

**ESSEX COUNTY
WEST CALDWELL SCHOOL OF TECHNOLOGY**

209 Franklin Street, Bloomfield, 07003

973-412-2205

Ayisha Ingram-Robinson, Principal

Joseph G. DiVincenzo, Vice-Principal

Dr. James Pedersen, Superintendent

Dicxiana Carbonell, Assistant Superintendent

Board of Education,

60 Nelson Place 1 North, Newark, 07102

973-412-2050

www.essextech.org

This Agenda Belongs to:

Name _____

Grade Level _____

Homeroom _____



OFFICE OF THE COUNTY EXECUTIVE

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 Freshmen and Welcome Back Sophomores, Juniors and Seniors!

2019 is already an exciting school year because we are welcoming our first student body to the new Essex County Donald M. Payne, Sr. School of Technology. This facility provides you with modern classrooms to learn and grow and gain the foundation of knowledge that will help you succeed in the future. It is appropriate that our campus is named in honor of the late Congressman Payne because he was an advocate for youth and stressed the importance of education. This school year also signals the start of a \$30 million project to modernize and expand our West Caldwell Campus.

Congratulations for gaining admission to the Essex County Schools of Technology. In the past few years, the outstanding academic achievement of our students has been recognized with four National Blue-Ribbon Awards. You have a great opportunity to continue this legacy as part of a student body that not only learns from books, but through hands-on experience.

Your teachers and counselors are here to guide and support you, to help you achieve your goals. As well, 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 encourage you to make the most of your high school experience. Excel academically. Participate in the many clubs, sports teams and other extra-curricular activities available. Take advantage of outside opportunities. Become part of the school community. And ask for help if you need it.

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

Putting Essex County First

ESSEX COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Essex County Schools of Technology

BOARD OF EDUCATION

REV. EDWIN D. LEAHY, O.S.B.
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OF CURRICULUM & INSTRUCTION

BERNETTA DAVIS
BUSINESS ADMINISTRATOR

LORI TANNER
BOARD SECRETARY

M. MURPHY DURKIN, ESQ.
BOARD ATTORNEY

Welcome to the *Essex County Schools of Technology*!

You are part of an innovative school district where academics and career technical education are combined to create a unique learning environment that provides exceptional instruction that prepares you for the future.

All of our schools provide a full-service academic program to complement our wide array of technical and career preparation pathways that prepare students for their post-secondary plans. Our trained and dedicated faculty and staff [work](#) diligently with you to help accomplish your academic and professional goals. I encourage you to take advantage of all of the extra-curricular activities and supplemental services that are available to you that will enhance your high school experience.

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 to continue the tradition of excellence that has become our reputation. In order to maintain your status as a member of the Essex County Schools of Technology 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, honing your career ready skills, participating in the school community and maintaining an excellent attendance record.

The administration, faculty and staff, along 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. So, whether you are attending *Payne Tech*, *Newark Tech*, or *West Caldwell Tech*, we welcome you to the *Essex County Tech* Family and wish you a prosperous academic year.

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
www.essextech.org

Greetings! I would like to welcome you to the 2019-2020 academic school year.

As I enter my fourth year as Principal at Essex County Schools of Technology. I am elated about the opportunity to again serve the students at Essex County West Caldwell Tech. My team will continue to embark upon the 2019-2020 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 Schools of Technology 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 Schools of Technology West Caldwell Tech and the Essex County community.

Educationally yours,

A handwritten signature in cursive script, reading "Ayisha Ingram-Robinson".

Ayisha Ingram-Robinson

Principal

Section I - Academics

Graduation Requirements
CTE Programs
Transfers, Promotion, Retention, Honor Roll
Grades, Report Card & Progress Reports

Section II - Student Code of Conduct

Attendance Policy & Procedure
Tardiness Policy & Procedure, Home Instruction
Code of Conduct & Discipline Sanctions
Computers & the Internet - Acceptable Use
Cellular Phone Policy
Uniform Policy: Dress Code & Dress-down Days
Harassment, Intimidation, Bullying and Cyber
Bullying
Homework Policy, ID & Locker Policy

Section III - Student Information

Co-Curricular Activities
Books, Equipment, Supplies, Media Releases
Transportation Rules & Food Services Program
Emergency School Closings & Field Trips

Section IV - Health and Safety

Change of Address/Emergency Cards
Emergency Evacuation & Fire Extinguishers
Smoking Prohibition & Visitors

Section V – Board of Education

2019-20 CTE PROGRAM OFFERINGS

Essex County Payne Tech

Business Information Technology • Engineering • TV & Film Production • Performing Arts • Music Technology/Production
• Cosmetology/Barbering • Building Construction Trades Technology • Carpentry Technology • Plumbing Technology
• Masonry Technology • Electrical Technology • Web Design
• Game/App Design • Fashion Design • Interactive Media
• Graphic Arts and Design • Culinary Arts • Baking & Pastry
• Policy Academy • Emergency Management & Fire Safety Academy • Diplomacy & International Relations Academy
• Greenhouse Management & Farm to Table

Essex County Newark Tech

Nursing • Dental • Automotive Service Technician
• Cabinetmaking • Welding • Business Information Technology
• Engineering/Robotics & Design

Essex County West Caldwell Tech

Business Information Technology • Construction Building Trades Technology • Cosmetology • Music Production
• Robotics • Retail Careers • Automotive Service Technician
• Culinary Arts • Baking & Pastry • Animal Science
• Graphic Arts & Design

SECTION I – ACADEMICS

A. GRADUATION REQUIREMENTS



The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

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 Student Learning 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 Schools of Technology.

