or eligibility to compete for an award or the opportunity to make up a test given on the religious holiday.

### **Parent Notification of Unexcused Absences**

1. After the fifth (5<sup>th</sup>) unexcused absence, a letter will be sent home to the parent.

2. After the tenth (10<sup>th</sup>) unexcused cumulative absence for the year, the parents or guardians will be notified in writing.
3. After sixteen (16) cumulative absences for the year, a notification letter is sent home to the parent.
4. On the seventeenth (17<sup>th</sup>) day of unexcused absences, the student will lose credit for the year.

### Appeals

1. Students may appeal their attendance status to the Attendance Appeal Committee.
2. If dissatisfied with the decision of the attendance appeal committee, students may appeal their loss of credit, in writing.
3. The decision of the Chief School Administrator is final.

### Excused Absences

It is recognized that circumstances may prevent a student from attending school. Only extreme and unavoidable circumstances may be excused. In the event a student is absent for any of the reasons listed below, and presents the required documentation, it will be considered an excused absence.

1. **Medical** – Illness of the student verified by a doctor by written note. *(Note must be received in the office within two days of the return from absence.)*
2. **Religious** – All absences for religious holidays as approved, however, a note must be submitted by the student, to the main office, one (1) day in advance in order to be excused.
3. **Death in Family** – Absences attributed to the death of a close family member and authorized by a parent or guardian.
4. **Court Attendance** – Absence as a result of a court mandate and substantiated by a legal document.
5. **College Visitations and Driver's Test** – May be considered an excused absence if a note is submitted for consideration at least one (1) day in advance.
6. **Emergencies** – Absences as a result of an emergency as determined by the CSA or Vice Principal.

## Athletic Eligibility

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 administrative team 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 the 4th marking period of 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 students 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 coaches/advisor's discretion. Following this two-week period, a student will only be permitted to join a team based

upon the decision of the Athletic Director and/or 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 administrative team.
9. Students who transfer 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 10:55am 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 or 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 serving an out-of-school or in-school suspension may not participate in any activities.**
14. All appeals concerning eligibility will be brought to the administrative team.

**Athletic Coordinator: Vincent Fattorusso**

**Parking for all Athletic Events is in the student/teacher parking lot only. Parking is not permitted behind the building.**

### **Athletic Programs**

#### **Fall**

Cross Country – Co-ed

Soccer – Co-ed

Volleyball- Girls'

#### **Winter**

Basketball – Girls'

Basketball – Boys’  
 Cheerleading  
**Spring**  
 Baseball – Boys’  
 Softball – Girls’  
**Bell Schedule**

Regular Session	Early Dismissal	Delayed Opening
<b>Homeroom</b> 8:02- 8:06	<b>HomeRoom</b> 8:02- 8:03	<b>Homeroom</b> 10:00-10:01
<b>Period 1</b> 8:06- 8:46	<b>Period 1</b> 8:03- 8:30	<b>Period 1</b> 10:01-10:28
<b>Period 2</b> 8:49- 9:29	<b>Period 2</b> 8:33- 9:00	<b>Period 2</b> 10:31-10:58
<b>Period 3</b> 9:32-10:12	<b>Period 3</b> 9:03- 9:30	<b>Period 3</b> 11:01-11:28
<b>Period 4</b> 10:15-10:55	<b>Period 4</b> 9:33-10:00	<b>Period 4</b> 11:31-11:58
<b>Period 5A</b> 10:58-11:38	<b>Period 5</b> 10:03-10:30	<b>Period 5A</b> 12:01-12:28
<b>Lunch A</b> 10:58-11:23	<b>Period 6</b> 10:33-11:00	<b>Period 5B</b> 12:31-12:58
<b>Period 5B</b> 11:26-12:06	<b>Period 7</b> 11:03-11:30	<b>Period 6</b> 1:01- 1:28
<b>Lunch B</b> 11:41-12:06	<b>Period 8</b> 11:33-12:00	<b>Period 7</b> 1:31- 1:58
<b>Period 6</b> 12:09-12:49	<b>Period 9</b> 12:03-12:30	<b>Period 8</b> 2:01- 2:28
<b>Period 7</b> 12:52- 1:32		<b>Period 9</b> 2:31- 2:58
<b>Period 8</b> 1:35- 2:15		
<b>Period 9</b> 2:18- 2:58		

SCHEDULE FOR ABBREVIATED DAY		
	Start	End
<b>HOME ROOM</b>	8:02	8:43
<b>PERIOD 1</b>		
<b>PERIOD 2</b>	8:46	9:15
<b>PERIOD 3</b>	9:18	9:47
<b>PERIOD 4</b>	9:50	10:19
<b>PERIOD 6</b>	10:22	10:55
<b>PERIOD 5A</b>	10:58	11:38
<b>LUNCH A</b>	1:58	11:23
<b>PERIOD 5B</b>	11:26	12:06
<b>LUNCH B</b>	11:41	12:06
<b>PERIOD 7</b>	12:09	12:36
<b>PERIOD 8</b>	12:39	1:08
<b>PERIOD 9</b>	1:11	1:35

**Bus Conduct**

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

**The bus represents an integral part and an extension of the school system, therefore all the rules that apply at Tech, also apply when on the bus.**

**Students are required to:**

- a. Show respect for the driver at all times.
- b. Enter and leave the bus in turn and no pushing or crowding.
- c. Be seated while the bus is in motion.
- d. Talk in a reasonable tone of voice. No calling out of the bus window. No profane or abusive language.
- e. Keep the bus clean, no littering, or spitting.
- f. Remain in their assigned seat. No extension of any part of the body may protrude out of the window, no jumping over seats, and no throwing of objects.
- g. Refrain from eating or drinking on the bus.
- h. Refrain from smoking on school buses.

