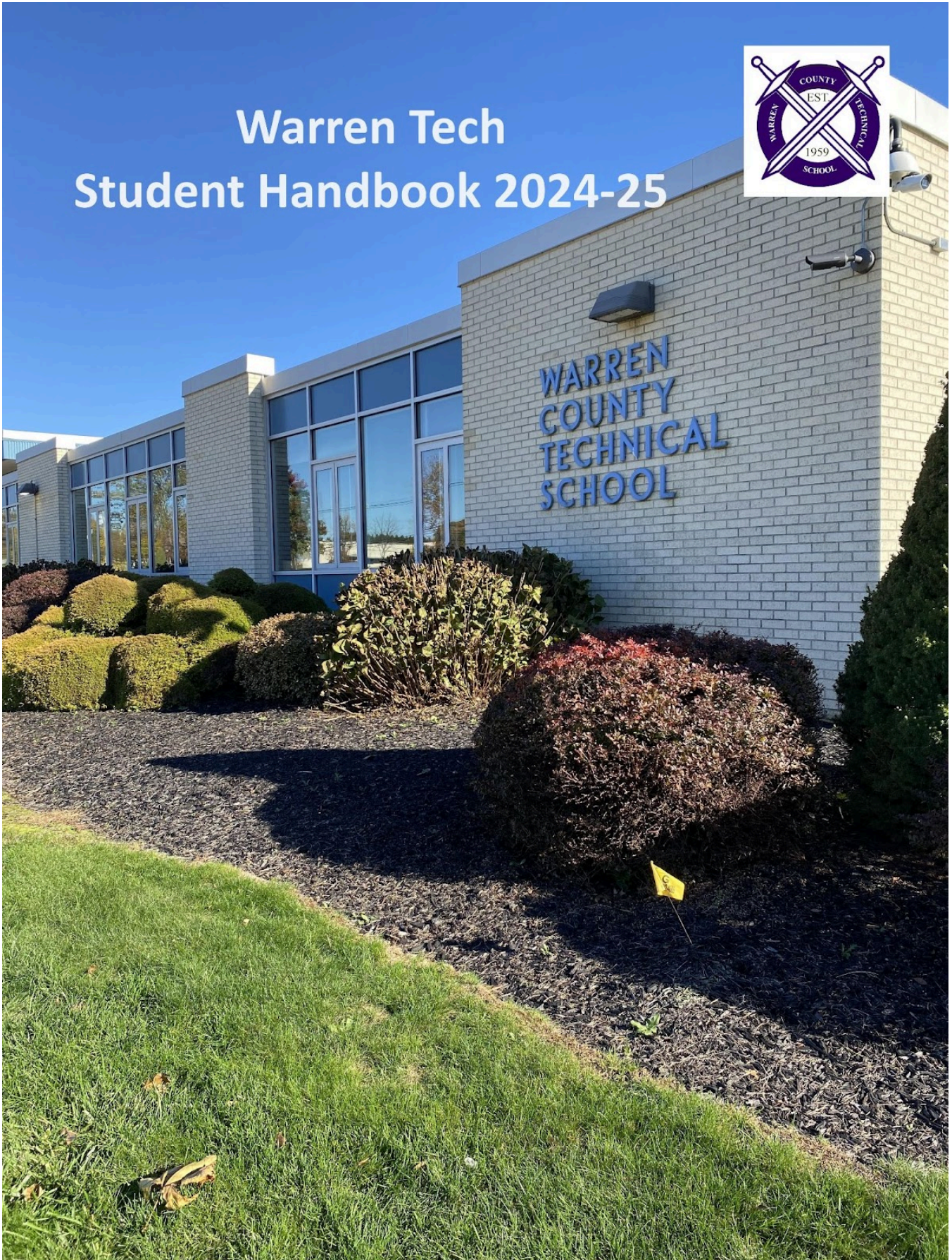


# Warren Tech Student Handbook 2024-25





# **STUDENT HANDBOOK 2024-2025**

## **Warren County Technical School**

1500 Route 57 Washington, NJ

Phone (908) 689-0122

Fax (908) 689-7699

[www.wctech.org](http://www.wctech.org)

### **Board of County Commissioners**

James R. Kern, III, Commissioner Director

Jason J. Sarnoski, Commissioner Deputy Director

Lori Ciesla, Commissioner

### **Warren County Technical School Board of Education**

Dr. Lori Austin, President

Mr. Timothy McDonough, Vice President

Dr. Rosalie Lamonte

Mr. Gus Rutledge

Ms. Rachel Leahy

### **Administration**

Superintendent, Derrick Forsythe

Business Administrator/Board Secretary, Amy Barkman

Principal/Director of Special Services, Jeff Tierney

Assistant Principal/Director of Student Services - Bill Horn

Athletic Director - Erick Bowers

## Table of Contents

<b>I.</b>	<b>General Information</b>	
	Board of Education and Administrative Team	1
	Important Dates for 2024-25	4
	Bell Schedule	4
	School Calendar	5
	Mission Statement	6
	Affirmative Action Policy	6
	Sexual Harassment	6
	Section 504	6
	Response to Intervention (RTI)	6
	Student Rights and Responsibilities/Searches	7
	Grievance Procedures	7
	Snow/Emergency Closing	7
<b>II.</b>	<b>Academic Program</b>	
	Procedures for Career Majors	7
	Graduation Requirements	8
	Program Selection	8
	Course Level Recommendation	8
	Schedule Changes	8
	Grading	9
	Progress Reports/Report Cards	9
	Academic Honors	9
	Failure Policy	9
	Preparedness to Class	10
	Textbooks	10
	Homework Policy	10
	Make Up Work	10
	Final Exams	10
	Testing Program	10
	Guidance/Student Services	11
	Home Instruction	11
	Academic Honesty	11
	Shop Safety Rules	12
	Cooperative Industrial Education – CIE	12
	Advanced Placement Program	12
	Dual Enrollment	12
	WCCC Option	12
<b>III.</b>	<b>Attendance</b>	
	Attendance Policy	13
	General Attendance Procedures	13
	Tardiness	13
	Morning Arrival Procedures	14
	Early Dismissal	14
	Senior College Visitation	14
<b>IV.</b>	<b>Code of Conduct</b>	
	Behavioral Expectations	15
	Disciplinary Infractions	16
	Disciplinary Consequences	17
	Lunch Detention	17
	Administrative Detention	17
	Out-of-School Suspension	18
	Return to District	18
	Restorative Practices/Trainings	18

	Disciplinary Records	19
	Disciplinary Appeals	19
	Dress Cod	19
	School Property Extension to Dress Code	20
	Gym Dress Code	20
	Leaving School Property	21
	Harassment, Intimidation and Bullying	21
	Hazing	21
	Substance Abuse	22
	Non-Smoking Policy	22
<b>V.</b>	<b>Student Activities</b>	
	After School Procedures	22
	Late Buses	22
	After School Tutoring	22
	Interscholastic Athletic Offerings	23
	Athletic Department Contacts	23
	Athletic Eligibility & Participation	23
	NJSIAA Steroid Testing Policy	24
	Extracurricular Activities	24
	Student Government	24
	Class Advisors	24
	Honor Society	24
	Dance Rules	24
<b>VI.</b>	<b>School Operations</b>	
	Transportation	25
	Bus Conduct	25
	Bus Passes	25
	Student Driving Policy and Procedures	26
	Daily Announcements	26
	Drug-Free School Zone	26
	Electronic Devices	26
	Emergency Drill Procedures	26
	Emergency Management Plan	26
	Field Trip Policy	26
	Flag Salute	27
	Health Office Procedures	27
	Injury Protocol	27
	Internet Access Regulation	27
	School District Provided Technology Devices	27
	Insurance Policy	28
	Lockers	28
	Lunch Period	29
	Passes	29
	Student Identification Cards	39
<b>VI.</b>	<b>Miscellaneous</b>	
	Visitors	29
	Office Phone	29
	Protection of Property	30
	Working Papers	30
	Helpline Phone Number	30

## **2024-2025 Important Dates**

**Freshman Orientation**  
**First Day for Students**  
**Back to School Night**  
**8th Grade Open House**

August 29th  
 September 3rd  
 September 19th  
 October 19th

### **Marking Periods and Interim Reports**

**Marking Period One**

September 3rd – November 5th  
 Mid-Marking Period - October 3rd

45 Days

**Marking Period Two**

November 6th – January 27th  
 Mid-Marking Period - December 13th

45 Days

**Marking Period Three**

January 28th – April 2nd  
 Mid-Marking Period - March 3rd

45 Days

**Marking Period Four**

April 3rd – June 10th  
 Mid-Marking Period - May 8th

45 Days

**Final Exam Period**

June 11th – June 17th

5 Days

185 Total Days

**FINAL DAY FOR STUDENTS AND GRADUATION – June 17th**

### **Bell Schedules**

<b>Regular Session</b>	<b>Early Dismissal</b>	<b>Delayed Opening</b>
<b>1 - 8:02-8:51</b>	<b>1 - 8:02-8:32</b>	<b>1 - 10:00-10:31</b>
<b>2 - 8:55-9:39</b>	<b>2 - 8:36-9:06</b>	<b>2 - 10:35-11:04</b>
<b>3 - 9:43-10:27</b>	<b>3 - 9:10-9:40</b>	<b>3 - 11:08-11:37</b>
<b>4 - 10:31-11:15</b>	<b>4 - 9:44-10:14</b>	<b>4 - 11:41-12:10</b>
<b>5A - 11:19-12:03</b>	<b>5 - 10:18-10:48</b>	<b>5A - 12:14-12:43</b>
5A Lunch - 11:19 - 11:44	<b>6 - 10:52-11:22</b>	<b>5B - 12:47-1:16</b>
<b>5B - 11:48-12:32</b>	<b>7 - 11:26-11:56</b>	<b>6 - 1:20-1:49</b>
5B Lunch - 12:07 - 12:32	<b>8 - 12:00-12:30</b>	<b>7 - 1:53-2:22</b>
<b>6 - 12:36-1:20</b>		<b>8 - 2:26-2:55</b>
<b>7 - 1:24-2:08</b>		
<b>8 - 2:12-2:55</b>		

**\*\*All schedules follow an 8-period day. Each day, freshmen have their shop classes during 1st period. Sophomores have shop classes during 2nd and 3rd periods. Juniors and seniors will have shop classes during periods 6, 7 and 8 each day.\*\***

## School Calendar

The school calendar can be changed at any time by the Board of Education and/or Superintendent. The school calendar is also posted on the school website, [www.wctech.org](http://www.wctech.org).