The minimum course requirements for graduation are as follows:

- 20 credits of English Language Arts Literacy (5 credits per year).
- 15 credits of Mathematics, including Algebra and Geometry.
- 15 credits of Science (including Biology, Chemistry, and Physics).

- 15 credits of Social Studies (including World History & US History)
- 15 credits of Health and Physical Education (3.75 credits per year).
- 5 credits of Visual and Performing Arts.
- 5 credits of a World Language.
- 2.5 credits in Financial, Economic, Business, and Entrepreneurial Literacy
- 35 credits of Career & Technical Education (9th GR – minimum of 5 credits/year, 10-12th GR -minimum of 10 credits/year)
- Technological Literacy integrated throughout the curriculum.
- Electives determined by High School program sufficient to satisfy the total minimum of 120 credits.

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. Additionally, students must demonstrate competency in a, state approved, industry-recognized assessment. Please refer to the chart below for more information:

PROSTART

Culinary Arts

NJ STATE COSMETOLOGIST LICENSE

Cosmetology

NJ NURSING AIDE CERTIFICATION

Allied Health: CNA

CASE

AgScience
A*S*K BUSINESS CONCEPTS
Business
NOCTI
<http://www.nocti.org/>
All other Career & Technical Programs

* 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.

ACCESS for ELLs - English Language Learners (ELLs) in the ESL program must also meet the outlined graduation requirements. Additionally, ELLs will have to take the WIDA ACCESS Placement Test (WAPT) as an admissions requirement for placement and the ACCESS for ELLs Assessment annually while in the ESL Program. Performance on the ACCESS for ELLs assessment will be used to determine linguistic strengths/needs as well as readiness for EXIT.

A student can be eligible for exit if they score a 4.5 at any tier, but multiple measures must be taken into account before exiting. Multiple measures considered for exit include: ACCESS for ELLs proficiency level, previous academic performance, proficiency in other standardized assessments, teacher/counselor recommendations, reading levels, and writing samples. For more information, contact Enrique Lomba, ESL Supervisor, at (973) 412-2286

High School Graduation Assessment Requirements *Updated May 2018*

On August 3, 2016, the State Board of Education approved updated state regulations for the high school graduation assessment requirements in both English language arts (ELA) and mathematics for the Classes of 2016 through 2021 and beyond. These new state regulations (N.J.A.C. 6A:8-5.1) became effective on September 6, 2016 and are detailed below.

The Classes of 2018 and 2019 – Students graduating as members of the Classes of 2018 and 2019 can meet graduation assessment requirements through any of these three pathways:

- (1) Achieve passing scores on high school level PARCC assessments;
- (2) Achieve scores defined in the table below on alternative assessments such as the SAT, ACT, or Accuplacer; or
- (3) The submission by the district of a student portfolio through the New Jersey Department of Education's (NJDOE) portfolio appeals process. (Special Education students, whose Individualized Education Plans (IEPs) specify an alternative way to demonstrate proficiencies, will continue to follow the graduation requirements set forth in their IEPs.)

The Class of 2020 – Students in the Class of 2020 can demonstrate graduation assessment proficiency through: (1) Pass the PARCC Algebra I and English language arts/literacy (ELA) grade 10 assessments

The following pathways are available to students after they have taken all applicable PARCC assessments for each of the courses in which they are enrolled:

- (2) Achieve scores defined in the table below on alternative assessments such as the SAT, ACT, or Accuplacer, PARCC ELA 9, ELA 11, Geometry, Algebra II; or
- (3) The submission by the district of a student portfolio through the NJDOE's portfolio appeals process.

The Class of 2021 and Beyond – Starting with the Class of 2021, students will only have two pathways to meet the high school graduation assessments requirements:

- (1) Pass the PARCC Algebra 1 and English language arts/literacy (ELA) grade 10 assessments; or
- (2) The submission by the district of a student portfolio through the NJDOE's portfolio appeals process, assuming the student has taken all PARCC assessments associated with the high school level courses for which they were eligible* and received valid scores.

Each school year the NJDOE will determine the proficiency level needed on the assessments to meet the requirements.

It is important to note that our students have always been able to meet graduation requirements through an alternative assessment or pathway to graduation throughout New Jersey's forty-year history with a statewide assessment program, and will continue to be able to do so.

In this document, you will find charts containing the list of assessment requirements in both ELA and mathematics for the high school graduation Classes of 2018 through 2021.

Note: * "Eligible" is defined as a student who is enrolled in a high school course for which there is a PARCC test and received a valid score. This includes all of these courses: Algebra I, Geometry, Algebra II, ELA 9, ELA 10, and ELA 11.