Violation of any of the above may result in suspension or expulsion from the bus.

## Calendar

9/04	First Day for Faculty, In-Service Day	2/15-18	President's Weekend (Holiday, No-School)
9/05	First Day for Students		
9/20	Back to School Night	3/3,3/4,3/5, 3/6 (Subject to Change)	11 <sup>th</sup> Grade Regular Administration of HSPA Tests
9/24	Freshman Class trip to Princeton/ Blairstown Center		
10/3,4,5 (Subject to Change)	12 <sup>th</sup> Grade Regular Administration of HSPA Tests	3/12,13,14, 15 (Subject to Change)	11 <sup>th</sup> Grade Make-up HSPA Tests
10/8	County Wide In-Service Day (No- Students)	3/19	<b>St. Patrick's Day Dance</b>
10/10,11, 12 (Subject to Change)	12 <sup>th</sup> Grade Make-up HSPA Testing	3/20	12:30 Early Dismissal (Spring Recess thru March 30)
11/2	<b>PTA Harvest Dance</b>	3/31	Return to School
11/7	End of First Marking Period	4/11	End of 3 <sup>rd</sup> Marking period
11/8-9	NJEA Convention (No-School)	4/21-22	Report Cards Mailed
11/19-20	Report Cards Mailed	5/26	Memorial Day (Holiday, No-School)
11/21	12:30 Early Dismissal (Thanksgiving Break – 22 & 23)	6/06	<b>Freshman to Freshman Dance</b>
12/05	12:30 Early Dismissal for Students (PM In-service teachers)	6/11	End of 4 <sup>th</sup> Marking Period
12/21	12:30 Early Dismissal (Winter Recess thru January 1)	6/12 (Subject to Change)	Graduation - Last day for students
01/01	New Year's Day (Holiday, No School)	6/13	In-Service Day (No Students)
01/02	Return to School	6/16	Last day for teachers to 12 Noon
01/21	Dr. Martin Luther King, Jr. Day (Holiday, No-School)	6/23	Reports cards mailed.
1/25	End of Second Marking Period		
2/04-05	Report Cards Mailed		

## Cheating

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

1. Cheating on examinations, including but not limited to, the non –authorized use of books or notes, the use of crib sheets, copying from other students’ papers, exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted at any time. Plagiarism is defined as use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person, or in any way presenting the work of another person as one’s own.
3. Falsifications, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader’s markings, and other acts that allow for falsely taking credit.
  - A. A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.
  - B. A teacher that believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:
    1. Reprimand the student orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
    2. If warranted, the teacher may file a discipline referral with the Vice Principal.
    3. The Vice-Principal will determine if further discipline of the pupil is appropriate, and will determine the

nature of the discipline on a case-by-case basis.

### **Class Advisors**

Freshmen – Brooke Berlin

Sophomores – Dave Meltz

Juniors – Jasmine Slowik

Seniors – Joe Delesky

### **Cooperative Industrial Education - CIE**

A culminating activity of the Career Major experience at Warren County Tech is the Cooperative Industrial Education program. This program permits students to exchange their senior level shop for an actual work experience. This program is available to senior level students who must maintain eligibility, by achieving passing grades in all their classes, be approved by the Career Major instructor, and have a place in his/her schedule for the related CIE course. Students are reminded that participation in the CIE program is a privilege and can be revoked at any time.

Any questions regarding the CIE program, please contact Mr. Gara.

### **Clubs & After School Activities**

#### **Anime/Manga Club**

Anime (Japanese cartoons) and Manga (Japanese comic books) explore hit movies such as *Princess Mononoke* and *Akira*, and serial/graphic novels such as *Ah, My Goddess* and *Ranma 1/2*. Students are encouraged to bring their own school-appropriate movies or books to read, watch and discuss. Students are also encouraged to try their hand at drawing in the Anime/Manga style and develop their own comics. There are discussions on Japanese culture and history, as well as insight into the imagery, metaphors, and stereotypes in Anime and Manga. So whether you consider yourself new to the genre or an enthusiastic *otaku*, the Anime/Manga club is the place to meet new friends, experience new things, and explore a whole new culture.

**Eligibility:** All Warren Tech students

Advisor: Jasmine Slowik

Meets: Thursdays in room 25

### **Board Game Club**

Students play board games and compete against each other as well as the teacher.

**Eligibility:** Any Warren Tech student

Advisor: Nancy Tribble

Meets: Thursdays from 3:00 – 5:00, starting in the fall and running until December or January.

### **Bowling Club**

Students will compete against other clubs in the area at local lanes.

**Eligibility:** All Warren Tech students in good academic and disciplinary standing.

Advisor: Ken Muller

Meets:

### **CCG/RP Club**

CCG stands for: “Collectible Card Games” and includes strategy card games such as *Magic: The Gathering*, *Yu-Gi-Oh!* and *Munchkin*. RP stands for “Role Playing,” which is a type of interactive fantasy gaming. *Dungeons and Dragons* is one of the most famous RP’s, but others include *Rifts and Vampire: The Masquerade*. Students also play some on-line games such as *Runescape*, and *World of Warcraft*, and students can even bring tabletop battle games such as *Warhammer*.

**Eligibility:** All Warren Tech students

Advisor: Jasmine Slowik

Meets: Wednesdays from 3:00 – 5:00 in room 25

### **Chess Club**

This club is for students who play chess or wish to learn to play. Students play games, review strategies, exchange opening and endgame moves, etc. Students occasionally play chess-related games like Speed Chess and Siamese Chess.

**Eligibility:** Any Warren Tech student

Advisor: Jay Werkheiser

Meets: Thursdays from 3:00 to 5:00 in room 76.

### **Drama Club**

The students in the drama club will practice the techniques and methods of fine acting and stage choreography.