## 2024-2025 School Calendar Warren County Technical School

August 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
September 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					
October 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
November 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
December 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
January 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

CALENDAR CODE KEY	
	No School for Students and Staff
	Early Dismissal Students and Staff
	No School Students - In Service Day
	Delayed Opening for Students
	Early Dismissal Students

Aug 27-29	Staff In-Service
Aug 29	Freshmen Orientation
Sep 2	Labor Day
Sep 3	Opening Day for Students
Sep 19	Back to School Night
Sep 20	Delayed Opening for Students
Oct 14	Staff In-service
Oct 19	Open House
Oct 25	Delayed Opening for Students
Nov 7 & 8	School Closed/NJEA Teacher Convention
Nov 11	Closed for Veterans Day
Nov 27	Early Dismissal
Nov 28-29	Thanksgiving Vacation
Dec 13	Delayed Opening for Students
Dec 20	Early Dismissal
Dec 23-Jan 1	Winter Break
Jan 10	Delayed Opening for Students
Jan 20	Martin Luther King, Jr. Day
Feb 10	Delayed Opening for Students
Feb 14- 17	Presidents' Weekend
Mar 14	Early Dismissal
Apr 17	Early Dismissal
Apr 18-22	Spring Break
Apr 25	Delayed Opening for Students
May 16	Delayed Opening for Students
May 26	Memorial Day
June 10-16	Final Exams / Early Dismissal
June 17	Last day of school/Graduation

### EMERGENCY CLOSING DAYS (IF REQUIRED)

The Board of Education reserves the right to alter this calendar, Title 18A:36-2. If necessary, to meet New Jersey attendance standards and employee contracts. In the event the district uses one (1) emergency closing day prior to January 31st, it will be made up on February 14th. If additional emergency closing days are used over the 5 days reserved, they will be made up as follows: April 22, June 18, and June 19, and any additional days needed up to June 30th. If the built-in emergency closing days (5) are not used, they will be returned in the following order: May 23, May 16, May 9, May 2, and May 30th.

February 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	
March 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
April 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
June 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Student Days Per Month			
Sep	20	Feb	18
Oct	22	Mar	21
Nov	16	Apr	19
Dec	15	May	21
Jan	21	Jun	12
Total Days : 185			
Staff Days Per Month			
Aug	3		
Sep	20	Feb	18
Oct	23	Mar	21
Nov	16	Apr	19
Dec	15	May	21
Jan	21	Jun	12
Total Days : 189			

### **Mission Statement**

Warren County Technical School strives to develop opportunities for vocational, academics, and personal achievement through the cooperation of students, staff, parents and community in an atmosphere of mutual respect.

### **Affirmative Action**

Warren County Technical School is committed to environments for all students, employees and visitors that are free from discrimination and harassment. In accordance with State and Federal law, Warren County Technical School does not discriminate and prohibits discrimination on the basis of the following protected classes and/or characteristics, in all of its programs and activities, including but not limited to employment, promotion, admissions, and access to all career and technical programs: race; creed; color; sex; gender; pregnancy; gender identity or expression; national origin; nationality; age; ancestry; marital status, domestic partnership, or civil union status; religion; affectional or sexual orientation; atypical hereditary cellular or blood trait; genetic information; liability for military service; protected veteran status; mental or physical disability (including perceived disability, AIDS and HIV-related illnesses); harassment (related to any of the foregoing categories); retaliation for filing a complaint of, or participating in an investigation of discrimination; and any other category protected by law. Anyone who alleges sexual harassment by a staff member or a fellow student must report the incident(s) to the Affirmative Action Officer/Title IX Coordinator. The laws of confidentiality apply.

### **Sexual Harassment**

Sexual harassment is conduct of a sexual nature that makes someone, male or female, uncomfortable or embarrassed. The conduct may include female to male, male to female, female to female, and male to male.

The Equal Employment Opportunity Commission (EEOC) expresses sexual harassment as sexual attention that is:

- Unwelcome and unwanted.
- Harmful to a person's health and ability to perform one's job.
- Illegal according to federal law and also most state, county and local laws.

Anyone who alleges sexual harassment by a staff member or a fellow student must report the incident(s) to the Affirmative Action Officer/Title IX Coordinator. The laws of confidentiality apply.

### **Affirmative Action Officer – Mr. Derrick Forsythe**

Location: Warren County Technical School Main Office

Phone: 908-689-0122

Email: forsythed@wctech.org

All complaints of discrimination should be directed to **Mr. Forsythe**.

### **Title IX Coordinator – Mr. Jeff Tierney**

Location: Warren County Technical School Main Office

Phone: 908-689-0122

Email: tierneyj@wctech.org

All complaints of discrimination should be directed to **Mr. Tierney**.

### **Section 504**

The Rehabilitation Act of 1973, section 504 is a Federal Civil Rights statute which protects the rights of persons with disabilities. Section 504 prohibits discrimination against handicapped persons, including both students and staff members, by school districts receiving federal financial assistance. Included in the U.S. Department of Education regulations for section 504 is the requirement that handicapped students receive a free and appropriate education (FAPE). School districts have specific responsibilities under the Act, which include the responsibility to identify, evaluate and if the child is determined eligible under section 504, to afford access to appropriate educational services.

All complaints or questions concerning 504 Accommodation Plans should be directed to **Mr. Tierney**.

Location: Warren County Technical School Main Office

Phone: 908-689-0122 Email: tierneyj@wctech.org

### **Response to Intervention (RTI)**

Response to Intervention is an interdisciplinary team of professionals within the school environment who come together throughout the school year to identify and support students with learning needs, attendance concerns, disciplinary concerns, or other areas in which a student needs support. The RTI Team formulates coordinated services and team delivery systems to address the full range of student learning, behavior, social, and health problems in the general

education program as well as for students determined in need of special education programs and services. The goal of the committee is to assist at-risk students and provide assistance in targeted areas.  
RTI Contact: Erik Bowers – 908-689-0122 ext. 6622

### **Student Rights and Responsibilities**

The Administration at Warren County Technical School recognizes that students possess both the right to a free public education and the rights of citizenship. In granting students the educational opportunities to which they are entitled, the school shall provide them with the nurture, counsel, and custodial care appropriate to students' ages and maturity. At the same time, the school will respect the right of each student to equal treatment and equal access to the educational program, the due process of law, freedom of expression and association, and the privacy of his or her own thoughts. Attending the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others and compliance with the policies and regulations of this district. (N.J.S.A. 9:17B-1. N.J.S.A. 18:A 36-20). In addition, The Board of Education recognizes the need for the in-school storage of pupils' possessions and shall provide storage places, including desks, lockers and other areas, for that purpose. Where locks are provided for such storage places, pupils may lock them against incursion by other pupils. *In no storage space provided by the Board of Education shall pupils have such an expectation of privacy as to prevent examination by a school official.* Each year, inspections of student lockers, desks and other storage areas on district property may be conducted. The school principal is directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

### **Grievance Procedures**

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

**Compliance/Affirmative Action Officer:** Jeff Tierney, Assistant Principal

### **Snow/ Emergency Closing**

In the event of an emergency school closing or delay, parents and guardians will be informed via the Blackboard Instant Alert System. The school website will also be updated to provide emergency information to the students and parents. Furthermore, important information, including emergency closing information, will be posted on social media. Please follow Warren County Technical School on Facebook.

For information on the Blackboard Instant Alert System, contact Mr. Cammarota at [cammarotar@wctech.org](mailto:cammarotar@wctech.org)

## **Academic Program**

### **Procedures for Career Majors**

Career and Technical Education is the keystone of education at Warren County Technical School. All students must be enrolled in a Career Major program in order to remain enrolled at Warren County Technical School.

If students wish to change their career major, they have the opportunity to change career majors ONE TIME during their ninth grade year or during the summer before their sophomore year. Because of the intensive nature of the career programs at Warren Tech, no career major changes will be allowed once a student begins their sophomore year.

In order to request a Career Major change, a student must make an official request with his or her guidance counselor. Students will be allowed to shadow up to two different career areas for no more than two days each. Career instructors have the ability to deny a student's request. Once students decide to join a new career major, the move is final and students will not be allowed to shadow or change careers again.



### **Graduation Requirements**

The following are Warren County Technical School's graduation requirements as established by the Board of Education and in compliance with all state laws and regulations. Students certified for graduation will have satisfactorily completed the requirements listed below.

