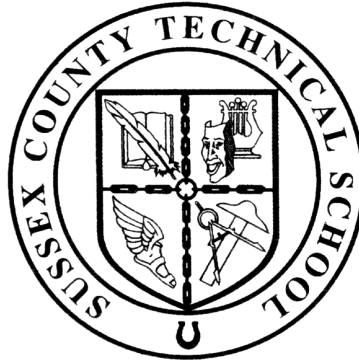


Sussex County Technical School

Student Agenda Book 2023-2024



105 North Church Road, Sparta, New Jersey 07871
973-383-6700 * Fax 973-383-6951

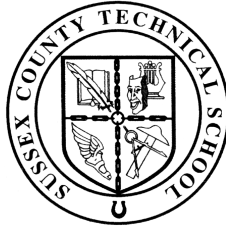
NOTICE: EACH PARENT AND STUDENT IS DEEMED TO HAVE READ THIS AGENDA BOOK AS SIGNED IN GENESIS PARENT PORTAL. FAILURE TO READ THIS AGENDA BOOK WILL NOT BE GROUNDS FOR AN OBJECTION OR EXEMPTION TO THE INFORMATION, RULES AND REQUIREMENTS CONTAINED HEREIN.

Throughout the Student Agenda book rules and regulations, refer to school law, Board Policy, regulations and classroom rules.

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Mission Statement

“The Sussex County Technical School, a school of choice, in partnership with family, community, business, industry and institutions of higher learning, empowers secondary and adult students to become self-directed learners and active participants in their community by providing a competitive advantage to pursue ANY career opportunity.”

SCHOOL RIGHTS

Sussex County Technical School students can be transferred back to their home districts for more suitable placement by the Principal/Superintendent. Criteria for transfer will include any or all of the following: unsatisfactory levels of performance, unsatisfactory attendance and/or cutting, unsatisfactory conduct and/or non-compliance to school rules and regulations.

STUDENT RIGHTS

The Board of Education recognizes that students possess both the right to a free public education and citizenship rights. In granting students the educational opportunities to which they are entitled, the Board shall provide them with the nurture, counsel, and custodial care appropriate to students' ages and maturity. At the same time, the Board will respect the right of each student to 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.

Attendants with the rights guaranteed to each student are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the district's policies and regulations.

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

A student, who has reached the age of majority and is emancipated, possesses the full rights of an adult and may issue authorizations previously delegated to his or her parent(s). Adult students are fully responsible for his/her educational performance, attendance, compliance with district regulations, and care of school property. The parent of an adult student will be informed of the rights of the student and will continue to be informed of the student's progress in school.

The Sussex County Technical School District does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, sex, age, parental status, physical disability, learning disability, or sexual orientation.

Sussex County Technical School - Board of Education

President	Mr. Jarrod Cofrancesco
Vice President	Mrs. Diane Wexler
Member	Mr. John Miller
Member	Mrs. Margaret Bongiorno
County Superintendent	Dr. Gayle Carrick

Sussex County Technical School - Administration

Superintendent/Principal	Mr. Gus Modla
Business Administrator	Jenny Deuel
Director of Curriculum & Instruction	Dr. Lisa Schneider
Vice Principal/CTE	Mrs. Stacy Crosson
Vice Principal/Discipline	Mr. Brad Szatkiewicz
Vice Principal/Guidance & CST	Mrs. Debra Keiper
Athletic Director	Mr. Sean Truesdell

Important Phone Numbers

Main Number **(973) 383-6700**

Fax Number **(973) 383-6951**

Department	Extension
Attendance	285
Athletics	243
Guidance	247
Adult Career Center	286
Health Office/School Nurse	254
Student Assistance Counselor	224

Student Center	331
Fax (973) 579-7493	
Director, Mrs. Suzanne Sarner	329
Recreational Coordinator, Gillian Matos	327
Mental Health Clinician, Christina Rowe	330
Mental Health Clinician, Noelle Johnson	230

Administration	
Superintendent/Principal, Mr. Gus Modla	212
Business Administrator, Mrs. Jenny Deuel	214
Dir. Curriculum & Instruction, Dr. Lisa Schneider	205
Vice Principal/CTE, Mrs. Stacy Crosson	231
Vice Principal/Discipline, Mr. Brad Szatkiewicz	234
Vice Principal/Guidance & CST, Mrs. Debra Keiper	242
Athletic Director, Mr. Sean Truesdell	279

SUSSEX COUNTY TECHNICAL SCHOOL
2023-2024 CALENDAR
Board Approved: 3/23/2023

SEPTEMBER - 17 days

- 1 - Friday - School Closed
- 4 - Monday Labor Day - School Closed
- 5 & 6 - Tuesday & Wednesday - Teacher In-Service
- 7 - Thursday - School starts for students

OCTOBER - 21 days

- 9 - Monday Columbus Day – School Closed (Teacher In-Service)

NOVEMBER - 18 days

- 9 & 10 - Thursday & Friday - NJEA Convention - School Closed
- 13 - Monday - Delayed Opening for Students - Staff In-Service
- 22 - Wednesday - 1/2 Day
- 23 & 24 - Thursday & Friday - Thanksgiving Recess - School Closed

DECEMBER - 16 days

- 22 - Friday - 1/2 Day
- 25 - 29 - Monday thru Friday - Holiday Recess - School Closed

JANUARY - 21 days

- 1 - Monday - New Year's Day Observed - School Closed
- 2 - Tuesday - School Resumes
- 15 - Monday - Martin Luther King Day - School Closed
- 22 - Monday - Delayed Opening for Students – Staff In-Service

FEBRUARY - 19 days

- 19 & 20 - Monday & Tuesday - Winter Recess/President's Day - School Closed 19 days

MARCH - 20 days

- 25 - Monday - Delayed Opening for Students - Staff In-Service
- 29 - Friday - Spring Recess - School Closed

APRIL - 17 days

- 1 - 5 - Monday thru Friday - Spring Recess - School Closed

MAY - 22 days

- 27 - Monday - Memorial Day - School Closed

JUNE - 9 days

- 10 - Monday - 1/2 Day (Final Exams)
- 11 - Tuesday - 1/2 Day (Final Exams)
- 12 - Wednesday - 1/2 Day (Final Exams)
- 13 - Thursday - 1/2 Day (Final Exams) - LAST DAY FOR STUDENTS
- 14 - Friday - LAST DAY FOR FACULTY

Full Days: 7:40 am to 2:20 pm; Half Days: 7:40 am to 12:00 pm; Delayed Openings: 9:40 am to 2:20 pm
 Days will be added to the end of the calendar as needed, or if necessary, taken from Spring Recess. Everyone is advised to invest in trip insurance for vacations planned during this period.

Bell Schedule

7:35 Warning Bell

Period	Start	End
HR/1	7:40	8:28
2	8:32	9:12
3	9:16	9:56
4	10:00	10:40
5 (1 st Lunch)	10:44	11:24
6 (2 nd Lunch)	11:28	12:08
7 (3 rd Lunch)	12:12	12:52
8	12:56	1:36
9	1:40	2:20

7:00 - 7:30 a.m. – Buses Arrive

2:25 - Buses Depart

5:10 – Late Buses Warning Bell

5:15 - Late Buses Depart

*Late Buses will run Monday through Friday

2 Hour Delayed Opening Schedule

Delayed Opening – 2 hours after regular start (9:40 a.m.)