**Eligibility:** Any Warren Tech student interested in the theater.

Advisor: Jan Dawson

Meets: Time & dates TBA Place: Theater

### **The Law Enforcement Police Explorers Club**

This Club, which is chartered by the Boy Scouts of America, provides school security on an as needed basis for special events. Students provide fingerprinting at the 4H Fair and do security for BSA jamboree.

**Eligibility:** Law and Public Safety students

Advisor: Jerry Cummins

Meets: Once a week in room 77.

### **Graphic Arts Club**

This popular medium is studied in its commercial form, as well as its role in fine art prints. Student interests, along with assigned subjects, are used to study composition and design, along with art history, criticism and aesthetics.

**Eligibility:** All Warren Tech Students

Advisor: Vinnie Fattorusso

Meets: 25 hours per year as announced

### **Key Club**

Our Key Club is part of an international organization sponsored by the Kiwanis. Key Club International is host to nearly 5000 clubs worldwide and provides service at many different levels.

**Eligibility:** All Students

Advisor: Vinnie Fattorusso

Meets: 25 hours per year as announced

### **Machine Trades Club**

The Machine Shop Club makes sure that students maintain in-house expertise relating to the machine trades to identify and solve difficult problems through ingenuity and work ethic, and produce quality parts in a cost efficient manner.

**Eligibility:** All Warren Tech students

Advisor: John Harrold

Meets: Wednesdays from 3:00 – 5:00 in room 46

### **National Honor Society**

The National Honor Society is an organization that recognizes the academic, altruistic, and leadership abilities of high school students. Students must meet an established grade point average and apply for entrance into the society. Once a member, the Warren Tech Chapter meets twice a month on Tuesdays, in room 79, to plan and conduct service activities.

**Eligibility:** Sophomores, juniors and seniors who meet the cornerstones of scholastics, leadership, service, and character.

Advisor: Lori Miller

Meets: Twice a month on Tuesdays in room 79

### **Peer Mediation**

This club is designed to provide students with the techniques to effectively and peacefully resolve disputes and the opportunity to practice and refine the use of these techniques. Student volunteers are trained to effectively deal with anger and hostility, promote direct communication between the disputants, engage in principled negotiations, and document agreements. The mediation sessions are confidential and employ the same standards and practices as are employed in professional mediation.

**Eligibility:** Open to all Warren Tech students. Training in peer mediation is required.

Advisor: Dave, Meltz

Meets: On an as needed basis, 25 hours per year

### **Photography Club**

The Photography Club is open to all students interested in photography. Students use cameras to take photos, work on

very basic darkroom techniques, and view photos of professional photographers.

**Eligibility:** All Warren Tech students

Advisor: Vinnie Fattorusso

Meets: 25 hours per year as announced

### **Robotics**

Students help Robotics Team 500 to plan, design and build a robot for competition.

**Eligibility:** All Warren Tech students

Advisor: John Harrold

Meets: Mondays after school from 3:00 – 5:00 in room 46

### **Rockin' Knights**

Students participate in a music ensemble after that will perform periodically throughout the year at different school functions.

**Eligibility:** All Warren Tech students

Advisor: Dave Meltz

Meets: Wednesdays after school from 3:00- 5:00 in the Theater.

### **Skills USA**

Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce on the National, State and local levels. Membership allows students to compete in state and national competition in their career majors and in leadership competitions. Through the efforts of the local officers, our chapter participates in fundraising to defray cost of the annual championships and organizes community service projects that promote citizenship and school spirit.

**Eligibility:** All Warren Tech students are members. Any student is eligible to be an officer.

Advisor: Ed Yarusinsky

Meets: Meetings for officers once a month or as needed.

### **Ski Club**

The Ski Club skis for six Friday nights at Camelback Mountain.

**Eligibility:** Any Warren Tech student, their families and alumni

Advisor: Judy Brandt and Cathy Bennett  
Meets: 6 Friday nights starting in January

### **Student Government**

Students will run for office in their prospective classes and seek to advocate for the students in which they plan activities, and social events.

**Eligibility:** All Warren Tech students in good standing with teachers and administrators.

Advisor: Nancy Tribble

### **Tennis Club**

The tennis club offers students an opportunity to learn and practice the basic of this sport.

**Eligibility:** All Warren Tech students

Advisor: Judy Brandt

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

Monday through Thursday Warren Tech offers students the opportunities to receive small group tutoring on assignments in four subjects: Math, English, Science, and Social Studies. Note: These are general help sessions, not one-on-one remediation.

Special tutoring sessions can be arranged in other academic and vocational areas when that specific teacher feels it necessary.

### **College Visitation For Seniors**

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

### **Daily Announcements**

Daily notices containing information of importance to students are announced during homeroom. Information relative to job opportunities, deadline dates for college admission, application for scholarships, applications for college entrance examination

board tests, special announcements relative to school activities, and other items of concern to students are contained in the announcements and are posted in the main office.

### **Dance Rules**

- A. No guest will be allowed at any dance except for the Prom.
- B. 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.**
- C. Any students leaving the building once the dance has begun will not be readmitted.
- D. Cell phones are not permitted at dances.
- E. Any student displaying signs of inappropriate behavior will be removed from the dance.
- F. Any student(s) **suspected of drug or alcohol use will be subject to all disciplinary procedures described in the school's substance abuse policy.**
- G. Overt displays of affection will not be tolerated in public.
- H. 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.
- I. There must be a minimum of four weeks notice when scheduling a dance.
- J. All students who attend dances must have a parent or guardian provide a ride home **IMMEDIATELY** following the scheduled activity.
- K. No hats or any other head covering will be permitted.
- L. Students are not permitted to stay at school during the interim period on the scheduled day of a dance.
- M. Dances are normally scheduled from 7:00 p.m. to 10:00 p.m.
- N. All the rules that apply during the school day, also apply in the evening, including dress code rules.