<b>English- 20 Credits</b>
<b>Mathematics- 15 Credits</b> Including Algebra I, Geometry, and a third year of math that builds upon algebra I and geometry and prepares students for college and 21st century careers.
<b>Social Studies- 15 Credits</b> Including 5 Credits of World History and 10 Credits American History.
<b>Science- 15 Credits</b> Including 5 credits in laboratory Biology, 5 credits in Environmental Science, Chemistry, or Physics, and 5 credits in an additional lab/inquiry-based science
<b>Physical Education- Successful Completion Each Year</b>
<b>Health Education- Successful Completion Each Year</b>
<b>World Language- 5 Credits</b> *Minimum of two years recommended for college prep
<b>Personal Financial Literacy- 2.5 Credits</b>
<b>Visual or Performing Arts- 5 Credits</b>
<b>Career and Technical Education- 40 Credits</b> Successful Completion of career program. *Additional certifications, college credit and/or industry credentials dependent on successful performance on specific governing body's assessment
<b>Standardized Assessment</b> Each student must meet the state's testing requirements or its alternative prior to graduation.

- \* *No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure, but he/she may be denied participation in the graduation ceremony if the student's personal conduct so warrants. Such exclusion shall be regarded as a school suspension and shall be subject to the same procedures and guarantees of due process as suspension*

### **Program Selection**

With the assistance of a guidance counselor, using the recommendations provided by their classroom teachers, students will select their courses. Parents are encouraged to contact the counselor if they have any questions regarding course selection. A typical program consists of eight periods of instruction, usually for academics, physical education, one/two electives, and two/three career and technical education. Courses are offered based upon student enrollment. Under-enrolled courses may be canceled prior to school opening. Students are required to select alternate courses in priority order. Warren County Technical School graduation requirements may meet all college admissions requirements. It is essential that students review the requirements specific to the college or major of their choice. To meet the needs of competitive universities, a challenging academic schedule should include four years of coursework in English, Mathematics, Social Studies, and Science and at least three years of a foreign language. Additional consideration will be given for Honors and Advanced Placement courses.

### **Course Level Recommendation**

Any decision concerning a student's course placement will be made cooperatively between classroom teachers and guidance staff using the following criteria.

- Current academic achievement
- Motivation, study habits, effort, and maturity
- Advanced level classes may have additional requirements

### **Schedule Changes**

A change in a student's schedule must have merit and meaning behind it. Students are encouraged to review their schedule the week before school begins and email any transfer requests to their guidance counselor. After **September 20th** no schedule changes will be made unless warranted by the Child Study Team or the Administrative team. Seniors will be given first priority.

### **Grading**

The grading scale utilized by Warren County Technical School is the recommended grading scale from the College Board. Grades will not be weighted. Each marking period grade is calculated as 20% of the final grade for a full year course. The final exam is calculated as 20% of the final yearly average.

<b>Letter Grade</b>	<b>Percent Grade</b>	<b>4.0 Scale</b>
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

- \* Given administrative approval, a teacher may give an incomplete grade for the immediate two weeks after the marking period closes. After the expiration of the grace period, a grade will be entered. Exceptions will be considered on an individual basis.

### **Progress Reports/Report Cards**

The Assistant Principal will email all parents at the mid-marking period and end of marking period dates to inform them that Progress Reports and Report Cards are available to view on the Genesis Parent Portal. If your parent/guardian would like a paper copy of your Progress Report or Report Card please have them contact Mrs. Lentine in the Guidance Office at (908) 835-2819.

### **Academic Honors**

High Honor Roll- Awarded to students who have attained a **93** or above in all classes.

Honor Roll- Awarded to students who have attained an **85** or above in all classes.

- \* Students with any incomplete grades are not eligible for the honor roll.

### **Failure Policy**

There are ample tutoring help sessions and other avenues for improvement available to students who seek assistance. If a student fails for the year, he/she will be notified in writing of the status of the course make-up possibilities. If a student fails any subject for the year, he/she will have to make arrangements through the guidance department to take summer school classes. **If a student fails three or more classes or his/her career major\* for the year, he or she will need to transfer back to their home school district.**

- \* **CREDIT RECOVERY OPTIONS EXIST ONLY FOR ACADEMIC COURSES, THEY MAY BE FEE BASED**
- \* **THERE ARE NO CREDIT RECOVERY OPTIONS FOR CAREER MAJORS IN SUMMER SCHOOL**

### **Preparedness for Class**

Students are expected to arrive at each of their classes on time fully prepared with the materials required for the course. This includes the proper writing utensil, homework, notebook and any textbooks required. Students need to be prepared for Physical Education classes with appropriate clothing (gym shorts, t-shirt, sweatshirt, sweatpants, etc.) and proper footwear. Specific attire and safety protection in career and technical education classes is also part of preparation. Classroom teachers have the discretion to dock participation points to any student that does not come to class prepared.

### **Textbooks**

Students are required to return all books to their teachers in the condition in which they were issued and within the prescribed time. Failure to do so will result in fines. If the fines are not paid, schedules/diplomas will not be issued.

### **Homework Policy**

The Warren County Technical School Board of Education recognizes the need for regular homework and class projects, which are essential parts of the instructional process at Warren County Technical School. Meaningful homework and projects are integral to fostering successful academic achievement and student readiness to meet the demands of higher education and the workforce. Quality homework assignments and projects serve a variety of important purposes in effective learning environments including: providing enrichment opportunities, applying skills learned in class, maximizing instructional time, reviewing material before assessment, identifying areas for remediation, providing opportunities for creativity, and the development of writing, public speaking and research skills. Furthermore, homework and class projects help students cultivate effective study habits such as time management, independent learning, note taking, and self-discipline. Homework should provide reinforcement and extension of class instruction, and should serve as a basis for further study and preparation for future class assignments. With that in mind students should expect frequent homework assignments and occasional projects during each marking period of study.

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

- Make-up work should be completed as quickly as possible. If absent on the day of a classroom assessment (test, quiz, lab, or exam), the student will have one day for each excused absence to make up the assessment. If not completed by that time, the teacher has the discretion to allow the student to complete it at a later date.
- **Students must be absent for three consecutive days in order for the Guidance Department to obtain homework from teachers.**
- Parents must call the guidance office at (908) 835-2819 to arrange for homework collection.
- A 24 hour waiting period is necessary in order for the guidance counselors to obtain homework from all teachers.
- When a student is going to be absent for a scheduled event (e.g., driver's test /doctor's appointment), that student is responsible for getting work in advance from his/her teachers.

### **Final Exams**

Final Exams will be administered at the end of each course during a designated finals period at the end of the academic year. Each final exam will be a comprehensive assessment measuring retention of core content of the course and the mastery of learning skills. Students can expect to complete a variety of test items including but not limited to: multiple choice, short answer, essay, reading comprehension activities, and performance based assessments. The final exam is calculated as 20% of the final yearly average for a full-year course. Grades for final exams for ½ year and ¼ year courses are included in marking period grades.

### **Testing Program**

- 1) Students must participate in the NJSLA examinations corresponding with their course enrollment in Mathematics and English Language Arts as per NJDOE requirements .
- 2) Students may take the PSAT test for a fee and they must sign up for the test due limited availability. .
- 3) The College Entrance Examinations - Scholastic Aptitude Tests forms are available in the Guidance Office. The student pays all fees.
- 4) All seniors must participate in an exit exam appropriate to their career areas. Failure to do so could result in forfeiture of career certificates of competencies.
- 5) All juniors must participate in the NJGPA test. The NJGPA is required as part of the graduation assessment requirements adopted by the State Board of Education. If a student does not pass the NJGPA assessment in their Junior year, they will need to retake the examination. The graduation assessment requirements for the classes of 2023 through 2025 are available on the Graduation Assessment Requirements webpage. Students who do not pass the NJGPA will be required to meet an alternative graduation requirement.
- 6) Students may be required to take the National Assessment of Educational Progress (NAEP) per NJDOE guidelines.

### **Guidance/Student Services**

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

The school counselor can help the student evaluate personal strengths, weaknesses, likes, and dislikes, which will assist in establishing and achieving realistic goals. The counselor is trained in interpreting standardized tests, and knowledgeable about providing the most current information regarding the opportunities available in higher education and indicating the projections for future growth areas in the workforce. Counselors consult and work cooperatively with all members of the school staff to facilitate the student's progress.

Although counselors will routinely schedule conferences during the school year, appointments can be made at any time when seeking assistance with personal concerns, researching career opportunities, or wanting to obtain information for the college planning process. Please contact a counselor with any questions regarding the school, programming, or student progress. The guidance counselors are assigned by grade.

Freshman & Sophomore Counselor  
Mr. Orchulli, [orchullij@wctech.org](mailto:orchullij@wctech.org)

School Social Worker  
Brie Collis, [collisb@wctech.org](mailto:collisb@wctech.org)

Junior & Senior Counselor  
Ms. Sarte, [sartek@wctech.org](mailto:sartek@wctech.org)

Guidance Counselor, RTI, 504's  
Erick Bowers, [bowerse@wctech.org](mailto:bowerse@wctech.org)

### **Home Instruction (Policy 2412)**

The Board of Education shall provide instructional services to an enrolled student, whether a general education student in grade nine through grade twelve or special education student age fourteen to twenty-one, when the student is confined to the home or another out-of-school setting due to a temporary or chronic health condition or a need for treatment that precludes participation in their usual education setting, whether general or special education, and if it is determined that the student can maintain satisfactory proficiency in his/her vocational studies while out of school.