9:35 Warning Bell

Period	Start	End
HR/1	9:40	10:08
2	10:12	10:38
3	10:42	11:08
4	11:12	11:38
5 (1 st Lunch)	11:42	12:12
6 (2 nd Lunch)	12:16	12:46
7 (3 rd Lunch)	12:50	1:20
8	1:24	1:50
9	1:54	2:20

Note: Morning shared-time students report directly to their sending district when Sussex Tech has a delayed opening.

Early Dismissal Schedule

Early Dismissal - 12:00 Noon

7:40-8:28 – HR/1st Period

8:32-9:12 – 2nd Period

9:16-9:56 – 3rd Period

10:00-10:40 – 4th Period

10:44-11:24 – 8th Period

11:28-12:00 – 9th Period

SCHOOL CLOSING

School closings and delayed openings are broadcast through the following.

- ❖ Sussextech.org
- ❖ Social Media
- ❖ Informacast

Announcements of school closings and delayed openings are posted by 6:00am.

Parents will receive a telephone call, text and/or email by automated phone system notifying of any closings, delays and early dismissals based on contact information provided to the school.

AFFIRMATIVE ACTION, SEXUAL HARASSMENT, INTIMIDATION AND BULLYING

Affirmative Action Officer: Stacy Crosson

Contact: scrosson@sussextech.org

HIB Specialist: Ada Guarcello

Contact: aguarcello@sussextech.org

Anti-Bullying/HIB Coordinator: Debra Keiper

Contact: dkeiper@sussextech.org

Title IX Officer: Debra Keiper

Contact: dekeiper@sussextech.org

AFFIRMATIVE ACTION

- Affirmative action is a belief, a conviction that all staff and students have a right to be treated with equal fairness to have the maximum opportunity to reach their full potential.
- Sussex Tech does not discriminate on the basis of race, color, creed, religion, sex affectional or sexual orientation, ancestry, national origin or social or economic status.
- Sussex Tech supports a policy of anti-bullying including cyber-bullying.
- Affirmative action policies apply to all staff and students of Sussex Tech.
- Grievance procedures and forms can be found at the Sussex Tech website under the Board of Education tab.

CYBER-BULLYING

The Board of Education prohibits acts of cyber-bullying by school district pupils through the use of any school district owned, operated, and supervised technologies. The Building Principal or designee may report allegations of cyberbullying to law enforcement authorities.

Definitions

“Cyber-Bullying” is the use of electronic information and communication devices, to include but not be limited to, e-mail messages, instant messaging, text messaging, cellular telephone communications, internet blogs, internet chat rooms, internet postings, and defamatory websites, that:

1. Deliberately threatens, harasses, intimidates an individual or group of individuals; or
2. Places an individual in reasonable fear of harm to the individual or damage to the individual’s property; or
3. Has the effect of substantially disrupting the orderly operation of the school.

“School district owned, operated, or supervised technologies” is any computer, networking system, electronic equipment, or any other equipment or device that may be used by a person to communicate to another which is owned, leased, operated, or under the control or supervision of the school district and/or school district staff.

Reporting Procedure and Investigation

Any pupil or school staff member who believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a pupil or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyber-bullying shall immediately make a report to the Building Principal or designee.

The Building Principal or designee shall investigate all reports of such conduct. If the investigation results indicate cyber-bullying was not committed, the Building Principal or designee will inform the affected parties of the investigation results. In the event the investigation results indicate cyber-bullying was committed by a school district pupil on school grounds and/or using school district technologies, the pupil will be subjected to appropriate discipline.

In the event the investigation results indicate cyber-bullying was committed by a school district pupil using non-school district technologies away from school grounds, the Building Principal or designee may report the investigation results to local law enforcement. In addition, school authorities have the right to impose a consequence on a pupil for conduct away from school grounds, including on a school bus or at a school-sponsored function pursuant to N.J.A.C. 6A:16-7.6. This authority shall be exercised only when it is reasonably necessary for the pupil’s physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other pupils, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct, which is the subject of the proposed consequence, materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences shall be handled in accordance with Policy and Regulation 5600, N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.5.

Any investigation regarding an allegation of cyber-bullying will provide all parties the appropriate due process rights, including the right to appeal the determination of the Building Principal or designee as outlined in Regulation 5512.

Discipline and Consequences

Some acts of cyber-bullying may be isolated incidents requiring the school district to respond appropriately to the individual committing the acts. Other acts may be so serious or part of a larger pattern of cyberbullying that require a response either at the classroom, school building, or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of cyber-bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils. In addition, cyber-bullying using district technology violates Policy 2361 – Acceptable Use of Computer Network/Computer and Resources and subjects the pupil to discipline and sanctions of Policy and Regulation 2361.

HARASSMENT, INTIMIDATION AND BULLYING

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

"Harassment, intimidation or bullying" means any gesture, written, verbal or physical act, or any electronic communication, that takes place on school property, at any school-sponsored function or on a school bus and that:

1. Is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and
3. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
4. Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

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

Policy 5512 will impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), to the extent this Policy complies with the provisions of N.J.A.C. 6A:16-7.6, Conduct Away from School Grounds, and the district's pupil code of student conduct, pursuant to N.J.A.C. 6A:16-7.1. In all instances of harassment, intimidation, or bullying behavior occurring off school grounds, the consequences only may be exercised when it is reasonably necessary for the offending pupil's physical or emotional safety and well-being or for reasons relating to the safety and well-being of other pupils, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. All acts of harassment, intimidation, or bullying that include the use of school property (e.g., school computers, other electronic or wireless communication devices) apply to the provisions of N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.9, harassment, intimidation, and bullying whether the subject or recipient of the bullying is on or off school property.

Expected Behavior

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent/Principal, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from a broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines.

The district prohibits active or passive support for harassment, intimidation, or bullying. Pupils are encouraged to support other pupils who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the Building Principal or designee.

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. Each school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Superintendent/Principal will provide annually to pupils and their parent(s) or legal guardian(s) the rules of the district regarding pupil conduct, pupil's due process and other rights. This Policy will appear in all publications of the school district's comprehensive rules, procedures and standards of conduct for school(s) within the district, including pupil handbooks. Provisions will be made for informing parent(s) or legal guardian(s) whose primary language is other than English.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

Reporting Procedure

Complaints alleging violations of Policy 5512 shall be reported to the Principal or his/her designee. All school employees as well as all other members of the school community including pupils, parent(s) or legal guardian(s), volunteers, and visitors are required to report alleged violations of this Policy to the Principal or designee. While submission of an Incident Report Form to the Principal or his/her designee is not required, the reporting party is encouraged to use the Incident Report Form available from the Building Principal or available at the school district's administrative offices. Oral reports will also be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

A school employee who promptly reports an incident of harassment, intimidation, or bullying in accordance with this Policy, and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident, as set forth in N.J.S.A. 18A:37-16.c.

Investigation

The Principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of Policy 5512. The Principal or designee shall conduct a prompt, thorough and complete investigation of the alleged incident. The Principal or designee will maintain a record of each investigation regarding allegations of harassment, intimidation or bullying.