ELA and Math Assessment

Requirements for the Class of 2018

ENGLISH LANGUAGE ARTS (ELA)	MATHEMATICS
<u>First Pathway Take and Pass a PARCC Test</u>	
PARCC ELA Grade 9 \geq 750 (Level 4)	PARCC Algebra I \geq 750 (Level 4)
or	or
PARCC ELA Grade 10 \geq 750 (Level 4)	PARCC Geometry \geq 725 (Level 3)
or	or
PARCC ELA Grade 11 \geq 725 (Level 3)	PARCC Algebra II \geq 725 (Level 3)
<u>Second Pathway Take and Pass one of the Alternative Assessments</u>	
SAT Critical Reading (taken before 3/1/16) \geq 400	SAT Math (taken before 3/1/16) \geq 400
or	or
SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) \geq 450	SAT Math Section (taken 3/1/16 or later) \geq 440
or	or
SAT Reading Test (taken 3/1/16 or later) \geq 22	SAT Math Test (taken 3/1/16 or later) \geq 22
or	or
ACT Reading or ACT PLAN Reading* \geq 16	ACT or ACT PLAN* Math \geq 16
or	or
Accuplacer WritePlacer \geq 6	Accuplacer Elementary Algebra \geq 76
or	or
Accuplacer WritePlacer ESL \geq 4	
or	

PSAT10 Reading or PSAT/NMSQT Reading (taken before 10/1/15) >= 40 or PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) >= 22 or ACT Aspire Reading* >= 422 or ASVAB-AFQT Composite >= 31	PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15) >= 40 or PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) >= 22 or ACT Aspire Math* >= 422 or ASVAB-AFQT Composite >= 31
Third Pathway Portfolio Appeals	
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

ASSESSMENTS FOR THE CLASS OF 2019

ENGLISH LANGUAGE ARTS (ELA)	MATHEMATICS
First Pathway Take and Pass a PARCC Test	
PARCC ELA Grade 9 >= 750 (Level 4) or PARCC ELA Grade 10 >= 750 (Level 4) or PARCC ELA Grade 11 >= 725 (Level 3)	PARCC Algebra I >= 750 (Level 4) or PARCC Geometry >= 725 (Level 3) or PARCC Algebra II >= 725 (Level 3)
Second Pathway Take and Pass one of the Alternative Assessments	
SAT Critical Reading (taken before 3/1/16) or SAT Evidence-Based Reading and Writing Section (taken 3/1/16 or later) or SAT Reading Test (taken 3/1/16 or later) or ACT Reading or ACT PLAN Reading* or Accuplacer WritePlacer or Accuplacer WritePlacer ESL or PSAT10 Reading or PSAT/NMSQT Reading	SAT Math (taken before 3/1/16) or SAT Math Section (taken 3/1/16 or later) or SAT Math Test (taken 3/1/16 or later) or ACT or ACT PLAN* Math or Accuplacer Elementary Algebra or PSAT10 Math or PSAT/NMSQT Math (taken before 10/1/15)

(taken before 10/1/15) or PSAT10 Reading or PSAT/NMSQT Reading (taken 10/1/15 or later) or ACT Aspire Reading* or ASVAB-AFQT Composite	or PSAT10 Math or PSAT/NMSQT Math (taken 10/1/15 or later) or ACT Aspire Math* or ASVAB-AFQT Composite
Third Pathway Portfolio Appeals	
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

ASSESSMENTS FOR THE CLASS OF 2020

ENGLISH LANGUAGE ARTS (ELA)	MATHEMATICS
First Pathway	
PARCC ELA Grade 10 \geq 750 (Level 4)	PARCC Algebra I \geq 750 (Level 4)
Second Pathway Take and Pass one of the Alternative Assessments <i>This Pathway is only available if a student takes all PARCC tests associated with the high-school level courses for which they were eligible and receive valid scores*</i>	
PARCC ELA Grade 9 \geq 750 (Level 4) or PARCC ELA Grade 11 \geq 725 (Level 3) or SAT Reading Test or ACT Reading or ACT PLAN Reading** or Accuplacer WritePlacer or Accuplacer WritePlacer ESL or PSAT10 Reading or PSAT/NMSQT Reading or ACT Aspire Reading** or ASVAB-AFQT Composite	PARCC Geometry \geq 725 (Level 3) or PARCC Algebra II \geq 725 (Level 3) or SAT Math Test or ACT or ACT PLAN Math** or Accuplacer Elementary Algebra or PSAT10 Math or PSAT/NMSQT Math or ACT Aspire Math** or ASVAB-AFQT Composite
Third Pathway Portfolio Appeals	

<i>This Pathway is only available if a student takes all PARCC tests associated with the high-school level courses for which they were eligible and receive valid scores*</i>	
Meet the criteria of the NJDOE Portfolio Appeal for ELA	Meet the criteria of the NJDOE Portfolio Appeal for Math

ACCESS for ELLs

English Language Learners (ELLs) in the ESL program must also meet the above graduation requirements. Additionally, ELLs will have to take the WIDA ACCESS Placement Test (WAPT) as an admissions requirement for placement and the ACCESS for ELLs Assessment annually while in the ESL Program. Performance on the ACCESS for ELLs assessment will be used to determine linguistic strengths/needs as well as readiness for EXIT.

A student can be eligible for exit if they score a 4.5 at any tier, but multiple measures must be taken into account before exiting. Multiple measures considered for exit include: ACCESS for ELLs proficiency level, previous academic performance, proficiency in other standardized assessments, teacher/counselor recommendations, reading levels, and writing samples.

B. 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 accepted without these credits must attend summer school classes and/or credit accrual online courses, approved by the school, to acquire them.

C. PROMOTION AND RETENTION

Seniors must meet mandatory academic, CTE 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.

D. 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.

E. GRADES

The following grading system is in effect:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D	65-69
F	64-55

F. **REPORT CARDS**

Report cards are emailed 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 student earns a D or F grade, parents should contact the counselor or teacher(s) and arrange a parent/teacher conference.

G. **PROGRESS REPORTS**

During the middle of each grading period, teachers send progress reports notices to parents. A parent should contact their child's teacher if there are questions regarding the notices.