## **Defacing And Damaging School Property**

Students found defacing or damaging school property shall be sent immediately to the Vice Principal, where appropriate action will be taken. In all cases, a student will be financially responsible for repair of damage to the school's property.

## **Detention**

The detention room allows students to meet obligations that they may have occurred for a number of reasons: illegal absence, tardiness or discipline. Detention will be held each Monday through Thursday. It is the student's responsibility to serve the detention. **Detention takes precedence above the other school appointments.** This includes detention with a teacher, sports, extracurricular activities, jobs, etc. Only the **administrative team** may excuse a student from detention.

## **Discipline**

The intent of Warren County Technical School is to establish a policy to assure proper order and decorum in the school. Students are required to conduct themselves in an orderly manner and to act with due regard for the supervisory authority of Board of Education employees. Students are expected to respect the educational purpose underlying all school activities, the shared use of school property, and the rights and welfare of other students and adults.

It is expected that the following objectives will be met:

1. The physical and mental health, safety and welfare of students in the school will be protected and an orderly environment will be maintained.
2. Uniform procedures for prompt and thorough handling of matters relating to student discipline in school and on school grounds are established.

All information regarding disciplinary actions taken against the student by the district and information in the student's record received by the district pursuant to N.J.S.A. 2A: 4A-60 shall be maintained in the student's record. This information may be

forwarded to another school district in accordance with N.J.S.A. 18A: 36-19a and N.J.S.A. 18A: 36-25.1 in the event the student transfers to another district.

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

Discipline consequences include lunch detention, after school detention, in-school suspension and out-of-school suspension. Consequences are at the discretion of the Administration, below is a guideline.

<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Bus Violations	Up to 3 days loss of bus privileges and/or 3 lunch or after school detentions	Up to 10 days loss of bus privileges and/or 3 lunch or after school detentions	Removal from bus for the remainder of the school year and/or out of school suspension.
Class Tardiness	Teacher warning	Parent contact by teacher	After school detention. Continued tardiness may result in further disciplinary action or loss of credit.
Cutting Class	After school and/or lunch detention.	Parent conference, lunch detentions, up to 3 days after school detentions or in-school suspension.	Removal from class and loss of credit along with reconsideration of placement at Tech.
Defiance of Authority	Up to 3 days lunch detention and/or after school detention or in school suspension.	Up to three days lunch detention and three days after school detention and/or in school suspension.	Up to 3 days out of school suspension.
Destruction or Damage to School Property	Up to 3 days after school after school or lunch detention and or suspension.	Three days suspension.	Suspension pending hearing with parent/guardian and school CSA.
*All damage or restitution to	destruction to school the school	property will result	in the need to make
Displaying Overt Signs of Affection	Up to 2 days lunch detention and or after school detention.	Up to 3 days lunch detention and or after school detention.	Up to 3 days lunch detention or after school detention and loss of privileges.
Dress Code Violations	Formal warning must change clothes or will be sent home.	Change clothes and lunch or after school detention.	Change clothes and up to three days detention or suspension.
Fighting	Up to 5 days out of school suspension.	Up to 10 days out of school suspension	Suspension, reconsideration of placement at Tech pending hearing with parent/guardian and school administration.
Horseplay	Up to 3 days lunch detention and or after school detention.	3 days lunch detention and 3 days after school detention or in-school suspension.	Up to 3 days suspension.

<b>Behavior</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>
Inappropriate Behavior	Up to 3 days lunch and/or after school detention.	Up to 3 days after school detention and/or in school suspension.	Up to 5 days suspension.
Inappropriate /Improper Use of Technology	Up to 3 days suspension and/or loss of privileges.	Up to 3 days suspension and loss of privileges for the marking period or the remainder of the school year.	Administrative hearing and reconsideration of placement at Tech.
Insubordination	Up to 3 days lunch or after school detention or suspension.	3 days suspension or up to 5 days detention.	Suspension pending hearing with parent/guardian and administration.
Leaving School Without Permission	Up to 3 days after school detention and/or suspension.	Up to 3 days suspension.	Suspension pending hearing with parent/guardian and administration
Plagiarism, Cheating, Stealing, and Extortion	Up to 3 days after school detention suspension	Up to 3 days suspension plus all of the above	Administrative hearing and reconsideration of placement at Tech.
Racial Comments	Up to 3 days detention or suspension.	Up to 5 days detention or suspension.	Up to 7 days detention or suspension.
Smoking, Chewing Tobacco, Snuff, Possession of Tobacco Related Products	Up to 5 days suspension and a complaint filed in Municipal Court.	Up to 10 days suspension, parent conference and a complaint filed in Municipal Court.	Reconsideration of placement at Tech and complaint filed in Municipal Court.
Use or Possession of Drugs, Drug Paraphernalia, Alcohol or Anabolic Steroids	10 day out of school suspension is mandatory. Additional action may be taken as per substance abuse policy including reconsideration of placement at Tech. Police notification.		
Vulgar Language	Up to 3 days lunch and/or after school detention.	Up to 3 days after school detention and/or in school suspension.	Up to 5 days suspension.
Weapons/Facsimile Weapons	Mandatory 10 day out of school suspension is mandatory. Reconsideration of placement at Tech and possible expulsion hearing.		

## Dress Code

### A. General Rules

1. Students are expected to be clean and well groomed in their appearance.
2. Students are expected to avoid extremes in appearance that provoke unusual reactions.
3. Dress or grooming that jeopardizes the health or safety of the student or other students will not be tolerated.
4. Safety is of the highest priority!