Response to an Incident of Harassment, Intimidation or Bullying

An appropriate response will be provided to the individual who commits any incident of harassment, intimidation, or bullying. Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

Consequences and appropriate remedial actions for pupils who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

In considering whether a response beyond the individual level is appropriate, the administrator shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. The school district's responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff. The district's responses may also include participation of parent(s) or legal guardian(s) and other community member and organizations, to small or large group presentations for fully addressing the actions and the school district's response to the actions, in the context of acceptable pupil behavior and the consequences of such actions, and involvement of law enforcement officers, including school resource officers. The district will also make resources available to individual victims of harassment, intimidation, and bullying.

Reprisal or Retaliation Prohibited

The Board prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Principal or designee after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and district policies and procedures.

Consequences for False Accusation

The Board prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying. Consequences and appropriate remedial action for a pupil found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 et seq., Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.5, Expulsions.

Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with district policies, procedures and agreements.

Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Principal or designee, after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Policy Publication

Policy 5512 will be disseminated annually to all school staff, pupils, parent(s) or legal guardian(s), along with a statement explaining that the Policy applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

Harassment, Intimidation and Bullying Prevention Programs

Pursuant to N.J.S.A. 18A:37-17.c. and N.J.A.C. 6A:16-7.9(d)1.i, information regarding the district's Harassment, Intimidation and Bullying Policy shall be incorporated into a school's employee training program.

Pursuant to N.J.A.C. 6A:16-7.9(d)3, the district is required to annually review the extent and characteristics of harassment, intimidation, and bullying behavior in the schools of the district and implement locally determined programmatic or other responses, if determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)1, the school district is required to annually review the training needs of district staff for the effective implementation of the harassment, intimidation, and bullying policy, procedures, programs, and initiatives of the district Board of Education and implement locally determined staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the code of pupil conduct, pursuant to N.J.A.C. 6A:16-7.1(a)3, as determined appropriate by the district Board of Education.

Pursuant to N.J.A.C. 6A:16-7.9(d)2, the school district is required to develop a process for annually discussing the school district's harassment, intimidation, and bullying policy with pupils.

Pursuant to N.J.A.C. 18A:37-19, the school district may apply to the Commissioner of Education for additional costs due to the implementation of the provisions of N.J.S.A. 18A:37-13 through N.J.S.A. 18A:37-18.

SEXUAL HARASSMENT

The Board of Education explicitly forbids any conduct or expression that may be construed as the sexual harassment of a student by an employee of the district, or by another student.

The sexual harassment of a student includes all unwelcome sexual advances or suggestions, request for sexual favors, and verbal or physical contacts of a sexual nature whenever such conduct has the purpose or effect of intimidation or tends to create an intimidating, hostile, or offensive educational environment.

The Superintendent shall direct the instruction of all students of their right to be free of sexual harassment and innuendo and shall encourage students to report any incident of sexual harassment to any teaching staff member.

Any employee who receives such a report or who has independent cause to suspect that a student has been subjected to sexual harassment, shall promptly notify the Principal, who shall immediately initiate an investigation of the matter and report his or her findings to the Superintendent. An act of sexual harassment that appears to constitute child abuse shall be immediately reported to the Division of Youth and Family Services for investigation by that agency.

An employee who engages in the sexual harassment of a student will be subject to stringent discipline and may be terminated. A student who engages in the sexual harassment of another student or person will be subject to discipline in accordance with Policy No. 5600.

Students and employees will receive training related to harassment, intimidation and bullying and sexual harassment (as per revised Policy & Regulation #5512) and will be required to acknowledge receipt of such training.

TITLE IX

The purpose of Title IX is to prohibit sex discrimination against students and employees of educational programs and activities receiving federal funds. Title IX Officer, Debra Keiper. The Title IX regulations provide that females and males must be afforded equal opportunity with regard to:

1. Access to and treatment in curricular and extracurricular programs.
2. Treatment under regulations and policies governing student benefits, services, conduct and dress.
3. Admissions to educational institutions.
4. Access to employment in educational agencies.
5. Terms, conditions, and benefits of such employment.
6. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C.-794).

ATHLETICS

ATHLETIC AWARDS

The criteria used as a basis for awards in athletic competition are established by the head coach of each sport and is approved by the Athletic Director, which is displayed in the Athletic Code of Conduct and signed by parent and student when registering for a sport. Prior to each season the head coach will give each athlete, in writing, the criteria for expectations and rules.

ATTENDANCE REQUIREMENTS FOR ATHLETICS

Student athletes must be present in school to compete in an athletic event. Four hours of school is required to be marked as present.

ELIGIBILITY RULES FOR INTERSCHOLASTIC, INTRA-SCHOOL AND CO-CURRICULAR ATHLETICS

Participation in athletic programs is an essential part of an educational program and carries with it an individual responsibility to abide by the rules and regulations required for participation. These rules and regulations are established by the New Jersey State Interscholastic Athletic Association. Students who are medically excused from physical education may not participate in athletic events without the physician's approval. Students who consume, possess or distribute a controlled dangerous substance or alcoholic beverage will be subject to exclusion from participation in accordance with Policy 2431.

INTERSCHOLASTIC ATHLETICS

The interscholastic sports program offers varied opportunities for male and female students. Sussex County Technical School is a member of the New Jersey State Interscholastic Athletic Association (N.J.S.I.A.A.) and abides by the rules established by that organization. Sussex County Technical School is also a member of Northwest Jersey Athletic Conference (NJAC).

Interscholastic programs are as follows: For men: baseball, basketball, bowling, cross-country, football, soccer, indoor track and outdoor track. For women: basketball, bowling, cross-country, soccer, softball, tennis, indoor track, outdoor track, fall and winter cheerleading. SCTS, in its sole discretion, reserves the right to reduce or enlarge this list of sports.

NJSIAA ATHLETIC ELIGIBILITY (ACADEMIC STANDARDS)

1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the **10th, 11th or 12th** grade in the secondary school, a pupil must have passed 25% of the credits (30) required by the State of Jersey for graduation (120), during the immediately preceding academic year.
2. To be eligible for athletic completion during the second semester (Feb. 1 to June 30) of the **9th, 10th, 11th or 12th** grade, a pupil must have passed the equivalent of 12 ½% of the credits (15) required by New Jersey for graduation (120) at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester. Students academically ineligible at the beginning of the 2nd semester may become eligible May 1, if by that time they are meeting all of the academic eligibility requirements.

SPORTS PHYSICALS

Every student participating in a sport must obtain an Athletic Participation Packet found in the Health Office, Main Office and on the school website. These packets must be filled out and signed by the parent/guardian, the student, the student's doctor, and presented to the school nurse prior to participation. Physical exams can be done by the student's doctor or the school doctor and will be good for one year (365 days) from the date of the physical exam. **Only state mandated physical forms** signed by the parent/guardian, student, and doctor will be accepted. Students who do not have forms properly done may not participate in athletics.

ATTENDANCE OFFICE

ATTENDANCE

The Board of Education requires that students enrolled in schools of this district regularly attend school in accordance with the laws of the state. The educational program offered by this district reflects industrial standards, predicated on the presence of the student, and requires continuity of instruction and classroom participation. Regular contact of students with one another in the classroom and participation in well-planned instructional activity under the direction of a certified teacher are vital to this purpose.