H. **Technology Policy for Students**

Essex County Schools of Technology provides technology resources with a firm belief that the educational advantages outweigh the potential for misuse. In return, ECST expects students to exercise appropriate personal responsibility in their use of these resources.

The complete Use of Technology Policy can be found on the District Website under Newark Tech High School.

SECTION II – STUDENT CODE OF CONDUCT

A. **ATTENDANCE POLICY**

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

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in return to district.

Attendance for Extracurricular, Interscholastic Activities and Work/Study Programs:

Students who are ineligible for course credit in any marking period/semester because of absences are also **ineligible to participate in extracurricular activities, interscholastic activities and work/study programs.**

NOTICE OF ABSENCE

A parent or guardian must contact the guidance secretary on the morning of his/her child's absence from school. 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 disciplinary measures based on the Code of Conduct.

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

- Physical or emotional illness
- Death in the immediate family
- Remedial health treatment
- Visitation to college/university/technical schools/military recruitment sites (3 per year)
- Post-secondary admissions tests
- 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.

Senior Prom Policy /Attendance:

Student must be present (Minimum 3 hours) during the school day in order to attend prom. Early dismissal on this day will not begin until 11:30 a.m. (No exceptions)

Any student who is on an academic, attendance, or behavior contract must receive Administrator approval in order to attend Prom. Students serving out-of-school suspension, may not attend Prom.

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 Assistant Superintendent within three days of the committee's decision; subsequently to the Superintendent of Schools and after that, to the Board of Education.

B. **TARDINESS**

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 8:20. Students who receive 4 or more tardies in a marking period will be prohibited from participating in school related functions. Parent conferences and student contracts will take place to prevent ongoing tardies; however, ***excessive tardies will result in a student being returned to their sending school district.***

C. **TARDINESS PROCEDURE**

Students arriving to class after 8:20 a.m. are tardy. If a student is tardy to homeroom, that student must receive a tardy slip and submit to the homeroom teacher. Every 3 tardies will result in a Saturday Detention. A student will receive a Saturday detention if they arrive after 9 a.m.

Early Dismissal Request

A parent/guardian must be present to request an early dismissal for a student, regardless of age. Students picked up prior to 11:30 a.m., will be considered absent for the school day. It is strongly recommended that doctor's appointments and other appointments be made after 3:00 pm so that the students' academic day is not impacted. The person picking up a student for early dismissal must be designated on the emergency card. **No phone calls will be accepted.**

D. **HOME INSTRUCTION**

Home instruction is available to students confined to their home for a minimum of three weeks because of illness or injury. Home instruction must be the result of the recommendation of the Child Study Team or Nurse and approval by the principal or her designee. 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 three 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 Guidance or his designee will then contact the student, parent and home instructor to make arrangements for the home instruction. It is also the parent/student's responsibility to provide an approved doctor's note to be readmitted back to school once home instruction is no longer needed.

To participate in extracurricular activities including Prom, students who are on Home Instruction must receive medical clearance by the nurse and approval by the principal.

E. **CODE OF CONDUCT**

CODE OF CONDUCT

EXPECTATIONS AND CONSEQUENCES

All pupils are bound by the policies and regulations of the Board of Education, the administrative regulations of this school district, and New Jersey law. In addition, pupils shall demonstrate respect for district and community property, teachers, administrators, staff members, and all students.

The following general types of offenses or infractions of the district's standards of student conduct and responsible behavior may be subject to discipline. Disciplinary measures are taken for the purpose of correcting student behavior and deterring the continuation of inappropriate conduct. The list below contains examples of offenses; however, school officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2, and all district policies and regulations.

The Board provides for the district's Student Discipline/Code of Conducts equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender

identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

HARASSMENT, INTIMIDATION, AND BULLYING

Essex County Schools of Technology policy and regulation 5512 prohibits all forms of harassment, intimidation, and bullying. As such, we are committed to providing a caring, friendly, and safe environment for all of our students so each child may learn in a safe and relaxed atmosphere. Bullying of any kind is unacceptable. If bullying does occur, it shall be dealt with promptly and in accordance with policy and law. Anyone who knows of any bullying is expected to report this to a school official **immediately**. Depending on the situation, consequences for harassment, intimidation, and bullying will be in accordance with district policy and regulation as judged by the school administrations, the school anti-bullying specialist, the district anti-bullying coordinator, and/or the superintendent.

LEVEL I BEHAVIORS

High School students shall not participate in:

- Failure to return required school district forms (registration, emergency forms, physical, contacts)
- Uniform Violation
- Dress Code violation (dress down)
- School ID violation (must be worn at all times)
- Littering on school grounds

- Attendance violation - 3 Tardy Rule

CONSEQUENCES OF LEVEL 1 misbehavior

First - Second - Third Offenses

- 1st Saturday Detention (*WCT Afterschool Detention)
- 2nd 1-2 days of Saturday Detention
- 3rd In School Suspension

LEVEL II BEHAVIORS

High School students shall not participate in:

- Failure to attend after school/teacher detention
- Failure to report to office when called
- Misuse of computer and internet; unbiased and/or non-hate related

CONSEQUENCES OF LEVEL 2 misbehavior

First - Second - Third Offenses

- 1st 1-2 days of Saturday detentions
- 2nd In School Suspension
- 3rd Out-of-School Suspension

LEVEL III BEHAVIORS

High School students shall not participate in:

