

ESSEX COUNTY VOCATIONAL TECHNICAL SCHOOLS

WEST CALDWELL TECH CAMPUS

620 Passaic Ave, West Caldwell, 07006

973-412-2205

Ayisha Ingram-Robinson, Principal

Joseph G. DiVincenzo, Vice Principal

Central Office

60 Nelson Place, Newark, 07102

973-412-2050

www.essextech.org

This agenda belongs to:

NAME _____

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STUDENT NO. _____



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Hall of Records, Room 405, Newark, New Jersey 07102

973.621.4400 --- 973.621.6343 (Fax)

www.essexcountynj.org

**Joseph N.
DiVincenzo, Jr.**

Essex County
Executive



Dear Students:

WELCOME BACK!

We begin each school year with renewed optimism for you to have the best year at our Essex County Vocational-Technical Schools.

You have a great opportunity ahead as part of a student body that not only learns from textbooks, but gains invaluable hands-on learning experience. Your teachers and counselors are there to guide you and offer their support to help you achieve your goals and my staff and the school administration are working hard to provide you with modern facilities and resources that will benefit you as you move through your academic career and prepare for the future.

We hope that you make the most of your high school experience by excelling academically, while participating in the many clubs, sports teams and other extra-curricular activities we have to offer. We wish you the best of luck and look forward to a happy and productive school year.

Sincerely,

Joseph N. DiVincenzo, Jr.

Essex County Executive

Greetings! I would like to welcome you to the 2016-2017 academic school year.

As I enter the second year as Principal at Essex County West Caldwell Tech. I am elated about the opportunity to again serve the students at Essex County West Caldwell Tech. The team will continue to embark upon the 2016-2017 school year focused and committed to academic success for all students.

My goal as principal is to continue to establish a school culture and educational program that promotes academic excellence. Communication is crucial in this process. Whether it is between administrators and teachers, students and teachers, teacher to teacher, or parents to staff, there should be ongoing communication to ensure success for all.

During this year of transformation and new beginnings, we will continue to maintain a culture of transparency, respect and collaboration. Our doors will remain open daily to parents, community partners, and volunteers. At Essex County West Caldwell Tech, we aim to give every student the very best possible education in order to properly prepare them for life beyond school. We are a 'Learning Community' which encourages staff, students, past students and parents to involve themselves fully in all aspects of school life and to identify themselves with its core values of Respect, Responsibility, Integrity, Cooperation and Achievement.

I look forward to working closely with students, staff, and families of Essex County West Caldwell Tech and the Essex County community.

Educationally yours,

Ayisha Ingram-Robinson
Principal



Essex County Vocational Schools

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Dear Students:

Welcome to the Essex County Vocational Technical School District.

I am proud to be a part of a great district that exemplifies the best of Essex County.

Our schools provide a full-service academic program to complement our wide array of technical and career preparation pathways. Our trained and dedicated faculty and staff will work with you to help accomplish your academic and professional goals. I encourage you to take advantage of all of the extra-curricular activities that are available to you.

Please be aware that each year many students apply for admission to a limited number of placements within our schools. I congratulate you on your admission and expect you continue the tradition of excellence that has become our reputation. In order to maintain your status as a member of the Essex County Vocational Technical Schools you must consistently contribute to your school community by adhering to all of the rules and regulations found within this handbook – this includes focusing on your academics, participating in the school community and maintaining an excellent attendance record.

The administration, faculty and non-instructional staff, with support from our Board of Education, are all committed to providing you with the best opportunities available for your success for your future college and career goals.

Sincerely,

Dr. James M. Pedersen
Superintendent of Schools

LEROY F. SMITH, Jr. PUBLIC SAFETY BUILDING
60 NELSON PLACE, 1 NORTH, NEWARK, NJ 07102 -TELEPHONE (973)-412-2050 - FAX
(973)-242-3041

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SECTION I – ACADEMICS

GRADUATION REQUIREMENTS

A student will be considered eligible to receive a high school diploma after satisfying the following:

- (1) Earning a minimum of 120 credits in core courses that satisfactorily address the NJ Core Curriculum Content Standards and/or Common Core State Standards,
- (2) Satisfying Career Technical Education requirements, and
- (3) Demonstrating competency in statewide approved assessments, in accordance with the minimum requirements of the New Jersey Board of Education (N.J.A.C. 6A:8-5.1 (a)) and the Board of Education of the Essex County Vocational Technical Schools.

The minimum course requirements for graduation are as follows:

- 20 credits of Language Arts Literacy over 4 years.
- 15 credits of Mathematics, including Algebra and Geometry.
- 15 credits of Science (including Biology and one additional laboratory science).
- 15 credits of Social Studies (including one World History).
- 15 credits of Health and Physical Education over 4 years.
- 5 credits of Visual and Performing Arts.
- 5 credits of a World Language.
- 2.5 credits in Financial, Economic, Business, and Entrepreneurial Literacy

* Provisions for alternate credit acquisition will be provided through Option 2 (approved by the building principal) and/or as identified in the Individualized Educational Plan (IEP) of the student.

* For the classes of 2016, 2017, & 2018, cut scores for state approved competency assessments have been set. Students will be able to demonstrate proficiency in both ELA and math by meeting ONE of the criteria in each column below: [N.J.A.C. 6A:8-4.1(b) through (d)]

English Language Arts	Mathematics
PARCC ELA Grade 9 \geq 750 (Level 4) or	PARCC Algebra I \geq 750 (Level 4) or
PARCC ELA Grade 10 \geq 750 (Level 4) or	PARCC Geometry \geq 725 (Level 3) or
PARCC ELA Grade 11 \geq 725 (Level 3) or	PARCC Algebra II \geq 725 (Level 3) or
Prior to 3/1/16 SAT Critical Reading \geq 400; or	Prior to 3/1/16 SAT Math \geq 400; or
3/1/16 or later SAT Evidence-Based Reading and Writing Section \geq 450 OR SAT Reading Test \geq 22	3/1/16 or later SAT Math Section \geq 440 OR SAT Math Test \geq 22
ACT Reading or ACT PLAN Reading \geq 16; or	ACT or ACT PLAN Math \geq 16; or
Accuplacer Write Placer \geq 6; or	Accuplacer Elementary Algebra \geq 76; or
Accuplacer Write Placer ESL \geq 4; or	PSAT10 Math or PSAT/NMSQT
PSAT 10 Reading or PSAT/NMSQT Reading* \geq 40; or PSAT 10 Reading or PSAT/NMSQT Reading ** \geq 22; or	Math * \geq 40; or PSAT10 Math or PSAT/NMSQT Math ** \geq 22; or
ACT Aspire \geq 422; or	ACT Aspire \geq 422; or
ASVAB – AFQT Composite \geq 31; or	ASVAB – AFQT \geq 31; or
Meet the criteria of the NJDOE Portfolio Appeal	Meet the criteria of the NJDOE Portfolio Appeal

Note: * PSAT taken prior to October 2015; **PSAT taken after October 2015.