Attendance at school may be excused when the demonstrated mental or physical condition of the student is such as to interfere with learning or prevents attendance as verified by documentation from a medical doctor; or by the observance of the student's religion on a day approved by the Department of Education as a religious holiday; or any state excused absences; or by such circumstances as the School Principal may determine constitute good cause. **All other absences are unexcused.**

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence. No student excused for a religious holiday (see NJDOE approved religious holiday link at (<http://www.state.nj.us/education/genfo/holidays1617.htm>)) shall be deprived of an award, eligibility to compete for an award, or the opportunity to make up a test given on the religious holiday.

- Prolonged or repeated absences, excused or unexcused, from school or from class deprive the student of the classroom experience deemed essential to learning. This may result in return to district or loss of credit toward the high school diploma in accordance with policies of this Board. **Warning notices shall be given to any student and to the parent/guardian who has excessive unexcused absences.**

***Students must be in attendance for at least (4) four hours to be counted as a full day of attendance.**

***Absences attributable to disciplinary suspension are excluded but documented.**

Tardiness and/or Absence from School

A student who exceeds twelve unexcused absences will lose credit for the year. Parents will be notified via a letter in Genesis at four and nine absences. Students with ten absences will be considered truant and could be reported to a court program. Students who exceed twelve unexcused absences will lose credit for the school year.

There is an option that can be exercised in order to regain lost credit for the course (s) during the school year.

Option. Appeal Process--Appeals for exceptions to the loss of credit due to excessive unexcused absences must be made to the Principal. **A written request** must be submitted asking for an informal hearing with the Principal. The Principal will make a determination for credit retrieval or credit loss.

DEFINITION:

Non-cumulative Absences and Tardiness:

- a. Serious illness verified by a physician in writing (original signature only).
- b. Death in the family.
- c. Religious holidays as prescribed by the State Department of Education.
- d. College visitations approved through the Guidance Department.
- e. Administrative suspension.
- f. Approved field trips and school sanctioned programs.
- g. Driving school with a note from driving school.
- h. Other reasons deemed appropriate by school administration.

Note: Prior administrative approval necessary.

NOTE: WRITTEN DOCUMENTATION FOR THE ABOVE REASONS MUST BE PRESENTED TO THE ATTENDANCE OFFICE WITHIN TWO WEEKS OF THE FINAL DAY OF ABSENCE(S) IN QUESTION.

Attendance	#	Criteria/Consequence
Tardy	5	1 Hour Administrative Detention
Tardy	10	2 Hour Administrative Detention
Tardy	15	Saturday Detention
Tardy	20	2 Saturday Detentions
Absence unexcused	4	Warning Notice (Genesis letter) Possible Guidance Meeting
Absence unexcused	9	Letter (Genesis letter) Possible Guidance Meeting (I&RS referral)
Absence unexcused	10	Truancy charges will be filed with the Court.
Absence unexcused	12	Letter mailed home. (also a Genesis letter)
Credit retrieval	13+ Graduation in jeopardy/ Saturday & After School Retrieval Process	Loss of credit for year. Student is deemed truant. Notification of loss of credit for year. (Certified mail and a Genesis letter)
* Excuses need to be submitted to the attendance office upon the students' arrival to school.	Step One: Parent phone contact. Documentation Mandatory.	
	Step Two: Parent conference/Certified letter	
	Step Three: Not graduating/Certified letter	
	*Driving privileges may be taken away due to excessive tardiness.	

ATTENDANCE RETRIEVAL PROCESS:

Students in jeopardy of losing credit for a specific course or for all courses will be notified according to the policy and procedure as delineated in the Student Agenda Book. The Office of the Principal must receive a response within fifteen calendar days of the date of the notification letter to apply for credit retrieval. Sussex County Technical School has a process that provides an opportunity for students who have lost credit because of excessive unexcused absences to retrieve lost credit. This process can be initiated by the parent submitting a letter of appeal to the school principal or by the attendance office.

Only students continuing their education at Sussex County Technical School will be considered and may participate, if approved, in the retrieval process. Credit may only be retrieved for courses that were passed in the course of a normal school year. The retrieval process only permits reinstatement of grades and credits earned. Retrieval is not a replacement for failures or courses completed in summer school.

Senior year students who exceed that unexcused absence policy forfeit both credit and participation in the June graduation ceremony. The appeal process for seniors requires a written letter of appeal to the Principal or a request to enter the retrieval process for seniors using the same forms as for underclass students. The retrieval process for potential graduating students consists of Saturday attendance on a consecutive day for day basis (or 2 hours after school - counts for ½ day) during the current school year until the number of unexcused absence days is reduced to below the 12 day cut off point. The graduate candidate must satisfactorily complete course work presented during the retrieval sessions. The successful candidate will have

credit restored for all courses passed. If graduation requirements have been fulfilled, then the student will be able to partake in the graduation ceremony and a diploma will be issued.

NOTE: Tardiness is defined as not being seated in the assigned room when the bell has rung. Tardiness will NOT penalize attendance; however chronic tardiness will be treated as a discipline matter.

DISMISSAL

No student is to be dismissed before 2:20 p.m. for any reason by any faculty member. The exception applies to those students who have obtained an early dismissal slip. In multiple shop periods the four minutes between each period is class time.

EARLY DISMISSAL REQUEST

A student who wishes to be dismissed early must present a note from a parent or guardian to the Attendance Office by 7:45 a.m. and have the note verified by a phone call made to the parent by the appropriate administrator; or a parent can complete the early dismissal request form through Genesis. The only acceptable reasons for signing out early are: funerals, doctor appointments, religious holidays, or by administrative approval.

An early dismissal form will be issued to the student who then presents the form to the teacher from whose class he/she will be dismissed. **STUDENTS WHO SIGN OUT PRIOR TO 11:40 A.M. WITHOUT RETURNING AFTER THEIR APPOINTMENT WILL BE CONSIDERED ABSENT FOR THE ENTIRE DAY. ALL STUDENTS WHO HAVE OBTAINED AN EARLY DISMISSAL PASS MUST SIGN OUT IN THE ATTENDANCE OFFICE BEFORE LEAVING SCHOOL PROPERTY.**

NO STUDENT WILL BE RELEASED TO ANYONE OTHER THAN A PARENT UNLESS THE PARENT GIVES PERMISSION IN ADVANCE.

NOTICE TO ALL STUDENTS WITH VEHICLES

The Sussex County Technical School is not responsible for loss or damage to student vehicles. Vehicles are brought here at the student's own risk. Students who have approval for work to be done on vehicles are not to leave the vehicle at school for several days waiting for it to be worked upon. Bring the vehicle the day of the appointment and take it home that night.

PARKING LOT CONTROL

Once a student has driven a properly authorized car onto school property and parked it, he/she is to lock the vehicle, leave the parking lot, enter the school, or otherwise go about his/her educational business. No student is to go to an automobile between the hours of 7:40 a.m. and 2:20 p.m. unless he/she has a pass from the administrative office. Students are not to loiter in the parking lot after school. Once students go to their automobiles they must leave school premises. Violators will be subject to disciplinary action and may lose driving privileges.