- Truancy, cutting class, leaving class without permission
- Cell phone violation (Cell phone/electronic device confiscated and mandatory parent conference to pick up device)
- Electronic device violation (headphones, ipads, earbuds, iphone watch)
- Minor abuse to school property
- Using an unassigned locker, misuse of locker
- Misbehaving in class, on school grounds or on school trip; disturbance; refusal to follow directions; lack of cooperation
- Selling goods on school property without authorization

- Plagiarizing*
- Misbehavior at lunch, cutting in line, refusal to follow directions
- Horseplaying on school grounds, school sponsored event, or on school trip

CONSEQUENCES OF LEVEL 3 misbehavior

First - Second - Third Offenses

- 1st In School Suspension
- 2nd In School Suspension
- 3rd 1- 3 days Out of School Suspension

LEVEL IV BEHAVIORS

High School students shall not participate in:

- Open defiance of any teacher or persons having authority*
- Leaving school grounds without permission*
- Bused/Transported students leaving school grounds upon drop-off
- Threatening to physically harm another pupil*
- Impersonating a parent/guardian/teacher/pupil*
- Intercepting school mail addressed to parents/guardians*
- Wrongful/Unauthorized entry*
- Writing on desks/chairs, etc. scratching a locker, marking a wall, breaking furniture*
- Cheating/Plagiarizing (multiple offense)*
- Misuse of elevator
- Use of profane or obscene language towards an adult or pupil
- Throwing objects at others before, during, or after school on grounds; throwing food during lunch
- Improper behavior involving personal hygiene in school or on school grounds, i.e. spitting and or urinating in public*
- Misuse of computer and internet; bias and/or hate related incident*

- Cursing or using abusive language (gestures) directed at a staff member*
- Smoking cigarette, electronic cigarette, electronic hookah in the school building or on school grounds*
- Verbal altercation*
- Harassment, Intimidation, Bullying - HIB (founded)*
- Violation of contract (behavior/academic/attendance)*
- Throwing gang signs, showing affiliation to gang membership*
- Theft and destruction of property

****School officials reserve the right to sanction pupil behaviors in accordance with the provisions of 18A:37-1, 18A:37-2 and will determine if such offense results in the student being Returned to District (RTD) in accordance with district policies .***

CONSEQUENCES OF LEVEL 4 misbehavior

First - Second - Third Offenses

- 1st 1-5 days Out of School Suspension
- 2nd Up to 10 days Out of School Suspension
- 3rd Returned to District (RTD)

LEVEL V BEHAVIORS

High School students shall not participate in:

- Fighting/Physical altercation *
- Bomb threat and/or false alarm *
- Arson*
- Possession and/or use of weapon*
- Igniting or using fireworks or other pyrotechnics on school property*
- Unauthorized entry to teacher gradebook
- Stealing assessments and/or teacher assignments
- Vandalizing and Defacing school property
- Selling, possessing, and/ or distributing drug paraphernalia*
- Gambling or promotion of gambling*

- Taking or attempting to take personal property or money from a pupil or staff member by force*
- Assault, assault and battery, or serious written or verbal threats directed to pupils or staff members*
- Sexual misconduct or abuse*

CONSEQUENCES OF LEVEL 5 misbehavior

- Up to 10 days Out of School Suspension **and/or**
- Return to District (RTD) **and/or**
- ***Notification to Essex County Sheriff Department**

After two ISS, student will receive out-of-school suspensions for all subsequent violations.

3 Suspension Rule

Any student who receives (3) OSS will be returned to their sending district.

(On the 3rd OSS, student will be RTD)

A. **DISCIPLINE SANCTIONS**

1) **Detentions:** Students may be assigned a before or after-school detention by teachers or school administrators for failing to maintain academic or school conduct standards. It is the student's responsibility to inform their parents or guardian that he or she has been assigned detention and to attend the after-school session on the day it is scheduled. If a student does not report to the after-school detention, Saturday detention will be assigned by the building administrators.

2) **Saturday Detention:** Saturday detention is held on Saturday mornings from 8:30 a.m. to 12:30. All students assigned

to Saturday detention must be in full and proper uniform. 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. Failure to attend a Saturday detention will result in a one-day In-School Suspension.

2) **In-School-Suspension (ISS):** In an effort to manage minor school infractions, students may be assigned In-Schools-Suspension. Students assigned to ISS will be restricted to the ISS room for the entire day. Students will receive class work from their teachers that should be completed during their stay in ISS.

3) **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 three times during his or her four years at ECST 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:

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 are seeking to have the decision overturned. The appeal must be made to the Superintendent.

Zero Tolerance Policy:

1. Physical altercations between members of the school or district are strictly prohibited. Students are encouraged to report any issues or actions that can lead to such behaviors beforehand in order to resolve conflicts. Students who engage in altercations

on or off of the school grounds may be immediately returned to their sending district school.

2. 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 ECST 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.

B. COMPUTERS AND THE INTERNET

The ECST 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 Schools of Technology 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.

a. 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.

b. **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.

c. **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:***

- Does 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
- Cheating on test, quizzes, or exams is strictly prohibited.
- 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 Schools of Technology administration to restrict access to Internet material shall not be deemed to impose any duty on the Essex County Schools of Technology administration to regulate the content of material on the Internet.

C. **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 an In-School Suspension unless the student refuses to surrender their cell phone which will result in an Out-of-School Suspension.
5. Cell phones confiscated from students will be returned to the student at the end of the school day along with their In-School-Suspension letter.
6. Penalties for multiple violations will follow the Code of Conduct.

7. 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.