* As a Vocational-Technical School District, students are required to successfully complete the Career Technical Education (CTE) program coursework and/or participation in the Cooperative Industrial Education/Cooperative Office Education (CIE/COE) work-study program (N.J.A.C. 6A:8-2.2), as requisites for graduation

For more information visit,

http://www.essextech.org/students/student_resources.php

TRANSFER STUDENTS

The number of courses and credits accepted for graduation will be determined by school officials through a review of your official transcript. Students that are accepted, and are deficient in certain core courses/ credits, must attend summer school classes in order to be in good academic standing.

PROMOTION AND RETENTION

Seniors must meet mandatory academic, attendance and Code of Conduct requirements in order to graduate and participate in graduation ceremonies. No student may proceed to the next level course if he or she failed a prerequisite course the previous year. For example, students must pass English 1 before taking English 2; Algebra 1 before taking Algebra 2; Physical Education and Health 1 before taking Physical Education and Health 2.

Students who fail one or two subjects must attend summer school during the year in which they failed. Students who failed and do not attend summer school or who failed a course in summer school may not be readmitted to school without permission from the principal. Students who fail three subjects

or their career and technical education class must be returned to their local school district.

HONOR ROLL AND GRADE WEIGHT

All subjects are taken into account when computing whether a student qualifies for honor roll. Students with an A or B in all subjects will qualify for the Honor Roll. Students with A's in all subjects will be on the High Honor Roll. Honor level and Advanced Placement (AP) courses will carry extra weight and placement will be based on a number of factors, including but not limited to previous academic record, performance on standardized tests, grade point average, and attendance. The school principal will work with teachers and support staff to determine student readiness for higher level courses. The weighted average will be used to determine class Valedictorian and Salutatorian. A list of Honor Roll students will be posted in each school at the end of each marking period and the students will be given a letter from the principal recognizing their Honor Roll achievement. A copy of this letter will be placed in the student's permanent record.

GRADES

The following grading system is in effect:

A+	97-100
A	94-96
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76

C-	70-73
D	65-69
F	55-64

REPORT CARDS

Report cards are mailed to parents/guardians soon after the end of the marking period, and are available in the PowerSchool Parent Portal. Parents who do not understand the report card information or who do not receive a report card should contact the school guidance office immediately. If a student earns D or F grade, parents should contact the counselor or teacher(s) and arrange a parent/teacher conference.

PROGRESS REPORTS

At the middle of each grading period, teachers send progress reports notices to parents via PowerSchool Parent Portal. Parents should contact their child's teacher if there are questions regarding the notices.

SECTION II - STUDENT CONDUCT

ATTENDANCE

State law (Title 18 A) requires regular attendance of all students enrolled in public school.

State law authorizes the district to withhold credit for a course when a student has been:

- Absent 18 school days from a full-year course;
- Absent 9 school days from a semester course;
- Absent 5 school days for a given marking period

NOTICE OF ABSENCE

A parent or guardian must call the school on the morning of his/her child's absence from school. If a student does not return to school following lunch, a telephone call from his/her parent or guardian is required before the end of the school day. Failure to make contact may result in an unexcused absence recorded for that student.

Students who become ill during the school day MUST report to the Nurse's Office at once. Students may not leave the school between classes for illness without reporting to the nurse's office. Failure to comply will result in unexcused absences for those classes missed.

Students shall be excused by the school for the following reasons:

- Physical or emotional illness
- Death in the immediate family
- Remedial health treatment
- Visitation to colleges for the purpose of exploring possibilities of admission
- Driving test
- Required attendance to court
- Field trips
- Suspensions
- School related activities
- Religious holidays (as approved by the Commissioner of Education are exempt from these provisions and will not be counted as absences for the purpose of this policy)

Please note: Special provisions may be made for certified hospital stays or other illnesses requiring long recuperative time periods. Homebound instruction will be considered on a case by case basis.

All chronic medical conditions which may require special application of policy regulations must be confirmed in writing by a physician and submitted to the school at the beginning of the school year, or immediately at the onset of the illness. The school will refer these cases to the Intervention and Referral Services team.

In addition, a student that does not receive credit for a course due to absences will become ineligible to participate in extra-curricular activities, interscholastic activities and work/study programs.

A parent may appeal any portion of this policy by writing to the principal within five school days of notification of ineligibility of course credit. Appeals may be based on specific documented special circumstances, incorrect records, or a failure to carry out the above process. A school attendance appeals committee will hear the case within 10 days upon receiving the request and will make a written decision within three school days. Any further appeal may be made to the Special Assistant to the Superintendent within three days of the committee's decision; subsequently to the Superintendent of Schools and after that, to the Board of Education.

TARDINESS

Tardiness has a negative impact on student achievement. Parents and the school district must work together to ensure that all students are on time to school. Being on time is a vital and integral part of the educational process. All students must be in their Homeroom no later than 8:05. **All students must swipe their ID cards upon entering the building.** Shared-Time afternoon students must be in their career and technical education classes no later than 12:45 pm.

Procedure

Students arriving to school after 8:08 a.m. are tardy. If a student is tardy to homeroom, that student must report to guidance or see the attendance officer and complete a tardy slip. A signed copy of the tardy slip must be submitted to the homeroom teacher. A student will receive a warning for the first and second tardy. After the second tardy, a mandatory Saturday detention is assigned. The fourth tardy will result in a mandatory parent conference and the signing of a tardiness contract. Habitual tardiness will result in progressive disciplinary action and eventual return to district. Seniors with excessive tardiness will not be permitted to participate in the graduation ceremony.