If it is determined that the pupil cannot maintain satisfactory proficiency in his/her vocational studies due to a health condition, the student shall be transferred back to the sending district which shall be responsible for home instruction or other appropriate placement.

To apply for this service, a parent must submit a written determination from the student's physician documenting the projected need for confinement at the student's residence or other treatment setting for more than ten consecutive school days or twenty cumulative school days during the school year. The written determination from the student's physician shall be forwarded to the school physician, who shall either verify the need for home instruction or provide reasons for denial. The parent shall be notified concerning the school physician's verification or reasons for denial within five school days after receipt of the written determination by the student's physician.

Further description can be found under Board Policy 2412 on the school's website.

### **Academic Honesty**

(BOE Policy 5701 - Plagiarism)

Pupils are expected to be honest in all their academic work, meaning students will not engage in any of the following acts:

- 1) Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, cell phones, or other electronic devices, copying from other students' papers, and exchanging information with other students orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
- 2) Plagiarism is not permitted at any time. Plagiarism is defined as use without acknowledgement of the ideas, words, formulas, textual materials, on-line services, computer programs, etc., of another person, or in any way presenting the work of another person as one's own.
- 3) Falsifications, to include altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.



- 4) Forgery of signatures, improper citation with intent to deceive, unauthorized collaboration, or erasing/destroying the work of others.
- 5) Any other action that compromises the integrity of an assignment or assessment.
- \* Committing any academically dishonest action on an assignment will result in disciplinary action and/or a grade of a zero on the assignment.

### **Safety Rules for Shops**

- 1) Before participation in any Career and Technical Education course all new students will be trained on the associated safety and health issues (N.J.A.C 6A:19-6.4(d).8). When applicable students will be required to pass a safety exam specific to the career area before participating in shop work.
- 2) Students must have a current emergency form on file in the Health Office before any shop work may begin.
- 3) Each career and technical educator will develop and present safety rules for their shop. These rules will be posted in the classroom and reviewed each year with returning students. All class members and visitors are expected to follow all of these rules to ensure their personal safety.

Students who repeatedly violate safety rules will be removed from participation in shop activities. A mandatory parent/teacher conference will be scheduled before the student will be reinstated to full participation.

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

The Cooperative Industrial Education program is a culminating activity of the Career Major experience at Warren County Technical School. This program permits students to exchange their senior level shops for actual work experience. This program is available to senior level students who maintain eligibility by achieving passing grades in all their classes and are approved by the Career Academy instructor.

- \* ***Students are reminded that participation in the CIE program is a privilege and can be revoked at any time.***
- \* Students who have been assigned an after school detention or have been suspended on any level may not be permitted to participate in the CIE experience that day.

Please address questions regarding the CIE program to **Mr. Ray Gara at 908-835-2841 or [garar@wctech.org](mailto:garar@wctech.org).**

### **Dual Enrollment**

Warren County Technical School has partnered with Warren County Community College, NJIT, Centenary University and Northampton Community College to offer several challenging dual enrolled courses. Students can register for these courses at Warren County Technical School and earn college credit while in high school. Students must achieve a final grade of a C or better in order to earn Warren County College credit and a B or higher for Centenary University and NJIT credit. Transferring these credits to another college or university is handled by the college. Warren County Technical School will continue to work with these colleges to provide additional dual enrollment opportunities.

#### **WCCC Dual Enrollment Offerings**

Honors Biology	Forensic Science	Intro to Business
Honors Algebra 2	Honors Pre-Calculus	Health Sciences 4
Computer Programming 1, 2, & 3	Child Development 3	Honors Chemistry
Honors English 12	Honor Calculus	

#### **NJIT Dual Enrollment Offerings**

Engineering 4

#### **Centenary University**

Television - Radio & Digital Media 4

## **Articulation Agreements**

In addition to the dual enrollment courses offered, Warren Technical School has articulation agreements with Warren County Community College and Northampton Community College. This means if a student takes the following courses at Warren Technical school and registers, and then completes their associates degree, that student will earn college credit for the following courses:

Law & Public Safety 3 & 4 - 12 credits offered at WCCC

Welding Technology 3 & 4 - 12 credits offered at Northampton Community College

## **Senior Warren County Community College Option**

Warren County Technical School seniors have the ability to take college courses at WCCC in addition to taking their Career, English, and Physical Education courses. These courses can be taken at any time. Seniors wishing to take advantage of this option must receive approval from Guidance that they have met all other graduation requirements and that they are in good discipline standing with the school.

## **Attendance**

### **Attendance Policy**

The Warren County Technical School Board of Education requires that the pupils enrolled in this district attend school regularly in accordance with the laws of the State. Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in the student being returned to his/her home district. Missed hours in a student's career major cannot be replaced with home instruction.

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

### **General Attendance Procedures**

On the morning of the first day of absence, parents or guardians are urged to call the absenteeism line at **(908) 689-0122** to report a child's absence.

- 1) ALL written excuses, including medical, dental, and legal, **must** be presented to the attendance secretary, or his/her designee, within **two (2) school days** after that student first returns to school. If a note has not been received within two (2) school days, the absence will be considered unexcused unless otherwise authorized by administration. Vacations are considered unexcused absences.
- 2) An excused absence will be granted only with a doctor's note within 48-hours, or other legal documentation as presented to an administrator for a status determination. Notes should be brought to the office before homeroom.
- 3) Any student who acquires **six unexcused absences in a marking period** or a **total of twenty-five excused or unexcused absences** for the year will be transferred back to his or her sending district. Hands-on training time missed in the career academy cannot be replaced with extra homework or make-up assignments. A letter explaining the justification for this change in academic placement will be sent at this time, which outlines the appeal procedure for this decision.
- 4) At the occurrence of six, ten and sixteen **unexcused** absences, a student will receive notification from the Assistant Principal letting him or her know the ramification of further absenteeism. At the sixteenth **unexcused** absence for those less than sixteen years of age, a letter will be sent home, and by legal obligation Warren County Technical School will file truancy charges against the parents. On the 17<sup>th</sup> day of the unexcused absence, the student will lose all credit for the year and will return to his/her sending district at the conclusion of the year potentially to repeat the grade. A letter explaining the justification for this change in academic placement will be sent at this time, which outlines the appeal procedure for this decision.
- 5) At the occurrence of 15, 20 and 22 TOTAL absences, a student will receive written notification of the total number of absences and the ramifications of reaching 25 **TOTAL** absences. At 20 total absences or 12 unexcused absences, the student and parent/guardian will attend an attendance meeting to develop a plan to improve school attendance.
- 6) After 5 unexcused absences or 10 total absences counselors will develop a corrective action plan together with the student.
- 7) An attendance appeals hearing can be requested. This constitutes meeting with the attendance appeals committee to discuss and review documentation of the absences. The appeals committee can excuse or omit an absence or leave the record as it stands. The decision of the appeals committee will be reviewed by the Principal upon parent request. The Superintendent's decision is final.

### **Tardiness**

In order for Warren Tech to provide an effective educational program, it's important that students report to school on time.

- 1) School Tardiness – Anyone who is not in his/her assigned homeroom at the second bell at 8:02 is considered late to school. Any student who arrives after 8:02 a.m. must report to the main office to sign in with their student ID and receive a pass. Students who are on "Senior Option/Delayed Start" must sign in at the main office ten minutes before their first scheduled class (*i.e. If your first class is period 2, which starts at 8:55 am, you must sign in at the main office by 8:45 am*).
- 2) Class Tardiness – A student is tardy if he/she is not in his/her assigned class when the bell rings. Consistent or repeated tardiness will result in disciplinary action and constitutes a level 1 disciplinary infraction.
- 3) Continued tardiness to school may significantly impact students' opportunities to attend field trips or other school sponsored activities.

Guidance Counselors will notify parents of excessive tardiness and its impact on the overall grade.

### **Morning Arrival Procedures**

Upon arrival at Tech, all underclassmen are to report to the cafeteria and wait for the first bell. All food and drink must be consumed in the cafeteria and discarded before homeroom. Students are responsible for cleaning up after themselves.

- \* A senior privilege area known as the Senior Court is established to provide social and wait time for seniors.

### **Early Dismissal**

Early dismissals are discouraged. However, the school will honor medical/dental appointments and extreme emergencies. To arrange for early dismissal a parent must write a letter to the main office specifying the date, time and reason for the request. The note will be followed up with a call to the parent/guardian.

- 1) Early dismissal is an excused legal dismissal from school, but only after a student has completed four hours of instruction.
- 2) No student will be permitted to leave school without this parental authorization. Students must be picked up and signed out by a parent.
- 3) Excused early dismissals may be granted for the following reasons:
  - a) Students who become ill in school and wish to go home must report to the nurse's office for permission.
  - b) Approved college visitations.
  - c) Verified medical or dental appointments.
  - d) Verified appointments for a driving test.
  - e) Required court appearances.
  - f) Death in the Family
  - g) Other reasons of an emergency nature approved by an administrator.
  - h) Approved extracurricular activities

### **Senior College Visitation**

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

- \* A letter from the college acknowledging the visit must be submitted to the attendance secretary to qualify for an excused absence.

## **CODE OF CONDUCT**

### **Behavioral Expectations (District Policy 5500)**

The Board of Education believes that pupils should commit themselves to learning and to the development of their unique potential. Pupils should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parents or legal guardians, all pupils can contribute to the effectiveness of the school and the value of their education.

The Board expects all pupils in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives; and
8. Communicate with parents or legal guardians and appropriate school staff members.