### B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing.
2. Skirts, dresses and shorts that end higher than mid thigh. (Must extend to the tips of the fingers when standing.)
3. Bare feet, unsafe footwear, cleated shoes, and footwear intended for the beach.
4. In the classroom, clothing which has been worn in gym class.
5. Clothing that is overly soiled, torn, worn, or defaced.
6. Nonprescription sunglasses, glazed and tinted glasses, except as prescribed by the student's doctor
7. Clothing, apparel and or accessories, which indicate affiliation with any gang, associated with any gang or with criminal activity.
8. Clothing containing profanity or sexual references or innuendoes, double entendre, obscene language, symbols, or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances.

9. Clothing which includes racial or ethnic patches or decorations.
10. Headwear including hats, hoods, visors, headbands and other headgear. (Hats may be worn in career major shop area, if the teacher allows.)
11. Tank tops, half T-shirts, halters, cropped shirts, tube tops, mesh or see through tops without another blouse or shirt.
12. Gym shirts/suits, spandex, exercise wear, swimwear, or any pajama/sleep wear.
13. Chokers, chains, dog collars studded bracelets and belts.
14. Bandanas, headphones, kerchiefs, earmuffs, and any other form of covering on or about the head.
15. Coats are to be placed in student lockers. They are not to be worn in class.

- First offense for violating the dress code (Headwear)- Warning
- Second offense for violating the dress code- Retention of headwear.
- Third offense for violating dress code- School takes rights of ownership of the headwear.

**Administration reserves the right to have any student change their clothes or be sent home.**

## Driving Policies And Procedures

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

1. All students must apply for a parking permit. This will consist of presenting your license, registration, and insurance card for photocopy, and signing a copy of the driving regulations form.
2. All placards must be displayed on the rear view mirror.
3. Improper/unsafe operation of the vehicle will result in driving privileges being revoked.
4. Vehicles must be parked within the white lined spaces.
5. A 10-m.p.h. speed limit is the absolute maximum.
6. Students must leave vehicles immediately upon arrival at school.
7. Students are not to drive behind the school building.
8. Smoking or use of any tobacco products in cars on school property is strictly prohibited.
9. West driveway, Phillipsburg side, is the ***only*** permitted entrance/exit. The driveway in front of the school may not be used.
10. At dismissal time, all drivers are to leave school immediately. No loitering please. **Students granted driving privileges may not transport in their vehicle, anyone other than an immediate member of the family, unless otherwise approved on each occasion by a member of the administrative team. Any student wishing to go in another student's vehicle must have a parent/guardian note, with a daytime phone number for verification purposes, specifically indicating that they may ride with that driver.** Notes of a general nature will not be accepted. Violation of this rule will result in the loss of driving privileges for the operator of the car. Additional consequences may be imposed on both the driver and passenger as well.
11. A pupil shall not use their auto to:
  - a. Contain or conceal alcohol or a controlled dangerous substance.
  - b. Transport any pupil except as in # 9.

- c. Leave the campus at any time other than their permitted dismissal time.
11. School buses have first priority. All drivers ***MUST*** yield right of way to all buses and pedestrians.
12. **Repeated late arrivals to school will result in loss of driving privileges. (See "Tardy to School")**

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

Warren County Technical School is a Drug-Free School Zone and both recognize and support the conditions of the law.

### **Early Dismissal**

1. Students requesting early dismissal from school or class shall present to the Main Office a written request from a parent or guardian indicating the time and the reason for the early dismissal. In order to be dismissed from school early, the student must have a note from home approved in advance. Students must be picked up and signed out by a parent. Parent permission via telephone is not acceptable.
2. Early dismissals may be granted for the following reasons and will be considered excused:
  - a. Illness that occurs after a student enters school (verified by the school nurse)
  - b. Approved college visitations.
  - c. Verified medical or dental appointments.
  - d. Verified appointments for a driving test.
  - e. Required court appearances
  - f. Other reasons of an emergency nature approved by an administrator.

### **Electronic Devices**

Student radios, cellular phones/cellular camera phones, cameras, laser pointers or tape/CD/MP3 players are **NOT** permitted in school. **This policy includes the cafeteria setting.**

- **Electronic devices used to and from school must be turned off and in a student's homeroom locker immediately after arriving at school.**

- **Laser pointers are not permitted in school. They will be confiscated and returned only to a parent.**
- **Any cell phone in the school building not in a locker while school is open (including after school activities) will be confiscated and returned to parent upon request. Second violation of cell phone use is a detention along with confiscation. The third offense will result in an out-of-school suspension plus confiscation.**

**\*\*\* No matter what, the cell is only to be released to a parent or guardian.**

### **Emergency Management Plan Procedures**

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

### **Failure Policy**

A student may fail a course if he/she does not successfully complete the required tests, book reports, term papers, lab reports, notebooks or other assigned projects. The student must make arrangements to take summer school classes with the Guidance Department. **If a student fails three or more classes for the year, he or she will be asked to transfer back into their home school district.**

### **Fire Drill Procedures**

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

1. Line up quietly at the door. It is imperative that students remain quiet.
2. Students are to remain with their classes.

3. Teachers will take attendance when outside of the building.
4. Students are to reenter the building in an orderly manner when instructed by their teachers after the all-clear bell rings.
5. Students are to go directly to their classrooms where attendance will be taken again.

### **Freshman Trip**

All freshmen are required to attend an all day outdoor field experience at Princeton-Blairstown Center, New Jersey on Monday, September 24<sup>th</sup>. This field experience will focus on cooperation, problem solving, leadership, the environment, equity, and other skills related to peer relations.