PUBLIC TELEPHONES

The public telephone in the Main Office may be used by students with approval before or after school and during the student's lunch period. At **NO OTHER TIME** may the telephone be used unless a proper pass is obtained from the teacher in charge.

STUDENT DRIVING POLICY

Student driving to and from school is a privilege that may be extended to Sussex Tech students in accordance with school policy and the rules established by the district. Students must possess a valid driver's license, vehicle registration, and insurance as required by the State of New Jersey. Students need to complete an application for a parking permit through a Google Form that can be found on the school website. Vehicles **MUST** be registered anew at the beginning of each school year.

REGULATIONS REGARDING STUDENT USE OF VEHICLES

Registration of Vehicles

- Any student with a driver's license is eligible to drive and park on campus.
- Students are required to complete a registration form available on the school website (Google Form).
- Only vehicles registered with the state and belonging to the student or a family member may be registered at the high school.
- Students must have a valid driver's license.
- Upon completion of the registration process a parking tag will be issued.
- The tag must hang on the back of the rear-view mirror of the registered vehicle as evidence the registration process has been completed.

Operation of Vehicles

- All students are expected to be in school on time.
- Vehicles at all times must be operated in a manner that adheres to all the rules and regulations of proper and safe driving as defined by the New Jersey traffic laws.
- The speed limit on school property is 15 mph. Students **MUST** obey all traffic signs on campus.
- Vehicles parked in the student area may not be moved during the school day without administrative permission.
- Students may not return to vehicles at any time during the school day without administrative permission.
- Using a vehicle as a place to eat, smoke or drink is prohibited at any time.

Disciplinary Action

Students **may** lose their driving privileges if:

- There is a pattern of unauthorized tardiness, unauthorized absence and/or multiple discipline referrals.
- Students park in areas other than assigned parking areas.
- Students violate the traffic regulations on campus (i.e. drive over the speed limit, drive aggressively, or without proper safety).

- Excessive disciplinary conduct.

STUDENT USE OF VEHICLE CONTRACT

****Sussex County Technical School is a Closed Campus****

We do not allow unauthorized vehicles on school property during school hours as a necessary requirement in order to help ensure the safety of all our students.

Once a student is on school property, he/she is our responsibility until school dismissal at 2:20pm, unless the student has written permission from a parent/guardian to leave early. It is our intention to keep all our students safe.

Driving to and from school is a PRIVILEGE.

Students must have proper authorization for their vehicle to park in student parking. Parents, please be certain your child hangs the parking tag on the back of the rear view mirror of the registered vehicle.

ALL STUDENTS must park in the student parking lot near the auditorium. No students are allowed to park on the main side of campus.

There is a \$50 parking fee that must be paid prior to a permit being issued and is NON-REFUNDABLE. Please make checks payable to Sussex County Technical School.

VEHICLE VIOLATIONS

Speeding, reckless driving, or other violations of the law will subject the individual to disciplinary action which may include revocation of driving privileges and/or court action.

CAFETERIA

CAFETERIA

The cafeteria provides a balanced meal at a reasonable price for students who wish to avail themselves of the opportunity to purchase a meal. In addition to a hot meal, the cafeteria provides sandwiches, salads, and nutritional snacks.

CAFETERIA REGULATIONS

Students are asked to observe the basic rules of common courtesy when using the cafeteria facilities.

1. Running, line cutting, etc. are prohibited.
2. Seating at tables is limited to the preset number of chairs at tables.
3. All students sitting at a table are responsible for the condition of the area when lunch is over.
4. Electronic devices permitted for appropriate use.
5. Students can be in the Library with a pass or the Student Center during lunch.
6. Students are to use lavatories next to the cafeteria.

WORK-BASED LEARNING

Course Outline

Sussex Tech offers work-based learning (WBL); the program is designed to work cooperatively with business and industry to broaden the scope of the student's career technical education (CTE) program with real work experience. Sussex Tech offers career awareness, work-based job shadowing, and internship opportunities under the guidelines of the State of New Jersey School-to-Career Initiatives.

Students meeting the criteria for WBL placement must also attend regular academic classes and agree to the terms of the program. Students are paid for time worked and receive a grade and credits for being enrolled in the program. Students may also elect to participate in a non-paid internship or job shadowing at a business site for a specific period of time. This program provides students with meaningful work experiences.

DISCIPLINE

BUS CONDUCT RULES

The following rules are for the protection of the students. Any infractions could result in loss of the privileges of riding.

1. Arrive at the bus stop on time.
2. Wait on sidewalk for your bus
3. Remain in your assigned seat while the bus is in motion; keep your arms inside the bus at all times.
4. Do not distract the driver or ask him/her to make unscheduled stops.
5. Keep the bus clean; do not litter the road.
6. Ride on your assigned bus.
7. No smoking, eating, or drinking is allowed on the bus.
8. No improper language.
9. Report any damage to the bus driver immediately.
10. There will be two emergency exit drills per year.
11. Students who wish to ride a different bus or use a different bus stop than the one assigned must have their parents contact their sending district's transportation department.

18A: 25-2 Authority over students; bus driver is responsible for order. A teacher or other person in authority over such students shall hold every student accountable for disorderly conduct in school and during recess and on the playgrounds of the school and on the way to and from school.

The driver shall be in full charge of the school bus at all times and shall be responsible for order; the driver shall never exclude a student from the bus, but, if unable to manage any student, shall report the unmanageable student to the Principal of the school which he/she attends or the driver may contact the local police. The Principal may exclude a student from the bus for disciplinary reasons and his/her parents shall provide for his/her transportation to and from the school during the period of such exclusion.

CANINE (DOG) SEARCHES (N.J.A.C. 6A:16-6.2)

The Principal or his/her designee, periodically/when circumstances warrant, may request local law enforcement officials to perform dog searches of school premises and facilities, including but not limited to student lockers (hallway, gym, and shop lockers) so long as students and parents are informed in writing at the beginning of each school year that such dog searches may occur. **The above constitutes written notice.**

CONDUCT AWAY FROM SCHOOL GROUNDS

Conditions in school are often affected by circumstances outside of school. Therefore, the administration, by law, may discipline a student for "conduct away from school grounds". School authority over conduct away from school grounds may be exercised when it is reasonably necessary for the student's physical or emotional safety and well being or for reasons relating to the safety and well being of other students or staff and when the conduct materially and substantially interferes with the requirement of appropriate discipline in the operation of the school.

DANGEROUS WEAPONS

The Board recognizes that offenses may occasionally be committed on school property. These offenses may take place during operating school hours, or at school related functions. They may also take place en-route to and from school. These offenses may include, but are not limited to: threatened infliction of bodily injury, the unlawful use of or possession of firearms or other dangerous weapons, arson, vandalism, or other destructive activities. The commission of serious offenses on school property, whether directed at students, school employees, or school property, not only undermines the educational environment but also can directly endanger the safety and well-being of members of the school community and thus requires an appropriate and decisive response.