### **Disciplinary Infractions & Consequences**

Warren Tech uses a points system for discipline. Students accumulate points after each disciplinary infraction. Disciplinary infractions are assigned levels and points based on the severity of the infraction and the circumstances of the infraction. The administrator handling the infraction will assign an infraction level, points, and corresponding consequences based on the individual circumstances of the infraction.

Administration has final determination and discretion over the level of the infraction and or point value of an infraction. Students will be given due process rights after the allegations have been stated. Parents will be notified of any student discipline referral resulting in a disciplinary action. School Administration uses the discipline policy as a guideline and individual circumstances may result in variations to the consequences outlined in below.



### ***Disciplinary Infractions***

***\* The following is a guideline and individual circumstances may result in variations to the consequences listed below. Administration uses this as a guide in most situations.***

***\* Administration reserves the right to elevate or reduce the level of an offense based on his/her discretion and the individual circumstances surrounding the offense.***

Level 1 Offenses	Level 2 Offenses	Level 3 Offenses	
Classroom Misconduct	Class Cut	Misuse of Technology	Assault
General Misconduct	Failure to Attend Detention	Safety Violation	Fighting
Inappropriate Language	Misuse of Tools/Equipment (Non-Safety Violation)	Theft	Possession/Distribution of Inappropriate Material
Insubordination/Disrespect	Late to School - Excessive	Destruction of Property	Possession, use, and/or distribution of Alcohol
Late to Class	Late to Class - Excessive	Discriminatory Actions / Behaviors / Writings	Possession, use, and/or distribution of Controlled Substance
Public Display of Affection	Misconduct	Possession of E-Cigarettes/ Vaping Products	Possession, use, and/or distribution of Drug(s) and/or Drug Paraphernalia
Pass Abuse	Cheating / Dishonesty / Plagiarism	Possession of Tobacco Products	Possession of Facsimile Weapons
Bus Misconduct	Verbal Abuse/Profanity Directed at an Individual	Actions intent on causing harm	Possession of Weapon
Late to School - 3x	Plagiarism/Academic Dishonesty/Cheating	Harassment, Hazing, bullying ( <i>non-HIB</i> )	Inappropriate Driving in Parking Lot
Dress Code Violations	Other Unlisted - Level 2	Confirmed Harassment, Intimidation, & Bullying (HIB)	Threats
Other Unlisted - Level 1		Causing False Alarm	Other Unlisted - Level 3
Electronic Device Policy Violation			

### **Disciplinary Consequences**

*The following is a guideline and individual circumstances may result in variations to the consequences listed below.*

*Administration uses this as a guide in most situations.*

	Level 1	Level 2	Level 3
1st offense	Warning, Lunch Detention, and/or Meeting with AP or Principal. (1 Point)	1 After School Detention (3 points)	In School Suspension* (administrative discretion for specific offenses), Disciplinary Training/Restorative Practices  Out of School Suspension of a length commensurate with the offense. Possible Legal action, possible return to district, Disciplinary Training, Restorative Practices &/Or Counseling (5-10 Points)
2nd offense	Lunch Detention, and/or Meeting with AP or Principal. (2 points)	2 After School Detentions (4 points)	Out of School Suspension (length commensurate with offense) Disciplinary Training/Restorative Practices Return to District (10 Points)
3rd & Further offenses	After School Detention and/or Meeting with AP or Principal. (3 points)	In School Suspension (5 points)	Return to District

#### **Lunch Detention**

Lunch detentions will be held each day. Teachers will assign lunch detentions to students for disciplinary infractions. Failure to attend or repeated lunch detentions will result in further discipline.

#### **Administrative Detention**

Detention will be held one day a week. It is the student's responsibility to serve the detention. Detention takes precedence over other school commitments. This includes sports, extracurricular activities, jobs, etc. Failure to attend or repeated detentions will result in further discipline.

#### **In School Suspension\***

In School Suspension is served on school grounds in the main office, guidance, or a designated classroom. While serving in-school suspension, students will complete restorative practice training, meet with guidance counselors, and/or complete school work. Students may not participate in afterschool activities on days that in-school suspension is being served. In School Suspension will not be an option for any safety-related offense.

### **Out-of-School Suspension**

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

### **Return to District**

A student who accumulates **20** Infraction points at any time during the school year will be required to return to their sending district school either mid-way or at the end of the current school year.

**\*ADMINISTRATION RESERVES THE RIGHT TO RETURN A STUDENT TO HIS/HER SENDING DISTRICT AT ANY TIME REGARDLESS OF HIS/HER POINT VALUE.**

### **Other Possible Consequences:**

- Loss of credit on assignment (plagiarism)
- Loss of driving privileges (parking lot/driving violations)
- Removal from Shop Activities (safety violations)
- Financially responsible for damage (destruction of property)
- Covering articles of clothing that are in violation of the dress code
- Others, as necessary, or determined by school administration

### **Restorative Practices/Trainings**

Warren Tech implements Restorative Practices and trainings where appropriate and at the discretion of Administration. In such instances, penalties may be reduced with the completion of restorative training related to the offense and/or meetings with counselors to educate the student, with the goal of correcting the behavior. Any possible point reductions are at the discretion of administration based on individual circumstances.

- Referral to Counselor- Any student with a Level 3 or 4 offense, or any student with a third level 1 or two offense, will be automatically referred to a counselor for counseling services.
- Peer to Peer Mentoring - Any student accumulating **eight** disciplinary points is automatically enrolled in Peer to Peer Mentoring. The Peer-to- Peer Program is designed to provide an opportunity for students experiencing difficulty and/or repeated disciplinary actions to assess, analyze, and reflect upon their behaviors. Students have the opportunity to reduce the cumulative disciplinary point total upon the completion of the Peer-to-Peer Mentoring Program and then demonstrating behavioral improvement. After completion of the program, one point will be deducted for each month a student goes without any further disciplinary infractions.
- Response To Intervention - Any student accumulating **12 disciplinary points** will be referred to Response to Intervention (RTI). Students with 10 total absences or **five** unexcused absences will be referred to RTI.
- Training Programs - Students with disciplinary infractions related to substance abuse, HIB & Discriminatory Actions, Safety Violations and others at the discretion of Administration will participate in a disciplinary training with the goal of correcting behaviors. Training Programs may Include, but are not limited to:
  - How to be an Upstander Against Bullying (SafeSchools)
  - Understanding Bullying (Safe Schools)
  - The Importance of Doing Something About Bullying (SafeSchools)
  - What Does Bullying Look Like (SafeSchools)
  - Why You Should Care About Bullying (SafeSchools)
  - Substance Abuse/Vaping Trainings
  - Tobacco Free NJ - Don't Get Vaped In
  - How Alcohol Affects the Brain (Safe Schools)

- How Drugs & Vaping Affect Your Brain (Safe Schools)
- Social Pressure & Substance Abuse (Safe Schools)
- Substance Use & Risks to Your Future (Safe Schools)
- Teenage Alcohol & Drug Use (Safe Schools)
- The Truth About Vaping (Safe Schools)
- Review of Shop Safety Materials/Re-Take of Shop Safety Assessment(s)
- Others as deemed appropriate

### **Disciplinary Records**

All information regarding disciplinary actions taken against the student by the district and information in the student's record received by the district pursuant to N.J.S.A. 2A: 4A-60 shall be maintained in the student's record. This information may be forwarded to another school district in accordance with N.J.S.A. 18A: 36-19a and N.J.S.A. 18A: 36-25.1 in the event the student transfers to another district.

### **Disciplinary Appeals**

A student or group of students wishing to appeal a disciplinary action/penalty may do so following the procedure outlined below.

**Step 1.** Student must meet with a guidance counselor to discuss the disciplinary action in question and reason for appeal within one-school day of the disciplinary action being assigned.

**Step 2.** If after this consultation the student still wishes to move forward with their discipline appeal, the student may schedule an appointment with the Principal. This can be done by emailing the school principal within one-school day of meeting with the counselor. In most cases, the Principal will respond by the next day. However, he/she will respond within five days.

**Step 3.** If still dissatisfied, a student or his/her parent may present his/her appeal to the Superintendent. This request must be made within two school days of the principal's decision. He/she will respond within five days.

**Step 4.** A student may present his/her appeal to the Warren County Vocational-Technical School Board of Education. The appeal must be presented in writing to the Board Secretary, at least ten days prior to the next Board meeting. The Board will respond in writing to the appeal.

### **Dress Code**

Warren County Technical School respects students' rights to express themselves in the way they dress. However, students must dress and engage in grooming practices that do not endanger the health or safety of themselves or others or create a disruption to the educational environment. Students have a responsibility to attire themselves in a manner that respects the learning environment and parents are expected to cooperate with administration to facilitate this goal.

### **Minimum Requirements**

- Students are to wear clothing that totally covers the upper torso.
- Shirts must reach the top of the bottom clothing garment (pants, shorts, skirt, dress).
- Tops must have shoulder straps. Shoulder straps should be a minimum of 2 inches in width.
- The bottom clothing garment length should hit the student's body at mid-thigh or longer.
- Rips, tears, mesh, or "see-through" areas of clothing must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
- **UNDERGARMENTS SHOULD NOT BE VISIBLE ON ANY STUDENT.**



### **Additional Requirements**

- Clothing containing profanity or sexual references, innuendos, double entendre; slogans depicting violence or degrading any race, color, creed, religion, sex, gender, ancestry, national origin, social or economic status; symbols or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances are prohibited.
- Tattoos, which depict any profanity or sexual references, innuendos, double entendre; slogans depicting violence or degrading any race, color, creed, religion, sex, gender, ancestry, national origin, social or economic status; symbols or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances must be covered at all times.
- Shoes must be worn at all times and should be safe for the school environment. Slippers, flip-flops, shoes without backs, and heely's (shoes with wheels) are prohibited.
- Career areas may require dress regulations including specific footwear to allow safe participation in shop activities. Students will be informed of expectations by the career instructor.
- Sunglasses should not be worn indoors except as prescribed by a student's doctor.
- Pajamas should not be worn at school.
- Jewelry and accessories must not pose a health or safety hazard to the student or others.
- In the event of an unforeseen event or security drill students should be mindful of the temperature and weather outside when choosing what to wear to school.