### **Fund Raising Procedures**

Any student who chooses to participate in a fund-raising event for a school club or organization assumes full responsibility for all goods to be sold. Additionally, that student is responsible for any money that was raised as a direct result of the fundraiser. Students who prove to be irresponsible in returning unsold goods or money owed as a result of the fundraiser, will not receive report cards or school records, or be allowed to participate in school-sponsored dances, sporting activities, etc., until all obligations have been fully met and documented by the advisor, coach or instructor. Much of the monies earned through fundraisers are used during the school year to offset costs associated with various activities organized by classes or clubs.

### **Grading Policy**

The marks used on the report cards are as follows:

90-100	Excellent
80-89	Good
70-79	Satisfactory
66-69	Below Average
0-65	Failure
-----	Incomplete

## **Graduation Requirements**

The following are high school graduation requirements as established through state law/regulations or board policy.

1. Satisfactory completion of a Board of Education approved program consisting of:
  - A. 4 years of English
  - B. 1 years of Health/Physical Education for each year of attendance.
  - C. 3 years of Social Studies
  - D. 3 years of Mathematics
  - E. 3 years of Science
  - F. 1 year of Fine, Practical or Performing Arts (visual & theater arts accepted)
  - G. Senior Year Research Paper
  - H. 1 year World Language (2 years recommended for college prep)
  - I. Other minimum requirements listed by shop specialty. Every senior must take and complete a national or state-validated test in their vocational area, e.g., NOCTI.
2. Students are free to select the remaining courses to fill their schedules. Students must take a class every period. There are NO STUDY HALLS.

## **Grievance Procedures**

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

**Section 504 /Compliance Office: Mr. Christopher Kinney**  
**Affirmative Action Officer: Mrs. Geta Vogel**

## **Hall Passes**

Any student who must be in the hall while class is in session must obtain a hall pass before leaving the classroom and the

student must sign out of the classroom that they are leaving. It is the student's responsibility to ask for a hall pass before leaving a class or special area to see a guidance counselor, administrator, school nurse, or to go to the library.

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

### **Harassment, Intimidation And Bullying**

The Warren County Technical School Administration prohibits acts of harassment, intimidation, or bullying. A safe and civil 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 a school's ability to educate its pupils in a safe environment; and since students learn by example, school administrators, faculty, and staff should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any gesture, written (including cyber-bullying), verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is 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
2. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with the orderly operation of the school.

Acts of harassment, intimidation or bullying may also be a student exercising power and control over another student, in either isolated incidents (e.g. intimidation or harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

### **Health Office Procedures**

Except in cases of emergency, students are not to report to the nurse without first requesting a pass from their classroom teacher.

**A teacher may contact the nurse before releasing the student out of the classroom if the student is excessively missing class time for this reason.**

Procedure for the dispensing of medication:

1. All medication to be taken during the day should be given to the nurse.
2. Medication must be in a bottle from the pharmacy. The label should contain the student's name, the name of the medication, and frequency.
3. No medication will be given without a written order from the doctor. The order should contain the same information as item 2.
4. A form granting permission to give medication must be signed by a parent and on file in the nurse's office.

### **Homework Policy**

The Warren County Board of Education recognizes regular, purposeful homework as an essential component of the instructional process at Warren Tech. Homework is an integral factor in fostering the academic achievement of students and in extending school activities into the home and the community. Regular homework provides opportunities for developmental practice, drill, the application of skills already learned, and the development of independent study skills, enrichment activities, and self-discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments.

In light of the major purposes for homework, it is not to be assigned as punishment for students or for disciplinary reasons.

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

- **Students must be absent for three consecutive days in order for the Guidance Department to obtain homework from teachers.**
- Parents must call the guidance office at (908) 835-2819 to arrange for homework collection.
- A twenty-four hour waiting period is necessary in order for us to get homework from all teachers.
- When a student is going to be absent for a scheduled event (i.e., having wisdom teeth pulled), that student is responsible for getting work in advance from their teachers.

### **Students will be responsible for:**

1. Completing assigned homework as directed.
2. Returning homework to the teacher by the designated time.
3. Submitting homework assignments, which reflect careful attention to detail and a high quality of work.
4. Devoting a specified amount of time to reading as part of the homework assignment.
5. **Documenting all homework assignments, requirements and due dates.**
6. Devoting time toward reviewing.

### **Parents' responsibilities include:**

1. Encouraging and supporting the child in his/her performance of homework assigned.
2. Indicating an interest about assignments with some assistance, but not to include performing the work for the child.
3. Supporting the school with regard to the students' assigned homework.
4. Requesting assignments for students when short- term absences are involved.
5. Providing an environment conducive to homework.

## **Honor Roll**

Students will have attained Honor Roll if they receive a marking period average of 85 in every subject for the marking period with no grades are incomplete.

## **High Honor Roll**

Students will have attained High Honor Roll if they received a marking period average of 90 in every subject for the marking period with no grades of incomplete.

## **Injuries/Illness**

Students must have a pass in order to secure the services of the nurse (except in emergencies). In case of illness in the classroom, the office must be notified.

**Students who become ill in school and wish to go home must report to the nurse's office for permission. Those who fail to report will be considered truant.**

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

## **Internet Access Guidelines for Students**

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

Warren Tech prides itself on being on the “cutting edge” of educational technology. All students are encouraged to sign up as soon as possible for e-mail services. In an effort to make technology available to everyone, the following rules will apply:

1. Students will not use the computer network(s) to violate copyrights, institutional or third party copyrights, or other contracts.
2. Students will not use the computer network(s) in a manner that:

- a. Intentionally disrupts network traffic or crashes the network.
- b. Degrades or disrupts equipment or system performance.
- c. Uses computing resources of the school district for commercial purposes, financial gain, or fraud.
- d. Steals data or intellectual property.
- e. Vandalizes files, gains or seeks unauthorized access to files.
- f. Forges electronic messages, invades privacy of others, or post anonymous messages.
- g. Engages in any illegal, immoral, inappropriate, or obscene activities.
- h. Any other items not listed here that do not advance the educational purposes for which computers and the technology are provided.
- i. The official student e-mail is ss.warrennet.org and is the only e-mail that the school and staff will recognize. All students must sign up for Internet use the first week of school.