It is against State law for any person to knowingly have in his or her possession any firearm or deadly weapon without having an explainable lawful purpose. Fireworks are also illegal in New Jersey. The term "firearm" is defined as any firearm within the meaning of N.J.S.A.2C: 39-if, and includes any handgun, rifle, shotgun, machine gun or automatic or semi-automatic rifle regardless of whether such firearm is operable or loaded with ammunition. The term "deadly weapon" is defined as any weapon within the meaning of N.J.S.A.2C: 39-1r, and includes any device readily capable of lethal use or of inflicting serious bodily injury, including but not limited to gravity knives, switchblade knives, daggers, dirks, stiletto, or other similar leather bands studded with metal fillings or razor blades embedded in wood and any weapon or other device which projects, releases or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through a vaporized action or otherwise dispensed in the air. For the purpose of this policy, the term "dangerous weapons" shall include all of the above, as well as fireworks and any other instruments that are capable of doing physical harm to another person.

Any student found in school or on school property with a dangerous weapon shall be reported immediately to the Principal/designee. The Principal/designee shall confiscate the instrument, if possible, and take appropriate disciplinary action that may include notifying the police. If there are safety concerns about handling the confiscated weapon, the administrator should opt for securing the area where the weapon is found and not touching the weapon until law enforcement officials arrive. In the event that a student/person shall threaten another with a dangerous weapon, the student/person shall be controlled if possible, and the incident reported immediately to the building Principal/designee, who shall report it immediately to the police and the Superintendent. The policy established by The Board of Education will be strictly adhered to.

In accordance with the zero-tolerance provision of the Sussex County's Prosecutor's Office, students who carry weapons or use threats against other students or school employees, will be suspended or expelled in accordance with the guidelines of Title 18A.

DISCIPLINE

There are six forms of discipline in use. They range from a verbal/written warning to expulsion. The discipline used is at the discretion of the Administration.

1. VERBAL/WRITTEN WARNING:

This form of discipline is used for minor offenses.

2. RESTRICTED HALL PASS:

The privilege of being out of class will be curtailed in an effort to make sure that the students are exactly where they are supposed to be throughout the school day. Students who are on Restricted Hall Pass and do not comply with its guidelines will receive suspension. Restricted Hall Pass remains in force until further notice by the administration.

3. DETENTION:

Teacher Detention: Teachers have the right and ability to assign after school detention (1 hour in length). Teacher detentions will be held in the Library with the Administrative detentions.

Administrative Detention: Assigned by administration and takes place Monday-Thursday 1 hour detention from 2:30-3:30 pm or Tuesday/Thursday a 2 hour detention from 2:30-4:30 pm. Students are to report to the Library to serve their detention. Detention Duty Teachers are responsible for students to safely get to the Student Center or picked up by a parent/guardian following detention.

Students are expected to complete their detention obligations at the designated time and place. Failure to complete one's obligation may result in a more serious type of penalty. Any student who is assigned to detention, whether to an individual teacher or to an administrative detention, must report promptly five minutes after the end of the school day and must have work to do. Upon completion of the assigned detention, students will be escorted to the Student Center and will take a late bus or will be responsible for their own transportation home.

4. SATURDAY DETENTION

Saturday Detention is a highly organized, disciplined learning environment. **The student is assigned to Saturday Detention from 8:00am until 12:00 noon.** Students should bring school work to complete during the 4 hours and/or sit quietly. No cell phones or electronic devices are allowed during the detentions, except for Chromebooks for school work.

5. SUSPENSION

Parents are notified of all suspensions. Suspensions are used in cases where an undesirable problem persists or if the nature of the problem requires immediate, severe action. A student who receives an Out-of-School Suspension may not come to school for any reason during the suspension. A student on any suspension may not take part in any activity until reinstated.

6. EXPULSION

18A: 37-2: Causes of suspension or expulsion of students. Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of habitual use of profanity or of obscene language, or who shall cut, deface, or otherwise injure any school property, shall be liable to punishment, to suspension, or expulsion from school.

DRESS CODE

Industry standards will determine the specific rules and regulations for each shop and any different dress code requirements.

Students are expected to be clean and well-groomed in their appearance. Students are expected to avoid dress and grooming that is likely to create a material and substantial disruption to the school environment. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.

Proper footwear (shoes, boots, sneakers, sandals, flip-flops) must be worn at all times while on school grounds. The career area shop will determine the style of shoe, regarding safety, to be worn within the shop area. Bare feet, unsafe footwear, cleats, and shoes without proper soles are prohibited. Students will be given the opportunity to change their clothing or parents will be called to bring a change of clothing. Continued violation of the dress code will result in disciplinary action.

Students who publicly represent the school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.

The Superintendent/Principal may waive application of the dress code for special school activity days.

IMPROPER ATTIRE FOR SCHOOL

1. Off the shoulder, strapless tops, tank tops with straps less than 3 fingers, low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing; all undergarments, including any straps, must be completely covered.
2. Clothing that is backless or exposes any part of the back, sides or lower torso.
3. Clothing, jewelry, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco.
4. Clothing containing profanity or sexual references or innuendoes.
5. Clothing which includes racial, ethnic violence or promotes discrimination.
6. Skirts or dresses should not be shorter than mid-thigh length.
7. Shorts must provide full coverage at all times (full coverage is defined as: while standing, sitting, etc. nothing should be exposed).
8. Jeans with large holes, rips or tears above the knee.
9. Chains excessive in size (not more than 10 inches) or spiked garments that pose a safety hazard to anyone.
10. Undershirts (underwear) worn without an outer shirt.
11. Clothing that is overly soiled, torn, worn, or defaced.
12. Nonprescription sunglasses, glazed, and tinted glasses, except as prescribed by the student's doctor.
13. Any clothing that is likely to create a material and substantial disruption to the school environment.
14. Students must wear pants or shorts appropriately and must be fastened at waist level.
15. Any costumes or components of costumes, excessive makeup, masks, etc.
16. No HOODS, bandanas, chains, or gang apparel.
17. Wearing of hats will be at the discretion of the teacher.

ELECTRONIC DEVICES, CELL PHONES, CAMERA PHONES, VIDEOTAPING EQUIPMENT, DIGITAL CAMERAS AND IPOD.

Student cell phones may only be used during class with teacher permission. Students using cell phones during class without teacher permission will be issued appropriate discipline. Without teacher permission these items must be in classroom assigned locations or out of sight. ****Air Buds - when air buds are allowed to be used, ONLY 1 should be used due to safety/emergency notifications needed to be heard.****

Sussex County Technical School is not responsible for lost or stolen articles and will not investigate their theft.

EXPECTED BEHAVIOR

Pupils are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority; and respond to school district teaching, support and administrative staff. The school Principal will develop and provide a school-based program for appropriate recognition for positive reinforcement for good conduct, self-discipline, good citizenship and academic success.

The Board expects pupils to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other pupils and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment. The Board believes that standards for pupil behavior must be set cooperatively through interaction among the pupils, parent(s) or legal guardian(s), staff and community members, producing an atmosphere that encourages pupils to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of pupils, staff and community members.

The Board believes the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help pupils learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with pupils shall apply the best practices designed to prevent discipline problems and encourage pupils' abilities to grow in self-discipline.