**\*This list is not meant to be exhaustive. Administration can/will update, as necessary.**

Students who violate this policy will be asked to change into more acceptable attire. If students do not have a change of clothing, they will be required to call a parent/guardian to request a change of clothing be brought to the school. **School administration reserves the right to make a final decision regarding acceptable dress in school and at school-sponsored events.**

Whenever a member of the professional staff or an administrator feels a student is unacceptably dressed or displays inappropriate clothing, the student will be asked to change the article or articles in question. If the student refuses, the student will face disciplinary action.

Parent assistance and support is vital. If a parent is not sure if an article of clothing is acceptable, please call an administrator for clarification.

**1st Offense – Warning**

**2nd Offense – Lunch and/or Administrative Detention, 2 Discipline Points**

**3rd Offense – Administrative Detention, 3 Discipline Points**

### **School Property Extension to Dress Code**

Items of property which cause a disruption to the educational environment, which may include but are not limited to, items containing profanity or sexual references, innuendos, double entendre; slogans, pictures, and/or symbols depicting violence; slogans, pictures, and/or images that are degrading or offensive to any race, color, creed, religion, sex, gender, ancestry, national origin, social or economic status; symbols or pictures including those with advertisements for tobacco, alcohol, firearms, drugs or other illegal substances are not prohibited on school property.\* THIS INCLUDES DISPLAYING THESE ITEMS ON VEHICLES PARKED IN THE SCHOOL PARKING LOT.

### **Gym Dress Code**

Students must change out for Physical Education classes. Students gym attire must meet the below requirements: Gym Shorts (mid-thigh or longer), Shirts: T-shirts, Sweatpants, and Sweatshirts.

All clothing must be free from buckles, buttons, and other adornments that could cause a safety hazard. Boots, flip flops, sandals, crocs, and others at the discretion of the PE teacher(s) are prohibited for PE classes. PE classes are occasionally conducted outside on the athletic fields. Students are expected to be prepared for both indoor and outdoor PE activities. All articles of clothing must adhere to the minimum requirements outlined in the school dress code as described above.

### **Leaving School Property**

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

## **Harassment, Intimidation and Bullying**

**(District Policy 5512)**

**HIB Coordinator - Jeff Tierney ([tierneyj@wctech.org](mailto:tierneyj@wctech.org))**

**Anti-Bullying Specialist - Ms. Kristen Sarte ([sartek@wctech.org](mailto:sartek@wctech.org))**

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
  - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student’s property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
  - b. Has the effect of insulting or demeaning any student or group of students; or
  - c. Creates a hostile educational environment for the student by interfering with a student’s education or by severely or pervasively causing physical or emotional harm to the student.

### **Consequences and Proper Remedial Action**

Incidents of violence or vulgarity will have an immediate consequence. These incidents will also be reported to the Anti-Bullying Specialist for investigation. Confirmed cases of harassment, intimidation, or bullying are subject to further discipline. Any reported incidents of harassment, intimidation, or bullying will be referred to the Anti-Bullying Specialist for investigation. Confirmed incidents of bullying, harassment or intimidation that occur off school grounds are subject to consequences.

Consequences may include:

- Peer to peer counseling/ restorative practices
- Counseling with Student Assistance
- Detention
- In-School Suspension
- Out of School Suspension
- Report of incident to the police
- Return to district

It must be stressed that a given consequence or any combination of consequences will be assigned only after careful consideration of all facts related to the incident(s) in question.

Warren County Technical School’s complete HIB Policy is available on our school website [www.wctech.org](http://www.wctech.org) and is explained to students at the beginning of each school year.

To report a HIB, go to [www.wctech.org](http://www.wctech.org) and click on the link for HIB Information in the middle of the page. Under the “Quick Links” menu on the left of the page, click, **“To Report a HIB”** and follow the instructions.

### **Hazing (Policy 5512)**

Hazing is a term used to describe various ritual and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. The Administration prohibits hazing in any form. Hazing is among the most serious of disciplinary infractions. Warren County Technical School believes hazing activities of any type are inconsistent with the educational process and the Board prohibits all such hazing behavior at any time on school premises, at any school-sponsored function or on any school bus.

All staff members, pupils and school volunteers shall be alert to possible behavior, circumstances, or events that might include hazing. A person who detects hazing and/or planned hazing shall immediately inform the pupil(s) involved of the prohibition against this behavior and/or conduct and direct them to immediately cease all such behavior and/or conduct. All such incidents must be reported to the Building Principal or designee who will initiate an appropriate investigation into the matter and inform the required personnel to deal with the issue effectively.

For additional information on Warren County Technical Schools Anti-Hazing Policy please visit the policy link on the school's website and search for Policy #5512.

### **Substance Abuse Policy** **(District Policy 5530)**

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

- Substance abuse is a level three offense. Consequences include suspension or return to district. A substance abuse infraction may also carry other consequences in accordance with state law and the memorandum of agreement with the Warren County Prosecutor's Office.

### **Non-Smoking Policy**

Smoking/Vaping within the school or on school property is not permitted at any time.

- Smoking/Vaping is a level three offense. Consequences include suspension or return to district. A substance abuse infraction may also carry other consequences in accordance with state law and the memorandum of agreement with the Warren County Prosecutor's Office.

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

## **Student Activities**

### **After School Procedures**

All students staying after school should be in a supervised activity by 3:05. Any student(s) not in an activity by this time will be escorted to the office. When late buses are provided students will be dismissed from their activities via the intercom. A student will only be dismissed from an activity prior to their parent or guardian having arrived to pick them up or if they are leaving in their own vehicle. Students may not ask to leave an activity to go anywhere else before the end of the activity unless prior approval is granted and communicated to the after school advisor.

- *Students who fail to follow this policy will incur disciplinary consequences and may have after school privileges revoked.*

### **Late Buses**

Late buses are available on Tuesday and Thursday afternoons. Late buses drop off students **near** their regular bus stops, but may not drop students off at their regular bus stops. For information about transportation and bus stops, contact Mr. Ray Gara at [garar@wctech.org](mailto:garar@wctech.org)

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

Warren County Technical School offers students the opportunity to receive small group tutoring Monday through Thursday. A schedule of Board approved tutoring sessions will be disseminated to students in early September. Teachers may elect to establish individual tutorials on an as needed basis.

Peer tutoring, sponsored by the National Honor Society, will also be available by arrangement.

### **Interscholastic Athletic Offerings**

Warren County Technical School sponsors interscholastic sports teams in the following sports. Schedules for these sports can be found at [www.warrentechathletics.org](http://www.warrentechathletics.org)

#### **Fall**

Cross Country – Boys  
Soccer – Boys

Cross Country – Girls  
Soccer – Girls

#### **Winter**

Basketball – Boys  
Bowling – Boys

Basketball – Girls  
Bowling – Girls

#### **Spring**

Baseball – Boys

Softball – Girls

### **Athletic Department Contacts**

Athletic Director: Erick Bowers

Phone (908) 689-0122    Email [bowerse@wctech.org](mailto:bowerse@wctech.org)

### **Athletic Eligibility**

Student eligibility to participate in athletic activities shall be established and monitored according to the following guidelines which are in addition to any eligibility criteria established by the NJSIAA:

- 1) The Athletic Director in conjunction with the coaches are directly responsible for monitoring the eligibility of all athletes in accordance with the NJSIAA and Warren County Technical School's Eligibility Guidelines before being cleared to participate in an athletic team.
- 2) All athletes' academic progress will be monitored regularly for the duration of their sport's season. Any student athlete earning an average under 65 will be notified and given two-weeks to improve their grade in the course. During this time coaches will encourage at risk student athletes to seek tutoring opportunities. Following the two week warning period a determination will be made regarding the student's status. If the student athlete is still earning a grade under 65 in the course, they will be removed from athletic participation until they improve their average to a passing grade.
- 3) The Athletic Director will make the final decision with regard to a student's eligibility to play in that season.
- 4) Following the initial sign-up for a specific sport, additional students may join a team within two weeks of the first practice if spots are still available and with approval from the Athletic Director. *\*Note, there may be delays in allowing the student to participate as all athletic forms need to be reviewed and the athlete needs to be cleared by the Athletic Trainer prior to participation.*
- 5) Any student who is tardy to school and arrives after 10:55am will not be allowed to participate in any athletic activities that day. The student must indicate if he or she plays an in season sport when signing in.
- 6) Any student participating in a sport must complete a minimum of a four-hour instructional day. He/she will not be permitted to leave with a team, should the team's dismissal be earlier than the four-hour time requirement, excluding tournaments.
- 7) An athlete must participate in six practices before participating in a game or scrimmage.
- 8) Any student spending 40 minutes or more in the nurse's office or athletic trainer's office on the day of a game or activity may not participate that day. *It will be the nurse's responsibility to notify the Athletic Director if there is a situation regarding a student's health and participation status as mentioned above.*
- 9) *Any student who does not change out or participate in scheduled Physical Education classes during the school day may be withheld from participation in athletic activities that day, at the discretion of the Athletic Director.*
- 10) Students who are serving an out-of-school or in-school suspension may not participate in any activities.
- 11) All appeals concerning eligibility will be brought to the Athletic Director. If you are unable to resolve your appeal with the Athletic Director, then the student should appeal to the Principal.