HOME INSTRUCTION

Home instruction is available to students confined to their home for a minimum of two weeks because of illness or injury. Home instruction must be the result of the recommendation of the Child Study Team and approval by the principal. An approved doctor's note must be given to the school nurse before home instruction can begin, stating the confinement is expected to be a minimum of two weeks.

An appropriate educational program will be arranged at the place where the student is recovering. It is the student's responsibility to have a doctor's note present as soon as possible to minimize disruption in educational program. The Supervisor of Special Education will then contact the student, parent and home instructor to make arrangements for the home instruction. It is also the student's responsibility to provide an approved doctor's note to be readmitted back to school once home instruction is no longer needed.

CODE OF CONDUCT

Students and parents are asked to recognize that standards are put in place to create a school culture that fosters successful learning and a safe and productive school environment. The Essex County Vocational Technical Schools Code of Conduct is based on five principles for its students. Students must:

1. Actively pursue learning.
2. Contribute to classroom and school activities.
3. Respect themselves.
4. Respect others.
5. Respect school property and the property of others.

A full explanation of Code of Conduct and consequences is available on the Essex County Vocational Technical Schools website at: <http://www.essextech.org/about/policies.php>

Sanctions

- 1) **Lunch Detention**: Students may be assigned lunch detention by teachers or school administrators for failing to maintain academic or school conduct standards. Detention lists are posted daily. If a student does not report to lunch detention, a Saturday detention will be assigned by the building administrators.
- 2) **Saturday Detention**: Saturday detention is held on Saturday mornings from 9 a.m. to 12 noon at the Newark Tech Campus at 91 West Market Street, adjacent to Essex County College. The purpose of Saturday detention is to avoid out-of-school suspension whenever possible and to act as an escalating sanction for issues related to academics or Code of Conduct infractions.
- 3) **In School Suspension**: In-school suspension is designed to foster academic pursuits and modify inappropriate behavior. It is offered by the administration in lieu of out-of-school suspension.

- 4) Out-of-School Suspension: Out-of-school suspension is the strongest sanction short of the return of a student to his or her sending district. Any student who is suspended more than three times during his or her four years at ECVTS will be returned to his or her sending district.

Student suspensions will involve the participation of the guidance counselor, school administrator and potentially the school-based intervention services and referral team. Parental involvement is also required when an out-of-school suspension is necessary.

The procedures associated with out-of-school suspension are:

1st Suspension

- A mandatory re-admit parent conference is required. At this meeting, the principal and his or her designee will review the nature of the suspension and its implications for school progress with the parents or guardians. This conference may also result in exclusion from participating in school activities such as: prom, field trips, sports, clubs, pep-rallies, shows and graduation.
- A student contract will be issued and signed by the student and parent or guardian.
- A mandatory counseling session with the guidance counselor or outside agency will be scheduled based on the nature of the infraction.

2nd Suspension

- A mandatory re-admit parent conference is required. The Intervention and Referral Services Team will convene a meeting to assist in developing a plan to support student progress, academic, social and emotional development. The plan will identify expectations and resources. The student and parent

or guardian will be required to sign the plan, along with school personnel.

3rd Suspension in a School Year

If a student receives a third suspension in a given year – or fourth school career suspension - he or she will be returned to the sending district.

- Parents or guardians will be contacted and to obtain transfer papers from the guidance office.
- All school property, including uniforms, calculators, books, etc. will be collected.

Appeals Process

Parents or guardians may appeal the decision for a student's return to the local district. In order to appeal, the parent or guardian must place the reason in writing to explain why the school's decision was not properly made and why the student and parent/guardian is seeking to have the decision overturned. The appeal must be made to the Assistant to the Superintendent.

Zero Tolerance Policy:

Possession of a weapon or controlled substance with intent to sell on school property or a bomb or death threat will result in automatic return to the local school district and an immediate complaint filed with the Essex County Sheriff's Department. The ECVTS maintains the right to return students to their sending district immediately upon the occurrence and severity of certain actions that threaten the safety and welfare of others.

COMPUTERS AND THE INTERNET

The ECVTS recognizes the importance of technology, both as a tool for continued education and as a foundation for jobs and

careers. Students will have access to computers and the Internet.

The district's computer network and telecommunications resources provide open access to local, national and international sources of information and collaboration vital to intellectual inquiry in a democracy. The Essex County Vocational Technical School District subscribes to the Library Bill of Rights which states that a person's right to use a library should not be denied or abridged because of origin, age, background or views.

In return, every student using the district's computer network has the responsibility to respect and protect the rights of every user in our community and on the Internet. Users are expected to act in a responsible, ethical and legal manner, in accordance with the missions and purposes of the networks they use, including the Internet, and the laws of New Jersey and the United States.

Prohibited Activities and Uses

All of the district's existing regulations on conduct and behavior are deemed applicable in the context of computer and network use. Any use which violates any regulations is expressly prohibited. Moreover, prohibited activities include, but are not limited to, actions which would:

- Violate any local, state, or Federal law or any international accords or treaties to which the United States is a party;
- Compromise the security of the district's computers or network, or the security of other institutions' computing resources accessible over the network;
- Invade someone's privacy;
- Infringe copyright, software licensing rights and all other state and federal laws governing intellectual property;
- Cause an event or outage on the network that results in a denial of service to others;

- Result in the destruction or damage of computer hardware, software, or data;
- Be threatening or harassing to others.

Violations/Sanctions

The district's regulations on computer and network usage are another part of the district's regulations on student conduct and, as such, are subject to the consequences described in the student Code of Conduct.

Code of Ethics and Etiquette for Computer Network Use

1. Maintain Privacy
 - Your network ID and password are personal. Keep them secret. Do not allow anyone to use your network ID and password.
 - Do not allow anyone to use a login session that you have established with your network ID and password.
 - Do not use anyone else's network ID and password.
 - Do not reveal any personal information (yours or someone else's) to anyone either with the school or district or over the Internet. This includes your name, address and phone number.
 - Assume that any message you send or receive or any data that you store on the network may be read by others.
2. Be Considerate
 - Use appropriate/acceptable language.