D. DRESS CODE

- Shirts, sweaters, and blazers must be embroidered with the school logo.
- Belts are required for all students.
- Hoodies, coats, jean jackets, or non-uniform coverings may NOT be worn over or under the school uniform.
- Identification cards must be worn around the student's neck and visible at all times.
- At the discretion of Administration, student-athletes who are *in-season* may be allowed to wear their sponsored attire. Gym clothes are NOT acceptable school attire.
- Ugg slippers, footwear with open toe: Flip-Flops, Sandals, Slides, Slippers, or Strapless Footwear are NOT acceptable.
- Proper attire and footwear are required for certain CTE programs.

E. DRESS-DOWN DAYS:

On a dress-down or school spirit days, clothing may not advertise, condone, depict, or promote the use of alcohol, tobacco, and/or drugs; also prohibited is clothing with vulgar or obscene language, gestures, or with images or writings that promote a disruption of the educational setting. Ripped jeans are not permitted (unless leggings are worn underneath ripped jeans). In addition, students must follow the dress code on school field trips and school-sponsored events.

The school administration reserves the authority to determine if a student is wearing attire that is appropriate for a school setting. Failure to adhere to the uniform policy will result in a Saturday Detention or suspension. For more information, please see the student handbook.

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

1. Hats, scarves, wave caps, bandanas, headbands, wristbands, sunglasses or music/media devices. Additionally, wave caps are not to be worn around the neck. No scarves of any type may hang from a pocket or belt. Headdress for religious reason is permissible. Shorts are allowed, but they must be knee length or lower and they may not be gym shorts.
2. A student cannot wear see-through clothing, tank tops, spaghetti straps, mini-skirts or blouses that expose the abdomen. Pajama style pants, flip flops and strapless footwear are not permitted.
3. A student cannot wear sleeveless shirts and their pants must be pulled up to the waist. Button down shirts must be fully buttoned and undershirts that exceed the length of the outer shirt must be tucked in.
4. All shoes, sneakers, and boots must be tied. (NT-All black) (WCT-blue or black) (PT-Black)
5. Additional banned clothing includes: pajamas or pajama style outfits, backless and halter tops, strapless tops or tops with low-cut necklines, baggy pants without belts, gang-associated clothing or colors, undershirts worn as shirts, head rags, scarves, visible or exposed undergarments, tight or improperly-fitting garments, inappropriate footwear.

This list is not meant to be exhaustive

Students must follow the dress code on school field trips and school-sponsored events. Violations of the school dress code will result in detention and/or additional consequences for repeat violations.

F. PHYSICAL EDUCATION ATTIRE/PARTICIPATION

Physical Education Attire/Conduct

The following guidelines have been established by the department in order to ensure students will have a safe and fulfilling experience in physical education class: All students are required to dress for physical

education (PE) classes and then remain with their gym squad (unless a medical excuse is submitted to the school nurse). Students must wear appropriate footwear and gym clothing that was not worn to school (e.g. t-shirt, sweatpants, sweatshirt, shorts), and to be in compliance with the schools' dress code, in order to participate in PE activities.

Because of potential injury, the Physical Education policy stipulates that **no jewelry** be worn by students engaging in PE activities. Jewelry must be removed before the student will be allowed to participate in any activity. Students are permitted to wear medical alert and specific jewelry for religious reasons, however, appropriate documentation must be submitted to the Physical Education Teacher.

Eating food or chewing gum during a PE activity is unsafe and will not be permitted during PE classes. The physical education lockers are used by students to store books and clothing during the activity periods. These lockers do not have integrated combination locks. Students must use their own locks to secure their belongings at the beginning of the PE classes.

Students are responsible for their personal items.

Medical Requirements For Physical Education

1-Student must submit complete physicals, providing the appropriate modifications to the physical education program where mandated by doctors' orders.

2-Students fingernails are maintained at lengths no longer than a **quarter inch** from the tip of the finger (prevents accidental injury to others-requiring sutures/stitches; decreases the potential of eye gouging).

3-Students wear proper non-skid footwear for PE classes with laces securely tied or with Velcro.

4-Inhalers readily available during PE class.

5-EpiPens are readily available during PE class (*students with severe allergies also run the risk of Exercise-Induced Anaphylaxis).

6-Prescriptions glasses, contacts, or goggles must be worn during physical activities.

G. HARASSMENT, INTIMIDATION, BULLYING, OR CYBER BULLYING

The Board of Education prohibits acts of harassment, intimidation, bullying, or cyber bullying of a pupil or staff members. 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. **More detail about harassment, intimidation, bullying, or cyber bullying of a pupil can be found in Section IV – Health and Safety (pages 41-44).** ***The entire policy and procedures can be retrieved from essextech.org ECVTS website.

H. HOMEWORK POLICY

Homework is assigned to ensure and assess student learning. It helps students review concepts introduced during the school day; prepare to share and present prior knowledge; reflect on information learned; and demonstrate understanding of learning goals using a variety of methods.

Homework also provides an opportunity for students and teachers to identify and assess any lack of understanding of learning goals. Completing homework assignments is mandatory at Newark Tech.

Homework can take many forms including written assignments; studying; watching the news, a documentary, or various television programs; completing portfolios, projects, or online research; compiling news or magazine articles; etc.

To ensure learning and prevent receiving discipline infractions, students must complete daily homework assignments. Parents are encouraged to contact the classroom teacher or school counselor if a student says that he/she does not have homework for a particular class.