***Students are reminded that Warren Tech reserves the right to investigate any and all pieces of equipment including reviewing e-mail accounts and Internet visits.***

### **Insurance Guidelines**

The Board of Education provides insurance coverage (at no cost to parents) for all students during the regular school day and while they are involved in school-sponsored activities. However, all claims for any accidents (including sports injuries) must be submitted through the parents' insurance company first. Student insurance coverage serves as a secondary insurance carrier.

## **Laptop, Desktop, Wireless and Handheld Technology**

### **Guidelines**

One of the primary goals of the Warren County Technical School district is to prepare the members of our school community to become technologically literate. As we have progressed from an industrial society to an information society, the projected impact of technology on our lives makes the development of technology literate students an increasingly necessary goal of education. The students of WCTS will be continuously educated in the effective use of technology in the form of telecommunication networks, microcomputers, wireless handheld devices and audio/video equipment. These means of technology are becoming an increasingly important resource for instruction as well as an integral part of the world of work and home. All students are expected to be active participants if they are to be successful at Warren Tech.

The vision of Warren County Technical School for the use of desktop, laptop, handheld and wireless technology is as follows:

1. Students understand what desktop, laptop, wireless and handheld technology can and cannot do, and how technology may be used in the future - in schools, at work, at home and in recreation.
2. Students of all abilities have equal access to desktop, laptop, wireless and handheld for the enhancement of their learning - independent of gender or identified special needs.
3. Students and staff use desktop, laptop, wireless and handheld technology to facilitate instruction in all curricular areas.
4. Students and staff use desktop, laptop, wireless and handheld technology to develop critical thinking skills.
5. Students and staff benefit from a commitment made by the school district to provide equipment and training which will facilitate the use of desktop, laptop, wireless and handheld technology in the instructional setting.

### **Laptop Program**

Students may use a laptop computer for educational purposes. . Some sophomores are assigned student laptops to keep for the year. The incoming freshman will be assigned a laptop to keep for the year. They will be periodically inspected for acceptable use. If you are an upper classmen and would to borrow a computer, please see a member of the Technology Department. Warren Tech has a number of laptops available for loan.

### **Late Bus Procedures**

Late buses are available for students **Monday thru Thursday** for after school activities. Students are required to sign-up for the late bus in the cafeteria during their assigned lunch period. The late buses leave the school promptly at 5:00 p.m.

### **Leaving School Property**

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

### **Library**

1. The Library is to be used for three purposes: reading, writing and research. Reasonable quietness is expected.
2. Students will not be admitted to the library without a pass during the school day, unless an instructor accompanies them. Upon entering the facility, students must sign the attendance sheet, this includes after-school hours.
3. If a student wishes to attend the library after school, they must receive written permission from a librarian prior to the end of the school day.
4. Before leaving the library, magazines and newspapers must be returned to their racks and books should be returned to their proper places on the shelves.

## **Locker Regulations**

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

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

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

## Lost & Found

Students are responsible for returning any unclaimed lost and found items immediately to the main office, to ensure its safe return to the rightful owner. All such items will be donated to charity after 30 days. Once again, students are reminded that valuable items and large sums of money should **not** be brought to school.

## Lunch Regulations

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

1. No student is to eat lunch anywhere but in the cafeteria. All students wishing to purchase hot lunches and/or dessert are to form a single line approaching the appropriate serving area.
2. All plastic utensils and trash must be taken to the containers provided for this purpose.
3. Be sure that the table is clean when you leave.
4. Students may use the bathroom facilities during lunch upon request of a pass from a cafeteria monitor. There will be no loitering in the halls or restrooms.
5. The cafeteria monitors have full authority to regulate conduct during lunch periods.
6. Failure to comply with their directions will result in disciplinary action.
7. **Students are not permitted to consume food or beverages outside the cafeteria.**

## Marking Period Schedule

Report cards showing the record of attendance, tardiness, and grades earned in all subjects are divided into four marking periods.

<b>MARKING PERIOD</b>	<b>END OF MARKING PERIOD</b>
1 <sup>st</sup>	November 7 <sup>th</sup>
2 <sup>nd</sup>	January 25 <sup>th</sup>
3 <sup>rd</sup>	April 11 <sup>th</sup>
4 <sup>th</sup>	June 11 <sup>th</sup>

(All dates are subject to change.)

## Morning Arrival Procedures

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

## Non-Smoking Policy

Smoking within the school or on school property is not permitted. This policy includes time before, during and after school, as well as during school time activities/athletic events. Failure to comply with this rule will result in the following:

- 1<sup>st</sup> offense – 3 detentions
- 2<sup>nd</sup> offense – 1-day suspension
- 3<sup>rd</sup> offense – 3-day suspension

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

## Office Phone Use

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

## Out Of School Suspension/Expulsion

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

## Parent Workshops

**(Preparing for the college process)**

- Fall – Financial Aid Workshop for parents of seniors
- Spring – School/College Workshop for parents of juniors. An invitation will be extended.

## **Progress Reports**

At the mid-point of each marking period, progress reports will be mailed to parents.

## **Protection of Property**

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

## **PTA Information**

The Warren County Technical School PTA is dedicated to assisting the Board of Education, Administration, and Staff and first and foremost the students in whatever capacity deemed appropriate.