- Do not send abusive or harassing messages.
- Do not attempt to read or modify the messages or files of others.
- Do not use the network in a way that disrupts or hampers its use by others.

3. Be Responsible

- Do not review, download, or print any materials that are obscene, vulgar, sexually explicit, degrading, promote bias, or are otherwise inappropriate.
- Report any behavior you observe or any Internet sites that you encounter that are inappropriate.

4. Be Honest And Ethical

- Do not send anonymous messages
- Conform to all copyright and licensing laws
- Do not plagiarize (pass someone's work off as your own)
- Cite all information sources properly
- The district's network resources may not be used to promote any unauthorized business, political or religious activity. All illegal activities are strictly forbidden.
- Do not attempt to access resources to which you are not entitled.
- Do not make, use, download or attempt to install unauthorized copies of any software or files on any district systems.

5. Be Aware

- Network information storage (including e-mail) will be treated like school lockers. The rights of privacy will be respected unless legal or ethical

violations are suspected. District and/or system administrators may review files and communications to maintain system integrity and ensure that users are using the system in a responsible and appropriate manner. Users should **not** expect that files stored on district servers or workstations will always be private.

- Do not assume everything on the Internet is true or factual.
- All users should be aware that the inappropriate use of electronic information resources may be a violation of local, state and federal laws. Violations may lead to prosecution.
- The district will implement and maintain Internet filtering technology on all computers to protect students from inappropriate material (obscene or otherwise harmful). The technology will provide the flexibility to adjust to the ever-changing material on the Internet.
- Users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. However, on a global network it is impossible to control effectively the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material.
- Any decision by the Essex County Vocational Schools administration to restrict access to Internet material shall not be deemed to impose any duty on the Essex County Vocational Schools administration to regulate the content of material on the Internet.

Laptop Computers

- I will have my laptop at school, in good working order, charged, every day.
- I understand that it is my responsibility to back up my computer files and if I need help doing this I will come to the technology help desk.
- I will protect and carry my laptop around school and treat it gently at all times, I will not leave my laptop unattended or exposed to the weather.
- I and my parents understand that the laptop warranty does not cover damage. Parents should decide whether additional insurance is necessary to cover this possibility. [In the event of theft or loss, families may be expected to replace the computer.]
- I and my parents understand that in the event of a theft that the police and school must be notified immediately. This will enable recovery of the laptop using the embedded tracking technology.
- I understand that I am permitted to customize my laptop settings (e.g. background screens, and various control panel options) only if these settings are appropriate to a school environment.
- I understand that I am permitted to install software on my laptop if it is legally owned, with the exception of: 1) any software that causes system problems, 2) file-sharing or “peer-to-peer” software, and 3) games. [The tech department strongly suggests that students minimize software installations because they can cause system errors that necessitate re-imaging. The technology department web page includes a list of prohibited programs.]
- I understand that all software (and stickers) installed by ECVTS must remain on the laptop at all times, and

attempts to disable or bypass installed software or network settings are a violation of this policy.

Internet Safety at Home

- Parents must know what their children are doing online. It is recommended that computers are used in a family area rather than in a child's room, and that parents check regularly to see what your child is doing online.
- Set aside a regular time to work on the computer with your child to learn about his or her online interests and activities.
- Teach your child to end any experience online when he or she feels uncomfortable and to discuss the event with a trusted adult.
- Establish an atmosphere of trust, understanding, and learning with your child by not blaming him or her for uncomfortable online experiences.
- Teach your child to never give out personal information unless he or she has your permission and you know how and by whom the information will be used.
- Teach your child that they should never meet with a person that they have met online, even if in a public place, unless you are present.
- Establish strict rules for ordering products online.
- Discuss the difference between advertising and educational or entertaining content, and show your child examples of each. Flashy advertising links often lead children astray.

Teen Safety with Social Networking Sites

- Talk with your child about his/her use of social networking sites (e.g. Facebook.)

- Ask questions and learn about how your child uses these sites.
- Make sure your child has set his/her "profile page" to private.
- Your child should have to approve "friend-requests." Make sure that they don't just randomly approve all requests.
- Make an appointment with your child to look at his/her profile page in a day or two. This will give your child some time to clean it up and remove inappropriate content.
- Communicate with other ECVTS parents and the school about your concerns, experiences, and strategies for helping our teens learn appropriate use.

Internet Filtering & Monitoring Software

- Internet filtering software blocks inappropriate content on the internet, but it is not perfect and savvy students can often bypass filters. Please don't depend upon it as a 100% solution to the problem of inappropriate content on the internet.
- The ECVTS computer network does employ a network-based content filter that blocks designated and inappropriate websites while students are at school.
This filter is not in effect when students are not on campus.

Limitation of Liability

ECVTS takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the Internet. ECVTS reserves the right to block content that negatively impacts the academic performance of students. ECVTS cannot guarantee

that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. ECVTS is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Acceptance of Agreement

Student:

I have read all of this responsible use policy, and agree to follow all of the rules and expectations outlined above.

_____	_____
STUDENT'S NAME (PRINTED)	GRADE
_____	_____
STUDENT'S SIGNATURE	DATE

Parent/Guardian:

I have read this technology Responsible Use Policy and give permission for my child to use ECVTS technology resources in accordance with it. I will instruct my child regarding the importance of following all guidelines included in this agreement.

One-To-One Laptops: I accept full responsibility for supervision when my child is using his/her laptop at home or in other non-school settings. I understand that the laptop warranty does not cover damage. I understand that there may be fees or costs incurred which are not covered by warranty due to abuse, negligence, or multiple incidents of misuse of the laptop by my child.

PARENT/GUARDIAN'S SIGNATURE

DATE

CELLULAR PHONE POLICY

The following rules must be adhered to regarding cellular phones:

1. All cell phones must be turned off before entering the school buildings.
2. Cell phones must be placed in student lockers prior to reporting to Home Room.
3. Cell phones must be surrendered upon request to any staff member.
4. Students caught with a cell phone will receive a one day suspension unless the student refuses to surrender their cell phone. Additional days may be issued for defiant or disrespectful conduct.
5. Cell phones confiscated from students will not be returned to students or their parents until the conference date for which the student returns from their suspension.
6. If there is a situation where a student needs to call a parent or guardian, that student should report to the guidance department or main office.