General guidelines for pupil conduct will be developed by the Superintendent, in conjunction with school staff, and approved by the Board. These guidelines will be developed based on accepted core ethical values from broad community involvement with input from parent(s) or legal guardian(s) and other community representatives, school employees, volunteers, pupils and administrators. These guidelines for pupil conduct will be suited to the age level of the pupils and the mission and physical facilities of the individual school(s) in the district. This Policy requires all pupils in the district to adhere to these rules and guidelines and to submit to such disciplinary measures as are appropriately assigned for infraction of these rules and guidelines. The district prohibits active and passive support for harassment, intimidation or bullying. Pupils are encouraged to support other pupils who walk away from these acts.

GAMBLING / GAMING

Gambling and Gaming is defined as "any contest, game, pool, gaming scheme, or gaming device in which the outcome depends on a material degree upon an element of chance." All gaming and/or gambling including card playing is prohibited on school property. **Exceptions are recreational games offered and supervised in the Student Center.**

INSPECTION OF STUDENT LOCKERS (N.J.S.A. 18A:3-19.2)

The Principal or his/her designee 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 inspections may occur. ***The above constitutes written notice.***

PLAGIARISM/CHEATING/FALSIFYING DOCUMENTS

Plagiarism, defined as the use of ideas and the work products, in whole or in part, of another, including adults and students, without crediting the source will not be tolerated at Sussex Tech. This includes "cutting and pasting" from sources such as the internet and direct copying or paraphrasing from any source without appropriate citations of the original source. A.I. will also be used to determine possible student plagiarism. It is forbidden for two or more students to submit the same work product for credit without prior approval from all teachers involved.

Plagiarism/cheating is not tolerated at Sussex Tech. Any student proven guilty of plagiarism/cheating automatically receives a zero for the work product on which the plagiarism/cheating occurred. Parents will be notified and a conference may be held to discuss strategies to eliminate such behavior in the future. Disciplinary action will also result as a further consequence to this type of behavior. The teacher will provide the documentation/proof of plagiarism/cheating which will be utilized during the due process meeting with the student.

Students who falsify documents, or knowingly submit falsified documents, parental notes, or official documents such as doctor's notes, will receive disciplinary action. The police may also be notified when appropriate.

PROFANITY/SWEARING

Use of profanity is inappropriate at any time. It is unacceptable and wrong to swear, curse, and use racial slurs or inappropriate remarks in school or in a work setting.

RETURN TO DISTRICT

Students can be transferred back to their home districts for more suitable placement by the Principal/Superintendent. Criteria for transfer will include any or all of the following: unsatisfactory levels of performance, unsatisfactory attendance and/or cutting, unsatisfactory conduct and/or non-compliance to school rules and regulations. Students or Parents who willfully fail to comply with the Regulations, Policy, Rules and Regulations of the School risk the removal of the student from the District.

MUSTANG PROGRESSIVE DISCIPLINE OUTLINE

The discipline policy at Sussex County Technical School is designed to effectively enforce consistency through nourishment of core values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

All of the progressions outlined herein are at the discretion of the administrative team of Sussex County Technical School. Consequences can be progressed at the discretion of the administration and in accordance with the infraction's severity. This Student Code of Conduct does not address every potential form of inappropriate student behavior. Those not cited in this document will be handled on a case-by-case basis. This is a tool to provide families with information. Parent contact will be made for all offenses.

Infraction	First Offense	Second Offense	Third Offense
Assault Upon Teacher Faculty and Staff—any act that harms, injures, or recklessly strikes with intention to cause harm	<ul style="list-style-type: none"> ● Immediate removal from school ● Police notification ● Removal of all student privileges pending outcome of investigation 		
Class Cuts	1 hour administrative detention	2 hour administrative detention	Saturday detention
Late to Class without a pass	Written Warning.	1 hour administrative detention	2 hour administrative detention
Classroom Disruption, Defiance, Failure to Cooperate	1 hour teacher / administrative detention	2 hour administrative detention	Saturday detention
Inappropriate Conduct	1 hour administrative detention	2 hour administrative detention	Saturday detention
Disruptive / Inappropriate Behavior on the Bus	1 hour administrative detention, possible bus suspension	2 hour administrative detention, possible bus suspension	Saturday detention, possible bus suspension
Vandalism / Damage to School Property (includes on a school bus)	Saturday detention and possible police report filed	Up to five Saturday detentions or out-of-school suspension and possible police report filed	Up to 5 days out-of-school suspension and possible police report filed.
Taking of or Attempting to Take School Property or Personal Property	3 days out of school suspension and possible police report filed	5 days out of school suspension and possible police report filed	Up to 10 days out of school suspension and possible police report filed
Vaping / Smoking / Tobacco / Alcohol Possession or Use *see policy	2 days out-of-school suspension & 1 Saturday detention with completion of educational program	3 days out-of-school suspension & 1 Saturday detention with completion of educational program	4+ days out-of-school suspension & 1 Saturday detention with completion of educational program, possible expulsion
Distribution of Drugs or Alcohol *see policy	<ul style="list-style-type: none"> ● Possible 5-10 day suspension ● Police notification ● Possible return to district 		
Dress Code Violation	Written warning and mandatory change of clothes	1 hour administrative detention and mandatory change of clothes	2 hour administrative detention and mandatory change of clothes
Excessive Display of Affection	Written warning	1 hour administrative detention	2 hour administrative detention
Failure to Serve Detention	2 hour administrative detention	Saturday detention	2 Saturday detentions or out-of-school suspension
Failure to Serve Saturday Detention	2 Saturday detentions	1 day out of school suspension	1-3 days out of school suspension
Failure to Serve In-School Suspension	2 days in-school suspension	3 days in-school suspension	1-3 days out-of-school suspension
Harassment/Intimidation/Bullying	Discipline will be determined on a case by case basis.		
Inappropriate Use of Cell Phone or Electronic Device (includes picture/video taking or other students or staff)	<ul style="list-style-type: none"> ● Possible 1-10 day suspension ● Possible referral to law enforcement ● Possible return to district depending on severity of personal invasion 		

Leaving School Without Permission	2 hour administrative detention and possible driving privilege suspended	Saturday detention and possible driving privilege suspended or revoked	2 Saturday detentions and possible driving privilege suspended or revoked
Misconduct During an Emergency Drill	2 hour administrative detention	Saturday detention	2 Saturday detentions or out-of-school suspension
Plagiarism/Cheating/Falsifying Documents	“0” on assignment/parent notification/referral to honor society advisors	2 hour administrative detention and “0” on assignment/parent notification/referral to honor society advisors	Saturday detention and “0” on assignment/parent notification/referral to honor society advisors
Inappropriate Language	Written warning	1 hour teacher detention	2 hour administrative detention
Profanity Directed at A Staff Member	2 hour administrative detention	Saturday detention	2 Saturday detentions or out-of-school suspension
Lewd Behavior / Racial Comments	Discipline will be determined on a case by case basis. Possible report to Affirmative Action.		
Fighting / Physical Altercation	3 days out-of-school suspension and possible police report filed	5 days out-of-school suspension and possible police report filed	Up to 10 days out-of-school suspension and possible police report filed
Terroristic Threats	Any student who makes terroristic threats will be subject to stringent discipline, which will include suspension and possible return to district. Immediate police contact. A mandatory psychological evaluation is required prior to returning to school.		
Weapons Possession/Use	Any student who possesses, uses, or exchanges a weapon shall be subject to stringent discipline, which will include suspension and possible return to district. Immediate police contact.		
Truancy	5 Days Tardy – 1 hour Detention	10 Days Tardy – 2 hour Detention	15 Days Tardy – Saturday detention 20 Days Tardy – 2 Saturday detentions

WITHHOLDING OF PRIVILEGES FOR VIOLATION OF STUDENT DISCIPLINE RULES

The following privileges can be withheld:

1. Use of the Student Center recreational facilities.
2. Driving privileges.
3. The privilege of being allowed out of class.
4. Permission to go on field trips.
5. Permission to take part in class or school sponsored activities.
6. Eligibility for student or athlete of the month.
7. Participation in school sponsored athletics.
8. Eligibility for honor societies.