### **Athletic Participation**

To participate in sports at Warren County Technical School, student athletes must complete a pre-participation packet and submit it to the athletic office by the appropriate deadline as outlined on the forms. Failure to submit the forms by the deadlines could result in a student athlete being denied the ability to participate in the sport. The pre-participation packet includes the NJSIAA Physical Form, a Health History Update Form, Medical Release Form, Concussion Form, Sudden Cardiac Death Form, Opioid Form, NJSIAA Steroid Testing Consent Form, HIPPA Form, and the Consent to Treat Form.



To participate in athletics at Warren Tech, students must have a physical examination from their physician on the NJSIAA physical form found in the pre-participation packet and then submit the Pre-Participation Physical Evaluation Medical Eligibility Form to the athletic office, it will be reviewed by the school physician. An athlete cannot participate in practices or games prior to approval by the school physician.

### **NJSIAA Steroid Testing Policy**

In Executive Order 72, issued December 20, 2005, Governor Richard Codey directed the New Jersey Department of Education to work in conjunction with the New Jersey State Interscholastic Athletic Association (NJSIAA) to develop and implement a program of random testing for steroids, of teams and individuals qualifying for championship games. Any student-athlete who possesses, distributes, ingests or otherwise uses any of the banned substances (per the NJSIAA), without written prescription by a fully-licensed physician, as recognized by the American Medical Association, to treat a medical condition, violates the NJSIAA's sportsmanship rule, and is subject to NJSIAA penalties, including ineligibility from competition. The NJSIAA will test certain randomly selected individuals and teams that qualify for a state championship tournament or state championship competition for banned substances. The results of all tests shall be considered confidential and shall only be disclosed to the student, his or her parents, and his or her school. No student may participate in NJSIAA competition unless the student and the student's parent/guardian consent to random testing

### **Extracurricular Activities**

Warren County Technical School offers a variety of extracurricular clubs and activities. Membership in clubs or activities increases the connection between students and their school. To that end students are encouraged to become active participants in school clubs and activities. Students should pay attention to school email and daily announcements for club, activity, and student government opportunities.

All clubs and activities receive Board approval based on recommendations from staff and review by administration. Participation in after school activities and clubs is a privilege that can be revoked by administration based on a student's academic performance or disciplinary infractions. Club advisors may also set academic standards that students must meet to participate in extracurricular activities.

### **Student Government**

Students will be given the opportunity to participate in the Warren County Technical School Student Government. Requirements, responsibilities, and election procedures and officer roles and responsibilities will be determined by the Student Government Advisor and distributed to students at the beginning of the school year.

### **Honor Society**

National Honor Society Criteria- Eligible students are asked to submit an application for acceptance into the National Honor Society. The eligibility requirements include attaining a 3.5 grade average or better in the sophomore, junior, or senior year.

### **Dance Rules**

- 1) Any student representing a group or club wishing to sponsor a dance may solicit the help of his/her instructor or a class advisor who can file the appropriate forms in the main office.
- 2) No guest will be allowed to attend any regular dance held at Warren County Technical School. Administrative permission will be granted to outside guests who meet school guidelines for the Prom and Winter Gala.
- 3) Any students leaving the building once the dance has begun will not be readmitted.
- 4) Any student displaying signs of inappropriate behavior will be removed from the dance.
- 5) All students who attend dances must have a parent, guardian, or designated adult provide a ride home **IMMEDIATELY** following the scheduled activity. However, if a student is driving himself/herself, they will be escorted to their vehicle by a chaperone.
- 6) Students may be permitted to stay at school during the interim period on the scheduled day of a dance, provided they are under proper supervision. This must be coordinated with a teacher or club advisor in advance.
- 7) All the rules that apply during the school day also apply in the evening, including dress code rules. Any student wishing to ride home with a fellow student must have a disclaimer form signed by a parent/guardian.
- 8) Dances are typically scheduled from 6:30 p.m. to 9:30 p.m.

## School Operations

### Transportation

All Warren County Technical School students will be provided with bus services to and from school each school day. Information about stops and pickup times can be found on the Parent Access Portal of Genesis. Additionally, Warren County Technical School provides transportation to and from school for field trips, athletic contests, and will provide a late bus for tutoring and other after school opportunities on select days. Late buses will follow a limited route and student late bus stops may be different from daily stops.

Questions regarding busing can be directed to Ray Gara by either calling him at 908-835-2841 or emailing him at [garar@wctech.org](mailto:garar@wctech.org).

### Bus Conduct

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

**The bus represents an extension of the school system; therefore school rules also apply when on the bus.**

**Students are required to:**

- 1) Show respect for the driver at all times.
- 2) Enter and leave the bus in turn with no pushing or crowding.
- 3) Be seated and buckled while the bus is in motion.
- 4) Talk in a reasonable tone of voice.
- 5) Refrain from profane or abusive language.
- 6) Keep the bus clean, with no littering or spitting.
- 7) Remain in their assigned seat. No extending of any part of the body may hang out of the window, no jumping over seats, and no throwing of objects.
- 8) No eating or drinking or smoking on the bus.
- 9) No smoking on school buses.

**Behavioral expectations are the same on the bus as they are in school. Proper bus conduct extends to all field trips and school based events.**

***\* Violation of any of the above may result in suspension of bus riding privileges for a specified period of time.***

### Bus Passes

Students wishing to ride a bus other than their own, are required to present a note from their parent/guardian to the main office prior to the beginning of the school day. All notes are verified via phone and a pass given to the student.

### Student Driving Policies & Procedures

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

- 1) All students must apply for a parking pass to obtain privileges. This will consist of presenting a valid driver's license and up-to-date registration and insurance cards. These items will be photocopied and kept of file. Students must sign a copy of this driving regulation form.
- 2) All stickers must be placed on the inside back left window.
- 3) Improper/unsafe operation of the vehicle will result in driving privileges being revoked.
- 4) Vehicles must be parked within the white lined spaces.
- 5) Five MPH speed limit is the absolute maximum.
- 6) Students must leave vehicles and enter the school immediately upon arrival at school. Smoking, vaping, or use of any tobacco, alcohol or other substances in cars on school property is strictly prohibited.
- 7) At dismissal time, all drivers are to leave school immediately by exiting out the main entrance.
- 8) No pupil who is granted the privilege of driving may transport in their vehicle, anyone other than an immediate family member, unless otherwise approved on each occasion by a school administrator. Any student wishing to go into another student's vehicle must have a parent/guardian note specifically indicating that they may ride with that driver. Notes of a general nature will not be accepted. Violation of these rules will result in loss of driving privileges for the operator of the car. Additional consequences may be imposed on both the driver and the passenger as well.
- 9) No pupil shall use their car to:

- a) Contain or conceal alcohol or a controlled dangerous substance or weapons of any kind.
- b) Leave the school at any time other than their permitted dismissal time.
- 10) Repeated late arrivals to school will result in loss of driving privileges.
- 11) In case of inclement weather, students have the option to leave their cars at school and take the bus home and return on the bus the following morning.
- 12) Students on an Agricultural License will not be awarded a parking permit.
- \* Any violation of driving rules or unsafe operation of a vehicle on school property will result in disciplinary action including the loss of driving privileges.

### **Daily Announcements**

Daily notices containing important information to students are announced during homeroom. Information relative to job opportunities, deadline dates for college admission, applications for scholarships, and applications for college entrance examination board tests, special announcements relative to school activities, and other items of concern to students are contained in the announcements and may be posted on the school's website under specific categories when necessary.

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

Warren County Technical School is a Drug-Free School Zone that recognizes and supports the conditions of the law.

### **Electronic Devices**

Electronic devices must be **turned off and stored away** during class. Use of personal cellular devices during class is prohibited. Personal use of cellular devices will be permitted in the cafeteria during the lunch periods and before school. Students are NOT allowed to use electronic devices to photograph/record others in the school. **Use of electronic devices in the restrooms and locker rooms is strictly prohibited.** Students may not wear ear buds, Air Pods, or headphones during class periods to ensure they can hear emergency alerts, announcements, and teacher communications. Additionally, pagers, Emergency Radios, and other electronic devices prohibited unless approved by school administration. A student who is an active member in good standing of a volunteer fire company, first aid, ambulance or rescue squad may bring or possess a remotely activated paging device on school property ONLY if the student is required to respond to an emergency and the student provides a statement to school administration from the chief executive officer of the volunteer fire company, first aid, ambulance or rescue squad authorizing the possession of the device by the student at all times and that the student is required to respond to an emergency. This may be revoked at any time should possession of the pager in school become disruptive.

Failure to comply may result in disciplinary action. Disciplinary actions may include; lunch detention, after-school detention, suspension, disciplinary points, and confiscation of the device and returned to parent.

Warren County Technical School is not responsible for damage or theft of cell phones/electronic devices on school property.

### **Emergency Procedures**

**In the event of any emergency situation (real or drill), please follow the instructions relayed by staff and administration. Failure to follow instructions will result in discipline.**

### **Emergency Management Plan**

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

### **Field Trip Policy**

Any student who is attending a field trip must have a permission slip signed by a parent or guardian. Students may be withheld from participating in field trips for academic, attendance, or conduct reasons at administrative discretion.