Please note that the Learning Center is open to students from 7:25–8:25AM and 2:45–3:45PM and teachers are available to assist students with questions related to homework. Students are encouraged to seek help using internet learning sites including YouTube.

Consequences for NOT completing homework assignments:

1. Any student who misses a homework assignment during any given day of the week must serve up to a 1-hour afterschool detention on the day the homework is missed.
2. If homework is missed in a given class, the teacher will e-mail that child's name to other staff. If homework is found to be missed in more than one class, the student must serve the afterschool detention for the first teacher to who notifies the student and staff of the missed homework. If it is found that this student missed homework for another teacher, that student's name will be sent to the Vice-Principal and the student will be issued a Saturday detention.
3. Though the school is not required to call parents for detentions, teachers are encouraged to notify parents

about missed homework assignments to discourage the behavior.

Students will have access to a phone to inform their parents/guardians.

4. Any student who misses 2 or more homework assignments in any given class within a week must serve Saturday Detention at the West Caldwell Tech Campus.

5. After a 3rd missed homework assignment in a given class, a parent conference will be required.

I. **ID POLICY**

1. All students receive an ID card and a lanyard each school year. ID cards must be worn around the student's neck and visible at all times, with the exception of Physical Education class.

2. Students must swipe their ID cards upon arrival at school in order to be recorded as "in school" and "on time."

3. A student ID card must be presented at the request of any staff member.

4. A student without an ID card may not be admitted to the building. (Reminder to students: DO NOT LEAVE YOUR ID IN YOUR LOCKER)

5. Students may not deface or modify their ID card for any purpose.

6. Students may not give their ID card to another student for any purpose. If caught, consequences will be administered.

7. Lost ID cards must be replaced for a fee.

- **LOCKER POLICY**

The following policy must be adhered to regarding student lockers:

1. Each student will receive a locker for his or her individual use; each student will receive a combination for their locker.
2. Students may not share their assigned locker with other students. The school is not responsible for lost or stolen items.
3. Each student is responsible for making sure his or her locker door closes completely. Students are advised to spin the dial on the lock to reset the lock when leaving their locker.
4. A student must purchase an additional lock for their gym locker. However, those gym locks may not be left on after gym class since the lockers are shared by other students.
5. Report all locker problems immediately to the main office.

Clearance of Lockers

- All lockers will be cleared out at the end of the year.
- Any items left in the lockers will become school property.

SECTION III – STUDENT INFORMATION

J. **ATHLETIC ACTIVITIES**

The Essex County Schools of Technology compete in the Super Essex Conference and offer the following sports, varying by school.

Boys and Girls Soccer

Boys and Girls Cross Country

Boys and Girls Volleyball

Boys and Girls Basketball

Boys and Girls Bowling

Boys and Girls Indoor Track

Boys and Girls Outdoor Track

Baseball

Softball

Cheerleading

Athletics Season Start Dates:

Fall Season- August 12th

Winter Season- November 25th

Spring Season- March 1st

Academic Eligibility: Academic eligibility is an integral part of the entire eligibility process and a student-athlete must meet the standards set forth by the District and the NJSIAA before participation is granted.

Per NJSIAA:

Student-athletes for the must be passing a minimum of 30 credits from the previous year (incoming freshmen are automatically eligible). For the Spring season, student-athletes in all grades must be passing a minimum of 15 credits from the first (1st) semester of the current year to be eligible. If a student turns 19 years of age before September 1st they are ineligible due to age requirements per the NJSIAA barring special circumstances.

Suspension from School:

A student suspended from school may not practice, participate or be a spectator at any game.

Attendance to School:

Students must attend school – a minimum of 3 hours to be considered present and participate in that day's game or practice.

Athletic Injury:

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.

ACADEMIC PROBATION/SUSPENSION REGULATION

The purpose of this regulation is to address athletes that are not maintaining good grades within a season and to assist their recovery to good academic standing.

Criteria to Participate in Interscholastic Sports:

Try-Out Requisites: Athletic Medical Clearance and passing all courses from previous quarter. For Fall sports, summer school and final grades from the previous year will be utilized.

Participation: To participate in an interscholastic sports team, students may not have an "F" on their most recent report cards. Students having a "D" on their most recent report card, in any subject area, will be placed on academic probation to participate on an interscholastic sports team.

Probation: During the Mid-Season of the Fall, Winter, and Spring Seasons, the Athletic Coordinator will conduct an academic review to determine athletes that are not in good standing. Any athlete failing any subject grades will be placed on probation and will have a **MANDATORY** period of two (2) weeks to raise the grades in question. During this period only practice will be permitted.

Suspension: After the “probation period” a further review will be conducted by the Athletic Coordinator.

- A.) Full team participation will be reinstated after two-weeks if a C- or above is achieved.
- B.) If a student does not improve their grade(s), students will remain on probation for an additional two-weeks. If the student does not achieve a C- or above, they will be dismissed from the team.

Coaches will be provided a list of any athletes who are placed on Academic/Attendance Probation by the Athletic Coordinator. Coaches and Athletic Coordinators will be responsible for monitoring student’s academic progress.