### **2007-2008 PTA Officers**

Co-President, Marisol Burgos & Marlene Riva

Vice President, Cathy Morgan

Treasurer, Carol Jacob

Recording Secretary, Karen Read

Corresponding Secretary, Kathy Hubert

Administrative Liaison – Geta Vogel

PTA Email – [wctspta@warrennet.org](mailto:wctspta@warrennet.org)

PTA Website - [www.warrennet.org/wctspta](http://www.warrennet.org/wctspta)

## **Rights & Responsibilities**

The Administration at Warren County Technical School recognizes that students possess both the right to a free public education and the rights of citizenship. In granting students the educational opportunities to which they are entitled, the school shall provide them with the nurture, counsel, and custodial care appropriate to students' ages and maturity. At the same time, the school will respect the right of each student to equal treatment and equal access to the educational program, the due

process of law, freedom of expression and association, and the privacy of his or her own thoughts. Attendant on the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others and compliance with the policies and regulations of this district. (N.J.S.A. 9:17B-1. N.J.S.A. 18:A 36-20)

### **Safety Rules For Shops**

1. Students must have a current emergency card on file in the Health Office before any shop work may begin.
2. The individual safety rules to be followed in each shop will be presented by the shop instructor and posted in that shop. Students are expected to demonstrate comprehension of these rules and to follow them exactly.
3. Students who violate safety rules will not be allowed to participate in the school's education program.

### **Schedule Change Procedures**

All students will select courses for the next school year during January and February. Prior to scheduling, each student will review this course of study with his or her guidance counselor. Counselors will provide relevant information for each grade level orientation.

Every student is given an appointment for an individual scheduling interview. Parents are encouraged to participate in this important conference. Before the interview, students are expected to: review this course of study booklet, follow all scheduling procedures, and obtain necessary signatures.

**NOTE: Course Profile Booklet can be found on the staff /student shared drives, as well as the school's website.**

**Schedule changes should be done the last week of August with an appointment with the guidance counselor.**

**As of October 1<sup>st</sup> 2007, no schedule changes will be made unless warranted by the CST or the administrative team.**

## **Sexual Harassment**

Any person, who alleges sexual harassment by any staff member or student in the district, may use the procedure detailed for presenting all grievances first to the School Administration, and then to the Superintendent. The Superintendent or designee will advise the complainant on how to formalize a complaint under district requirements, and the federal form requirements under 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, grade or work assignments. The right to confidentiality, both of the complainant and the accused, will be respected, consistent 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 Superintendent will report to the Board appropriately. Any form of harassment will not be tolerated and those students or staff members involved in any form of harassment will be dealt with by the Administration accordingly.

## **Snow Cancellations**

In case of inclement weather or other emergency school closings, announcements will be broadcast on the following radio/TV stations:

### **FM**

WHCY 106.3 FM

WVPO/WSBG 93.5 FM

WAEB 104.1 FM

### **AM**

WAEB 790

WVPO 840

WRNJ 1510

### **Television**

WFMZ-TV Channel 69

## **Student Government**

- 1) Each homeroom will elect two representatives (one representative and one alternate) although both students are expected to attend the meeting.
- 2) The Student Government members will pick the nominees for WCTS President, Vice President, Secretary and Treasurer.
- 3) Only sophomores, juniors and seniors are eligible for Student Government officer positions. Students running for office must have attendance of 95% or better for the previous year. Candidates must have a minimum average of 72% and no Out of School suspensions of 5 days or more.
- 4) The candidates must have a petition with the signatures of a guidance counselor, his/her career major teacher, 20 students, and one administrator.
- 5) The attendance policy will not permit more than two unexcused absences for Student Government Association.
- 6) General responsibilities:
  - a. Lead school activities.
  - b. Act as a liaison to the administration.
  - c. Plan award ceremonies.
  - d. Assist with recruiting efforts.
  - e. Assist at award ceremonies.
  - f. Sit on the school wide planning committee.
  - g. Meet with the administration once monthly.
  - h. Keep bulletin boards for school wide events.
  - i. Encourage student participation in school life.

## **Student Services**

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

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

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

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

Please feel free to contact your student's counselor with any questions that you may have regarding the school, its programs or your child's progress. The counselors are assigned by grade level. Ms. Berlin is responsible for grade 9 students whose last name begins with the letters A-M, all grade 10 students and all post-secondary students. She may be reached at 835-2820. Mr. Orchulli is responsible for grade 9 students whose last name begins with the letters N-Z, and all 11<sup>th</sup> and 12<sup>th</sup> grade students. He may be reached at 835-2821.

### **Substance Abuse Policy**

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

## **Testing Program**

- 1. High School Proficiency Assessments** – The HSPA will be administered in the spring of the 11<sup>th</sup> grade. It is re-administered in the fall and spring of 12<sup>th</sup> grade for students who do not meet the proficiencies.
- 2. The PSAT** is given to all sophomores and juniors planning to attend any institution of higher learning. The test is given in October at Warren County Technical School. The test is voluntary and is paid for by the student.
- 3. The College Entrance Examinations (Scholastic Aptitude Tests)** - Forms are available in the Guidance Office. The student pays all fees.

## **Textbooks**

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

## **Working Papers**

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

## **School Contacts**

Warren County Technical School  
1500 Route 57  
Washington, NJ 07882

Main number (908) 689-0122  
Fax (908) 689-7699

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

### **Faculty e-mail:**

LastNameFirstInitial@warrennet.org  
ex. John Jones  
jonesj@warrennet.org

### **Daily Bulletin:**

[Http://www.warrennet.org/warrentech/dailybulletin/dailybulletin.html](http://www.warrennet.org/warrentech/dailybulletin/dailybulletin.html)

### **Student e-mail:**

LastNameFirstInitial@sms.warrennet.org  
ex. John Jones  
[jonesj@sms.warrennet.org](mailto:jonesj@sms.warrennet.org)