- \* It is the student's responsibility to hand in all assignments due and make up work missed during their class trip.

### **Flag Salute and Pledge of Allegiance**

The Pledge of Allegiance will be recited each day in the morning in homeroom. New Jersey law requires you to show respect for the flag of The United States of America.

### **Health Office Procedures**

- 1) If the nurse sends someone home for a medical reason and the person is out the next day, the nurse will call home to verify that the student is still out for the same circumstances. The nurse will excuse the absence through the attendance secretary.
- 2) Except in cases of emergency, students are not to report to the nurse without first having the teacher call down to the nurse to verify availability. All students must have a valid pass to visit the nurse's office.

### **Injury Protocol**

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

### **Internet Access Guidelines for Students**

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

Warren County Technical School prides itself on the productive and safe utilization of educational technology. All students are encouraged to sign up as soon as possible for email service. In an effort to make technology available to everyone, the following rules apply:

- 1) Students will not use the computer network(s) to violate copyrights, institutional or third party copyrights, or other contracts. Students are NOT authorized to install any software on school equipment.
- 2) Students will not use the computer network(s) in a manner that:
  - a) Intentionally disrupts network traffic or crashes the network.
  - b) Degrades or disrupts equipment or system performance.
  - c) Uses computing resources of the school district for commercial purposes, financial gain, or fraud.
  - d) Steals data or intellectual property.
  - e) Vandalizes or seeks unauthorized access to files.
  - f) Forges electronic messages, invades the privacy of others, or posts anonymous messages.
  - g) Engages in any illegal, immoral, inappropriate, or obscene activities.
- 3) The official student e-mail is sms.wctech.org and is the only e-mail that the school and staff will recognize. All students must sign up for Internet use the first week of school.
  - \* Any student found accessing the Internet without permission or visiting inappropriate websites will immediately have all computer privileges and accesses denied and will incur a Disciplinary Infraction.

***Students are reminded that Warren County Technical School reserves the right to investigate any and all pieces of equipment. This right includes reviewing e-mail accounts and Internet visits.***

### **School District Provided Technology Devices**

**TECHNOLOGY VALUES & RESPONSIBILITIES** The computer equipment, computer services, and Internet access are used to support the educational objectives of the Warren County Technical School District. Use of these technologies is a privilege and students are required to comply with District technology values & responsibilities. Students who receive these devices will sign the school district provided device form.

Warren Tech is not responsible for the actions of individuals utilizing the network/computers who violate the District's technology values, responsibilities, policies and regulations. Warren Tech may modify these regulations at any time by publishing modified regulations on the network and elsewhere. Warren Tech reserves the right to monitor all activity on network/computer facilities/devices. Students should not expect that the web history, emails and files used on the District's computers/network/servers are private.

- A school district-provided technology device must be used only by the pupil for school district authorized use;
- Any school district-provided technology device loaned to a pupil must be returned to the school district in the condition it was initially provided to the pupil considering reasonable use and care by the pupil;

- The parent or pupil shall be responsible to reimburse the school district the cost of any technology device that is lost, damaged beyond reasonable use or beyond its value, abandoned, missing, stolen, or cannot be returned to the district in accordance with the terms of the School District Provided Technology Device Form;
- The parent and/or pupil shall be responsible for any loss or damage to the technology device in accordance with the terms of the School District Provided Technology Device Form;
- A pupil will be required to report any hardware or software problems in the operation of the device to the school district staff member, designated on the School District-Provided Technology Device Form, within two school days of the commencement of the problem;
- A pupil must report to the school district staff member designated on the School District Provided Technology Device Form within two school days in the event the technology device has been damaged or is missing;
- A parent or pupil is required to immediately file a police report in the event it is believed the technology device has been stolen. Within one school day after filing a police report, a parent or pupil shall complete the School District Provided Technology Device Loss Form and submit the completed Loss Form and a copy of the police report to the Principal or designee;
- A pupil shall be required to provide routine cleaning and care of the device in accordance with school district cleaning and care guidelines;

### **ANTI-BIG BROTHER ACT**

The Anti-Big Brother Act mandates that a school district furnishing a student with an electronic device equipped with recording capability must provide the student with “written or electronic notification that the electronic device may record or collect information on the student’s activity or the student’s use of the device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student’s activity or use of the device.”

Devices received from Warren Tech are capable of recording or collecting information about device activity and use. The District will not use any of the device’s capabilities in a manner that would violate my privacy rights or any individual residing with me. In addition, I am required to comply with all policies and procedures outlined in the District Responsible Use Policy.

### **INTERNET**

It is important that the Internet is used properly so that laws are not broken, others are not offended, and/or school rules are not violated. The District has taken all prudent actions to block and/or filter access to the Internet for the protection of students as mandated by the Child Internet Protection Act (CIPA). Students will need to immediately notify a staff member if anyone attempts to initiate any inappropriate personal contact with students, or their peers, while using the District’s Internet access. Students cannot expect privacy in any content stored or accessed through the District network. All Internet activity, including email and websites visited, is monitored and archived.

### **TECHNOLOGY SYSTEMS MANAGER**

All issues, questions, or concerns regarding District-issued devices, network access, and technology should be directed to:  
 Robert Cammarota, Technology Systems Manager    (908) 835-2834    [cammarotar@wctech.org](mailto:cammarotar@wctech.org)

### **Insurance Guidelines**

The Board of Education does not provide insurance coverage for students in either school activities, after school events or in either intra or inter-mural events. However, there are options to purchase low cost insurance policies. For more information please call our school nurse, Mrs. Schiller at 908-835-2830.

### **Lockers**

Each student is assigned a hall locker. Students are responsible for keeping the lockers neat, orderly, and locked at all times. If a locker cannot be opened, the situation must be reported immediately to the office.

Please be advised that the school reserves the right for the Administration to inspect student lockers during the school year as necessary.

- \* **Students are prohibited from sharing lockers for any reason.**
- \* **The school district is not responsible for items unsecured in a school or gym locker. Only school issued locks are permitted.**

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

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

**Lunch**

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

- 1) Students are not to eat lunch anywhere but in the cafeteria unless it is a teacher-authorized and supervised lunch session.
  - 2) All students wishing to purchase hot lunches/dessert are to form a single line approaching the appropriate serving area.
  - 3) All plastic utensils and trash must be taken to the containers provided for this purpose.
  - 4) Students are encouraged to recycle all glass and aluminum cans.
  - 5) Students need to take responsibility for cleaning the tables.
  - 6) Students may use the bathroom facilities during lunch upon request for a pass from a cafeteria monitor. There will be no loitering in the halls or restrooms.
- \* **A monitor may send a student to the office at any time if he or she feels the student is misbehaving. The level for the disciplinary infraction will be assigned in accordance with the behavior.**
  - \* **Lunch detention may be assigned as a consequence of previous actions of a student. The main office will inform the student. Lunch detention rules will be posted in the designated classroom.**

**Passes**

Any student who must be in the hall while class is in session must sign out of the classroom that he/she is leaving using the SMART PASS software. Teachers reserve the right to question the intent of the student. It is the student's responsibility to ask the teacher to approve a hallway pass before leaving a class or special area to see a guidance counselor, administrator, or school nurse, or to go to the library.

- \* **Pass misuse will result in disciplinary infraction.**
- \* **If a student abuses these passes, the administration reserves the right to put the student on pass restriction.**

**Medical Prescriptions**

All student medications must be maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student, however, this must be documented in advance with the School Nurse. Students are prohibited from possessing prescriptions, over-the-counter medications, and dietary supplements without permission from the school nurse. Students are strictly prohibited from distributing prescriptions, over-the-counter medications, and/or dietary supplements to other students.

**Student Identification Cards**

- 1) All students and staff must have their school issued ID with them at all times. All students must be able to produce this ID upon request.
- 2) Students are required to use their IDs to purchase lunch or to sign in to school late.
- 3) Visitors must obtain and wear ID passes while they are in the building.

**Miscellaneous**

**Visitors**

To increase the safety and security of our school building no student should open any door to the outside for any person for any reason. If someone is attempting to enter the building please contact a teacher or staff member of the main office immediately. If a student would like to bring a visitor to the building for any non-public event it must be cleared with administration prior to arrival and the visitor must enter through the main entrance and sign in appropriately.

**Office Phone Use**

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

### **Protection of Property**

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

### **Working Papers**

These forms are available online at [myworkingpapers.nj.gov](http://myworkingpapers.nj.gov).

### **Helpline Phone Numbers**

#### **Child Abuse and Neglect**

Domestic Abuse and Sexual Assault Crisis Center  
(DASACC)  
(908) 453-4181 [www.dasacc.org](http://www.dasacc.org)  
NJ Department of Children and Families Division of  
Child Protection and Permanency (DCP&P)  
(908) 689-7000 or to report abuse (877) 652-2873

#### **Mental Health and Substance Abuse**

Catholic Charities  
(908) 454-2071 [www.ccdom.org](http://www.ccdom.org)

Community Prevention Resources  
(908) 835-1800  
[www.communitypreventionresources.org](http://www.communitypreventionresources.org)

Family Guidance Center  
24-HR Hotline (908) 454 5141  
Hackettstown Regional Medical Center Counseling and  
Addiction Center  
(908) 850-6810 [www.atlantichealth.org](http://www.atlantichealth.org)

#### **Suicide and Crisis Lifeline**

988