K. **CO-CURRICULAR ACTIVITIES**

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

CLUBS & ACTIVITIES

- | | |
|-------------------|--------------------------|
| ▪ Girls Who Code | ▪ Math Club |
| ▪ Book Club | ▪ Debate Club |
| ▪ Cheerleading | ▪ Multicultural Club |
| ▪ Chess Club | ▪ National Honor Society |
| ▪ Dance Club | ▪ Robotics |
| ▪ Drama Club | ▪ Skills USA |
| ▪ Student Council | |
| ▪ Yearbook | |

L. **BOOKS, EQUIPMENT AND SUPPLIES**

Students are financially responsible for maintaining all school issued textbooks and other equipment. All textbooks should be covered to protect them from damage. Students are required to pay for damaged or lost materials before the end of the school year, when transferring from the school district, or prior to graduation. Any outstanding financial obligations may prevent

the student from receiving their school schedule, diploma, or transfer documents.

M. **TRANSPORTATION RULES**

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

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

A student's parent/guardian 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 to and from school.

N. **CAFETERIA-FOOD SERVICES PROGRAM**

The school will provide free or reduced lunch to all students who apply and qualify. All students will be provided with a free breakfast. All parent/guardians are required to complete the lunch application regardless of eligibility. Students are not allowed to leave school grounds during lunch. Students may bring lunch from home or purchase a lunch from the cafeteria. Parent/Guardians may enroll in the PaySchools program, which may be used to manage funds in a student's meal account. PaySchools information is available on the district website at www.essextech.org. **Students may not have food delivered to the school to eat during their lunch.** Students are required to eat lunch in the cafeteria whether or not they participate in the school lunch program or bring their own lunch from home. After eating lunch, students are required to clean up their items and dispose of them in the trash receptacles.

O. **EMERGENCY SCHOOL CLOSINGS**

School closings or delayed openings due to inclement weather will be announced through the district's automated phone system and postings on the district's website at

www.essextech.org. Announcements may also be made on local media outlets.

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

P. **FIELD TRIPS**

All students who attend a school sponsored field trip must submit a field trip permission form signed by a parent/guardian. Unless otherwise specified, **the school uniform policy applies to all field trips**. Any student who is in violation of the policy may be excluded from the field trip. Students who attend field trips are expected to follow all bus transportation rules and other rules of the student code of conduct while on the field trip.

Q. **MEDIA RELEASE**

The Essex County Schools of Technology may at times publicize events involving students, which may include athletics, community service, student accolades and awards or other district events. If a parent or guardian does not want their child to be photographed, recorded or interviewed as part of publicity involving the school district website and/or local media outlets, it is the responsibility of the parent or guardian to notify the school principal.

R. **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.

S. **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 asked to stand/sit quietly and respectfully.

SECTION IV – HEALTH AND SAFETY

A. 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*

B. CONTROLLED DANGEROUS SUBSTANCES

This includes: Alcoholic Beverages, Drugs, Toxic Chemical Compounds, & Vaping

Individuals under the influence of alcoholic beverages, drugs, toxic chemical compounds or vaping 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: <http://www.essextech.org/about/policies.php>

C. EMERGENCY EVACUATION

If it is deemed unsafe for students and or staff to remain inside the district building, the building will be evacuated. Students and staff may remain on school grounds until the building is safe to re-enter or be relocated to a safe location off school property, depending on a variety of circumstances. In the event of an off-campus evacuation, school administrators will work with emergency officials to move students to a pre-designated safe location(s). Students are not permitted to go to their lockers prior to evacuating unless told to do so by the principal or a designee. Parents will be notified by the school district regarding the situation and applicable instructions.

D. FIRE EXTINGUISHERS

Fire Extinguishers are visibly located and readily accessible in all district buildings. The devices shall be located along hallways, corridors and common areas.

Any tampering with fire extinguishers, which are considered public property, will be subject to the discipline guidelines outlined in the Code of Conduct.

E. SMOKING PROHIBITION

To promote the health and safety of all students and staff and to promote the cleanliness of school grounds, all smoking or use of tobacco products in all school facilities and on all school grounds is prohibited at all times.

F. VISITORS

Upon entering a district building all parents/guardians and other visitors must present valid photo identification and are required to report to the main office. All visitors will be required to go through a metal detector and bag screening at security. A visitor's pass will be issued and must be worn in a visible location during the entire duration of their visit.

Except in emergencies, parents/guardians and other visitors should schedule appointments to meet with school staff. This will ensure the staff will be available and prepared to respond to specific questions and concerns.

Parents/guardians and other visitors may not consult with the teaching staff or students during class time without the permission of the principal.

G. 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 three school days.

Health Screening: Prior to being admitted, all students must have a physical examination, 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 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 at 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 Schools of Technology. All students enrolled in the Essex County Schools of Technology 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.

H. 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 NJ FamilyCare, you may still be able to apply for low-cost health insurance through the NJ FamilyCare ADVANTAGE program through Horizon NJ Health. For information about this particular low-cost insurance program, please call 1-800-637-2997.

I. 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 ECST 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 ECST 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.

J. SAFETY

Maintaining a safe environment is a high priority at the Essex County Schools of Technology. 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 Schools of Technology. 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 split,

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.

K. STUDENT TO STUDENT HARASSMENT

- Everyone at the Essex County Schools of Technology 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 Schools of Technology 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.

L. 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. 6A: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

A. AFFIRMATIVE ACTION

It is the policy of the Essex County Schools of Technology 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.

B. 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, and any program or activity receiving Federal Financial Assistance. The Essex County Schools of Technology School district affirms its responsibilities to ensure all handicapped people in the Essex County Schools of Technology 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, Chetram Singh at (973)412-2223.

It is the policy of the Essex County Schools of Technology 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 Schools of Technology district to harass another staff member or student through conduct or communication of a sexual nature. For grievance procedures, please 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.

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.

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