Strict adherence to this policy will be enforced throughout the school year.

Violations of this policy will result in:

1st Offense – A student can pick up their phone at the end of the school day.

2nd Offense – A Saturday detention will be issued and a parent must come to the school to retrieve cell phone after 3:00p.m.

3rd Offense – A Suspension will be issued and the student will be placed on a behavior contract. The cell phone will be returned during the readmit conference.

DRESS CODE

Philosophy

Parents have the primary responsibility for determining appropriate dress and grooming for their children. While it is not the intent of these regulations to usurp parent or student prerogatives in the selection of clothing styles, which frequently change and reflect personal taste, it is necessary to establish guidelines and limits of what will be permitted within the school environment. Of paramount importance in this dress code is the health and safety of the students and the avoidance of disorder and/or distractions to the educational process. Optimum learning conditions are of utmost importance and are our focus. This dress code reinforces that value. The students must adhere to the Board of Education approved Uniform Policy for the West Caldwell Vocational School.

Purpose

The purpose of the school dress code is to establish standards for what is acceptable dress and grooming within the school setting with particular concern for the health and safety of the students. In addition, the code is designed to encourage a mode of dress and grooming that is conducive to establishing a climate of discipline, order, teaching and an effective learning environment.

Both students and parents share the responsibility for the student's attire because clothing often sets the tone for academics and behavior.

**SPECIFIC ITEMS OF CLOTHING THAT MAY NOT BE WORN TO
SCHOOL:**

- Fashion or materials that exaggerate, emphasize, reveal, or call attention to anatomical details;
- Inappropriately torn or cut articles of clothing;
- Muscle shirts, tank tops, mesh shirts, tube tops, see-through tops, bareback, midriff tops, spaghetti straps; biker shorts; oversized baggy pants, pajamas;
- Skirts or shorts above the extended finger tips (placed at the student's sides);
- Hats, hoods, visors, sweatbands, bandannas/flags, scarves, wave caps or any headgear or apparel that could be interpreted as gang related is strictly prohibited and may not be worn in school;
- Pants not worn at the waist or hip;
- Messages on clothing by picture or word may not be lewd, obscene, drug/alcohol oriented, or profane, and may not infer violence/weapons;
- Shirts in which the shoulders are not covered from the base of the neck to the edge of the shoulder or that expose the midriff;
- Jewelry that poses a safety hazard such as: spike bracelets, necklaces, or heavy chains are not permitted. No jewelry is permitted in physical education classes;
- Sunglasses, headsets, iPods, cell phones, or other electronic equipment.

**HARASSMENT, INTIMIDATION, BULLYING, OR CYBER
BULLING**

The Board of Education prohibits acts of harassment, intimidation, bullying, or cyber bullying of a pupil. A safe

and civil environment in school is necessary for pupils to learn and achieve high academic standard. Harassment, intimidation, bullying, or cyber bullying like other disruptive or violent behaviors, is conduct that disrupts a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. The board of education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, bullying, or cyber bullying in accordance with the provisions of N.J.S.A. 18A:37-15 (b) 6.

****The entire policy and procedures can be retrieved from essextech.org ECVTS website.*

STUDENT TO STUDENT SEXUAL HARASSMENT

- Everyone at the Essex County Vocational-Technical School District has a right to feel respected and safe. The district will not tolerate harassment including inappropriate remarks about or conduct related to a student's race, religion, disability, ethnicity, linguistic differences, sexual orientation or gender.
- The District will not tolerate racial, religious, or sexual harassment of any kind.
- The policy applies to the classroom, school grounds, school transportation, and other school sponsored activities.
- A harasser may be a student or adult. Harassment may include, but is not limited to the following when related race, religion, sex or gender:

Name calling, jokes, or rumors, graffiti, notes, or cartoons, offensive or graphic posters, book cover, etc,

unwelcome touching of a person or clothing, pulling on clothing, cyber bullying

- Words or actions that make a person feel uncomfortable, embarrassed or pressured and that interfere with a person's ability to do his or her school work or job.
- If any words or action make a person feel uncomfortable or fearful, that person should tell a teacher, counselor, social worker, the principal or the Affirmative Action Officer.
- The person will be required to make a written complaint and that complaint should be given to a teacher, counselor, social worker, the principal, or the Affirmative Action Officer.
- Each person's right to privacy will be respected as much as possible.
- The school district takes seriously all complaints of racial, religious, or sexual harassment or violence and will take appropriate action, based on the complaint.
- If it is determined that harassment has occurred, progressive discipline may include, but is not limited to, warnings, parent conferences, detention, and suspensions from school and/or a return to the local school district.
- The Essex County Vocational Technical School District will also take action if anyone tries to intimidate the person making the complaint. And the district will take action if someone tries to harm a person because he or she has reported acts of harassment.

For more information, visit school or school website at www.essextech.org

HARASSMENT, INTIMIDATION, AND BULLYING POLICY

The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstration appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

"Harassment, intimidation, or bullying" means any gesture, written, 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
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial

disruption in, or substantial interference with, the orderly operation of the school.

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

The Policy will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6

A: 16-7.6, Conduct Away from School Grounds, and the district's pupil code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1

For more information, visit school or school website at www.essextech.org

HOMEWORK

HOMEWORK

The concept of homework practices is an important part of the educational process and helps in the development of good study habits. Study skills are necessary skills to be taught by teachers and reinforced at home. Homework serves to reinforce learning and gives students an additional opportunity to practice skills or to explore related subject matter. It must be an integral part of the curriculum and related to the educational goals of the district.

Purpose

- Provide time for test preparation
- Provide for essential practice in skills
- Build work and study skills

- Provide enrichment of classroom experience
- Provide make-up for missed school instruction
- Develop effective independent work habits

Homework During Absences

All class work and home work assignments missed due to absence are to be made up within a time period specified by the classroom teacher or administrator, unless there are extenuating circumstances.

- Homework shall be obtained from the Guidance Department during periods of absence depending on the medical condition of the student. Parents may request homework after the student is out of school for three (3) consecutive days.
- Students given out-of-school suspension are entitled to homework. Contact the Guidance Department to arrange for pick-up of assignments.
- Upon returning to school, the student will be required by the teacher to make up any missed work and/or tests within a timely manner.
- The student is expected to show initiative in seeking out a teacher to determine what assignments were missed and when they are due.

ID POLICY

Identification cards with photo and bar code are provided to each student in at West Caldwell Tech Vocational Schools. Students are required to wear the ID on a lanyard during the school day and as required at any school event. Failure to comply will result in disciplinary action. It is the student's responsibility to obtain a replacement ID from the Security Team if the ID is misplaced. The cost for replacement is \$6.00.

LOCKER POLICY

Each student is assigned a locker, which must be kept clean, orderly, and locked at all times. Students will receive locker numbers from their school on the first day. The serial numbers and combinations are on file with the administration. Students are cautioned not to give out locker combinations to anyone since the locker is to be used only by the individual to whom it is assigned.

Please note:

- Students must use only the locker to which they are assigned. No exceptions.
- Lockers must be closed and must not be left on pre-set.
- Combinations must not be given to other students.
- Malfunctioning lockers must be reported to the Main Office immediately.
- Allowing others into your locker not only is a violation of the above school regulations but, more seriously, sacrifices your own security. Protect your valuables!
- We strongly recommend that valuables frequently left in lockers (i.e. coats, jackets, calculators, backpacks, etc.) be marked in an inconspicuous place so that identification (if need be) is swift and undeniably accurate. Indelible ink is best suited for this purpose (not sewn/ironed on labels!).
- Carrying large amounts of money to school is not necessary nor recommended. Talking about it or "flashing" bills is both foolish and irresponsible.

- Any student found tampering with or vandalizing a locker will be subject to disciplinary action.

SECTION III – STUDENT INFORMATION

ATHLETIC ACTIVITIES

The Essex County Vocational Technical Schools compete in the Super Essex Conference and in the following sports on the varsity and junior varsity level.

Boys and Girls Soccer

Boys and Girls Volleyball

Boys and Girls Basketball

Boys Baseball

Girls Softball

All students interested in participating in interscholastic athletic activities must be examined and approved for participation by a physician prior to the first practice session. If a student does not have a physician, arrangements may be made for the student to be examined by the school physician.

Students having a D or an F on their most recent report card in any subject area are ineligible to participate on an interscholastic sports team. A student suspended from school may not practice, participate or be a spectator at any game. Students must attend school – a minimum of four hours is needed to be considered present – in order to participate in that day's game or practice. Any injury sustained during an inter-scholastic game or practice is to be reported to the coach and to the school nurse in accordance with the district's emergency medical procedures.

PHYSICAL EDUCATION ATTIRE/PARTICIPATION

All students are expected to participate and Physical Education (PE) students are required to wear the uniform purchased from the uniform vendor.

NOTE: ATHLETIC SHORTS MAY NOT BE WORN IN SCHOOL OUTSIDE OF THE GYM.

CO-CURRICULAR ACTIVITIES

Students also have the opportunity to participate in several co-curricular activities at each of the four ECVTS campuses, including: National Honor Society, student council, yearbook; senior class activities, vocational student organizations and others.

Student Organizations

- **Future Business Leaders of America**
The FBLA is a nationwide organization comprised of students who aspire to be successful in the world of business. Students may attend local, state and nationwide competitions with other FBLA chapters.
- **Robotics**
Gives students leadership opportunities in technology, innovation, design and engineering. Members apply STEM (science, technology, engineering and mathematics) concepts through co-curricular programs
- **Skills USA**
Skills USA is a school organization for students involved in trade and industrial programs. Students may attend local, state and national competitions with other Skills USA chapters.

- **Future Farmers of America**
This club develops student potential for leadership, personal growth and career success through agricultural education and students may compete in local, state and national competitions.

BOOKS, EQUIPMENT AND SUPPLIES

Students are financially responsible for maintaining textbooks and other materials issued to them by the school. All textbooks should be covered to protect them from damage. Students are required to pay for damaged or lost materials before leaving school each year. If a student owes money, it may prevent him or her from participating in graduation ceremonies, delay re-entering school the following year or delay transferring school records to another school

MEDIA RELEASE

From time to time, the ECVTS District will publicize events involving students, which may include athletics, community service, student and teacher accolades and awards, academic and extra-curricular activities. If a parent or guardian does not want his or her child to be photographed or interviewed as part of publicity involving the school district website and/or local media outlets, it is the responsibility of the parent to notify the school district.

PASSES OUT OF CLASS

Students must carry a pass with them when they leave their classroom during a class. This includes, but is not limited to, going to the restrooms, office, nurse, another class, guidance office, or any other area approved by a teacher.

PLEDGE OF ALLEGIANCE

Public law 18:35-3 States: Every Board of Education shall require students to salute the Flag of the United States every school day. The Pledge of Allegiance is to be recited at the beginning of homeroom. Students who do not want to participate may abstain from the Pledge, but are required to stand quietly and respectfully.

BUS RULES

When using public transportation or school buses, students are expected to conduct themselves in an orderly fashion on the bus.

Students who are provided transportation by their school district or use public transportation must adhere to the following rules: Show respect to the driver and others by entering and leaving the bus in an orderly fashion; sitting while the bus is in motion, not eating or drinking, smoking or using profanity.

A student's parent and/or school district will be contacted regarding bus violations. If a student is removed from the bus, the parent/guardian will be notified. If a student must be removed from the bus, the student and parent/guardian will be responsible for transportation.

CAFETERIA

The School will provide free and reduced breakfast and lunch to all students who apply and qualify. All students are required to complete the form for school lunches whether eligible or not. Students are not allowed to leave school grounds during lunch. Students may bring lunch from home or purchase a lunch from the cafeteria. Students eligible for free or reduced lunch must present their ID cards to the lunch staff. Students are required to eat lunch in the cafeteria whether they buy lunch or

bring it from home. After eating lunch, students must clean up their tables.

EMERGENCY SCHOOL CLOSINGS

In case of inclement weather, school closing or delayed openings will be broadcasted on the school website at www.essextech.org and via robocall. In addition, announcements will be broadcasted on the following radio stations:

- WINS 1010 radio
- WABC TV, 7 online.com
- NJ 101.5 radio
- News 12 New Jersey
- WNBC, Channel 4
- WNYW, Fox 5 TV

FIELD TRIPS

All students who attend field trips must turn in a signed field trip permission slip. Unless otherwise specified, the school dress code policy applies to field trips. Any student who is in violation of the policy can be excluded from the field trip.

SECTION IV- HEALTH AND SAFETY

CHANGE OF ADDRESS/EMERGENCY CARDS

It is important that students notify the main office any time there is a change of address, including a change in apartment number, telephone number or change in the parent or guardian's name on record. All changes must be reported to the school within three school days so emergency cards can be updated.

It is imperative that the school has two updated emergency cards for each student in the event of an emergency.

**Failure to provide this emergency information or return required emergency forms is a violation of the student Code of Conduct and students will be subject to disciplinary action*

EMERGENCY EVACUATION

Should it become necessary to evacuate the building for a fire drill or actual emergency, students are to follow instruction of teachers as directed by the principal. Students are not allowed to go to their lockers prior to evacuating unless told to do so by the principal or a designee. Students are to exit in an orderly manner.

CONTROLLED DANGEROUS SUBSTANCES

This includes: Alcoholic Beverages, Drugs, Toxic Chemical Compounds

Individuals under the influence of alcoholic beverages, drugs or toxic chemical compounds are not permitted on school property or at school-sponsored events. Anyone violating the policy will be subject to out-of-school suspension and will be referred to the Essex County Sheriff's Department. The student also may be returned to his or her home school district. A student who is suspected of being under the influence of any controlled dangerous substance will be required to undergo an immediate physical examination at his or her own expense before being considered for re-entry into school. The school district's policy is in accordance with 18A; 40A-12; N.J. Statute.

A full explanation of the policy governing Controlled Dangerous Substances can be found in the Code of Conduct section of the ECVTS website: www.essextech.org

FIRE EXTINGUISHERS

Fire extinguishers are located throughout the building. Any tampering with fire extinguishers, which are considered public

property, will be subject to the discipline guidelines outlined in the Code of Conduct.

HEALTH PROCEDURES

Communicable Diseases: To ensure the health of students in our schools, all regulation of the State Department of Education, the State Department of Health and local Board of Health shall be observed, particularly those dealing with contagious diseases.

Emergency cards: All students must have two emergency cards on file with all vital information available in times of emergency. The school nurse and the guidance office must be notified of changes on the emergency card within their school days.

Health Screening: Prior to being admitted, all students must have a physical examination, and emergency cards on file and a lunch application submitted. All full-time students in the 9th grades will have a health screening and seniors will have an exit physical. Physical examinations for interscholastic sports (Basketball, Baseball, and Softball) will be conducted in accordance with NJSIAA and state requirements. This will include a pre-physical questionnaire and permission form which must be signed by a parent/guardian prior to the first practice session.

Hearing Examination: A hearing examination shall be conducted to all 10th grade full time students; (b) student entering the district with no record of recent hearing screening; (c) students referred to the Child Study Team for evaluation; (d) students referred by a teacher, parent or the pupil's own request.

Immunization Policy: An up-to-date immunization record must be provided to the school's medical/nurse's office before students are allowed admittance into any of the four Essex County Vo-Tech High Schools. All students enrolled in the Essex County Vocational Technical High Schools shall meet the immunization requirements as set forth by the New Jersey Department of Health and Senior Services. For a complete list of required immunizations, parents can refer to the state Department of Health website: www.state.nj.us/health. The information can be found in the section "Find it Fast, A-Z" under I for Immunizations. To reach the state Health Department directly, call 609-588-7471.

MEDICAL INSURANCE

If you have a child age 18 or under and you do not have health insurance, you may be eligible for the New Jersey FamilyCare program. FamilyCare is free or low-cost insurance for New Jersey children 18 and younger and certain low-income parents. It is funded by the state and federal government and eligibility is based on family income and size.

To receive NJ FamilyCare, you may not have had health insurance in the last three months, with a few exceptions. You are also eligible if you are a legal immigrant even if you have not resided in the United States for the last five years. The NJ FamilyCare office has translators available to help you if you would like to ask questions or apply in another language. There are three ways to apply for NJ FamilyCare.

You can call the NJ FamilyCare toll-free number at 1-800- 701-0710 and ask that an application be mailed to you. You can download the application off of your computer and mail it in. Or you can apply online at www.njfamilycare.org

If your family does not qualify for NJFamilyCare, you may still be able to apply for low-cost health insurance through the

NJFamilyCare ADVANTAGE program through Horizon NJ Health. For information about this particular low-cost insurance program, please call 1-800-637-2997.

MEDICATION POLICY

In order for medication to be administered by the school nurse, the student must have a written order by a doctor, including the purpose, dosage, time to be given, length of period prescribed and possible side effects. A parent/guardian also must write a request for administration of the prescribed medication at school. The medication must be in its original container and labeled by a pharmacist or doctor.

Physical Education Exemption Policy- Any request for an exemption from physical education for an extended length of time must be accompanied by a written communication from the student's doctor. The note must be presented to the school nurse at the onset of the illness or injury. The student who is excused from physical education for a marking period or longer shall be provided with an additional health assignments or an alternative program in lieu of physical education to satisfy the state-mandated curriculum. The ECVTS district physician has the right to approve or denied medical excuses.

Career and Technical Education- Any request for an exemption from career and technical education labs for an extended length of time must be accompanied by a written communication from the student's doctor. The medical note must be presented at the onset of illness or injury or upon the student's return to school or shop. The statement shall give the reason and duration of the excuse. The ECVTS district physician has right to approve or deny medical excuses.

If a condition develops which may prevent a student from participating in a physical education class activity and/or technical education lab, the student must first make the request

to the teacher prior to the start of class. At the discretion of the teacher, the student may be referred to the nurse. A student's guidance counselor should be notified of all extended medical excuses.

- A student must have a note from the teacher to the nurse. **If the nurse is not in, the student must report to the main office immediately.**
- Any student under 18 years of age will not be sent home without a parent or guardian signing the student out of school.

SAFETY

Maintaining a safe environment is a high priority at the Essex County Vocational Technical Schools. Just as employers place a premium on safe workers to prevent lives being lost and people from being injured, our Shops must also follow the same strict safety guidelines as those in private industry. Students will receive individual instructions in every career and technical education lab regarding detailed safety rules and regulations.

The following are general safety rules:

1. All students, employees and visitors will be required to wear eye protective devices in designated areas while the career and technical education labs are in operation. All students will receive one pair of safety glasses or goggles free of charge for courses that require the glasses. If the student loses the glasses or does not bring them to career and technical lab, the student will be required to purchase an additional pair in order to work in the lab. Only one pair is given free of charge during the student's enrollment at the Essex County Vocational/Technical Schools. Visitors to any career and technical education laboratory designated as

eye protective areas will be provided with eye protective devices by the shop instructor.

2. Machines should be operated only by those who have been given instructions and are certified by the instructor.
3. Obey warning and danger signs.
4. Horseplay, fighting, wrestling or childish behavior are not permitted in career or technical education laboratory or school classrooms.
5. If a student is not sure of what he or she is doing while operating machinery or handling equipment, it is their responsibility to ask the instructor.
6. Wear proper technical education laboratory clothing; avoid loose clothing, neckties, rings and wrist watches that may get caught in machinery and cause serious injury. Also avoid outdoor clothing inside shops, which may be hazardous.
7. Students are not to throw objects or run in corridors.
8. Report all injuries no matter how small to the instructor.
9. An accident report will be completed for all injuries.
10. A student must have medical clearance from the school nurse/doctor before participating in any technical education laboratory, class, gym or school activity if he or she has any of the following conditions: a head injury, stitches, an eye patch, a limb that is partially or completely immobilized by a bandage, a splint, a cast, an

arm sling, or a condition that requires the use of a cane or crutches.

11. The school nurse must receive a doctor's note informing her/him of the student's condition and any possible limitations in the career and technical education program.

SCHOOL DISTRICT INFORMATION

AFFIRMATIVE ACTION

It is the policy of the Essex County Vocational and Technical Schools to provide equal educational opportunities regardless of sex, color, race, religion, ancestry, national origin, age, handicap or social economic status. For all inquiries regarding Affirmative Action Section 504 rehabilitation Act of 1973 for handicapped people or inquires regarding Title IX of the Educational Amendment 1972 contact Dr. Cathleen Smith at 973 – 412 – 2263.

ANTI-DISCRIMINATION POLICY

No otherwise qualified individual shall solely by reason of handicap, be excluded from participation or denied the benefits of, or subjected to discrimination, und any program or activity receiving Federal Financial Assistance. The Essex County Vocational School district affirms its responsibilities to ensure all handicapped people in the Essex County Vocational Schools be given an equal and non-discriminatory opportunity for employment and education regardless of the nature or severity of their handicap. For grievance procedures please contact the District 504 Compliance Officer, Michael Zelkowitz, Psy.D, at (973)412-2220.

It is the policy of the Essex County Vocational Schools to maintain learning and working environment that is free from sexual harassment. Sexual harassment is a form of sex discrimination under Title IX of the Educational Amendments of 1972 and is prohibited by both federal and state law. It shall be a violation of this policy for any member of the Essex County Vocational School district to harass another staff member or student through conduct or communication of a sexual nature. For grievance procedures contact Dr. Cathleen Smith at 973 – 412 – 2263.

The Rehabilitation Act of 1973, commonly referred to as “Section 504” is a statute that was enacted to prohibit discrimination and to assure that disabled students have educational opportunities equal to those provided to nondisabled students. An eligible student under Section 504 is a student who is regarded as having a physical or mental impairment, which substantially limits a major life activity. Many students will be eligible for educational services under both Section 504 and the Individual with Disabilities Education Act (IDEA). All 504 referrals should be submitted to the principal who in turn will forward information to the district’s 504 Compliance Officer.

SHARED-TIME PROGRAM

Essex County Vocational/Technical Schools is primarily a full-time educational facility. However, there are some students who wish to remain in their local sending district for academic courses for part of the day and attend shop classes at the Essex County’s Vocational/Technical Schools for part of the day. This concept is referred to as “Shared Time” and currently is only offered at the West Caldwell Tech campus. The West Caldwell campus has career and technical education programs specifically designed as shared-time programs. Shared-time

students are responsible for transportation to and from West Caldwell Tech through their sending district.

STUDENT'S RIGHTS

1. The board recognizes that students possess not only the right to an education, but the rights of citizenship as well.

2. In granting students the education to which they are entitled, the board shall provide them with the counsel and custodial care appropriate to their age and maturity. At the same time, no student shall be deprived of the basic right to equal treatment and equal access to the educational process, presumption of innocence, free expression and association and privacy of their own thoughts.

3. Rights guaranteed to each student involve certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority and compliance with the rules and regulations of the district.

4. The board realizes that students differ in age and maturity and in their ability to handle both the rights of the citizens and the concomitant responsibility. The exercise of each right shall be granted, therefore, with due regard for the degree of responsibility possessed by the student and the student's need for the continuing guidance and control of those responsible for their education

SMOKING PROHIBITION

Smoking or the use of tobacco products by students within all school buildings and on school grounds is prohibited. Additionally, the use of tobacco is prohibited on any school-provided transportation or on any school-related trip, including school field trips, athletic events, competitions, camps, etc.

Students may be subject to appropriate discipline as determined by the building administrator.

VISITORS

Visitors must obtain a pass from the Security Desk. For security reasons, visitors will not be released until the availability of the staff person to be seen is confirmed. No visitor is authorized to be anywhere in the building without a pass. Students are not to open any door for strangers.

Trespassers on school property or within the school building will be charged under the law. Suspended students are not allowed on school grounds without expressed permission of the administration or accompanied by a parent.

Former students and those no longer enrolled, are not to visit during the school day. "Looking around" or "visiting" is not acceptable when school is in session.

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