The administration reserves the right to refer a student to the Superintendent for Board action in extraordinary situations. The administrators are authorized to deviate from this policy when, in their judgment, the individual needs of a given student can best be met.

DISCIPLINARY CONSEQUENCES FOR DRIVING/PARKING VIOLATIONS

The Administration reserves the right to suspend or revoke parking privileges for repeated or serious disciplinary infractions. **If your parking permit is revoked for any reason, your car is not permitted on campus.** To encourage student awareness regarding the importance of appropriate and safe driving/parking behavior, the disciplinary consequences will be determined on a case by case basis. Consequences could be a parking permit suspended indefinitely or revoked for the year.

Additionally, **driving/parking offenses may result in detention, suspension, and police summons, as outlined in the Student-Parent Handbook. PARKING IS PERMITTED ONLY IN THE STUDENT PARKING LOT or other designated areas. Parking permits are non-transferrable student to student.**

DESCRIPTION
NO PARKING IS PERMITTED IN TEACHER PARKING SPOTS
EXCESSIVE SPEED/RECKLESS DRIVING IS PROHIBITED ON SCHOOL GROUNDS
STUDENTS MAY NOT GO TO THE STUDENT PARKING LOT DURING THE SCHOOL DAY WITHOUT A PASS FROM A SCHOOL ADMINISTRATOR.
STUDENTS MAY NOT USE A VEHICLE (regardless of ownership) TO LEAVE SCHOOL GROUNDS DURING THE SCHOOL DAY WITHOUT ADMINISTRATIVE APPROVAL
STUDENTS MUST ARRIVE AT SCHOOL PRIOR TO THE START OF HOMEROOM PERIOD. (SEE ATTENDANCE)
UNDERCLASSMEN OR UNREGISTERED SENIOR ARE NOT PERMITTED TO DRIVE OR PARK ON SCHOOL GROUNDS.
FAILURE TO REPORT MOTOR VEHICLE ACCIDENTS ON SCHOOL GROUNDS.

UNAUTHORIZED GROUPS “GANGS”

The Board of Education prohibits pupils from wearing, while on school property, any type of clothing, apparel or accessory which indicates that the pupil has membership in, or affiliation with, any gang associated with criminal activities. The local law enforcement agency will advise the Board, upon request, of gangs which are associated with criminal activities.

VAPING, ELECTRONIC CIGARETTES, & TOBACCO PRODUCTS

Possession and use of a vape pen, e-cigarette, or any materials associated with them is strictly prohibited at school and/or all school related functions/activities, and illegal, as are all tobacco products. If we find students using or in possession of vapes or tobacco products, we will file complaints with the Sussex County Health Department, in accordance with the NJ Statute 26:3D-55 through 26:3D-63, (see Board of Education Policy #5533 Student Smoking and Board of Education Policy and Regulation #5530 Substance Abuse) which prohibits smoking and possession of these substances on school property. Violations carry a minimum fine of \$250 for the first offense and a court appearance. Signs have been posted at all entrances to our schools reminding everyone that possession, smoking, use of vapes and/or the use of tobacco is strictly prohibited and illegal within our schools and on school property.

GUIDANCE

CLASS RANK

The Board authorizes a system of class ranking, by weighted grade point average, for pupils in grade nine through twelve. Weighted grade point averages will be calculated as follows:

General	4.0
Career	4.25
College Prep	4.5
Honors	4.75
Concurrent (Exclusive English & Stats)	5.0

Class rank will be calculated by the final grade in all subjects. The class ranking of a pupil who has transferred to this district will include the grades earned in the regular program of the prior school.

*Final class rank will be calculated senior year at the mid-year point using weighted GPA (determines valedictorian and salutatorian).

GRADING SCALE

Grades will be based on the work done in class, assigned homework, results of quizzes and tests. Report cards reflect numerical grades. For a sample GPA calculation visit the school website @ sussextech.org.

Letter	Numeric	GPA	Letter	Numeric	GPA
A+	98-100	4.0	C-	74-76	1.67
A	95-97	4.0	D+	71-73	1.33
A-	92-94	3.67	D	68-70	1.00
B+	89-91	3.33	D-	65-67	.67
B	86-88	3.0	F	0-64	.0
B-	83-85	2.67	WF = Withdrawn from course with an “F” and GPA of 0		
C+	80-82	2.33	The lowest passing grade is 65.		
C	77-79	2.0			

Both vocational and academic full year courses will have a final exam. Each marking period is worth 2/9ths of the final grade. The final exam is worth 1/9th of the final grade. Seniors who have an average grade of 92 or higher at the end of the fourth marking period are exempted from taking the final exam. Concurrent courses required final exams to be taken regardless of average grade as required by the college(s).

HIGH HONOR ROLL, HONOR ROLL

The student's unweighted grade point average will be calculated for each marking period. The specific criteria to earn Honor Roll recognition is:

- High Honor Roll: An unweighted grade point average between 92-100 with no grade lower than a 83 (B-), no incompletes (I).
- Honor Roll: An unweighted grade point average between 86-91 with no grade lower than a 74 (C-), no incompletes (I).

REPORT CARDS/GRADES

Parents and students through the Genesis Parent Portal can continuously monitor grades throughout the school year, including mid marking period reports. Report cards should also be accessed through the Parent Portal at the end of each marking period. Final report cards will be mailed at the end of the school year.

Withdrawal from a Course

The dropping of a course is a serious matter and is usually discouraged. Only after much thought and consultation should a change take place. The request to drop a course must be in writing from the parent/guardian. Students requesting to drop a course from their schedule must request an appointment with their counselor. The counselor will review the request and consult with all relevant parties involved before rendering a decision.

Students may be permitted to withdraw from a class before the **twenty-first day** without penalty (**eleventh day** for a half-year course) provided that they will still be carrying a minimum of **30 credits**. Students who withdraw on the twenty-first day (eleventh day for a half year course) or thereafter will receive a **“WF”** (Withdrawal Failing) or **“WP”** (Withdrawal Passing) based on grade in class. **This grade will be entered for the marking period in which the withdrawal occurs and the final grade for the course.** A student wishing to appeal the “WF” must do so in writing to the principal within ten school days of the withdrawal.

What are Guidance Services?

Guidance services are organized services and activities in the school which help students and families to:

- ❖ Evaluate abilities, interests, achievements, and values.
- ❖ Make decisions about high school programs of study.
- ❖ Plan for the future.
- ❖ Make the best adjustment to school situations.
- ❖ Think through personal problems.

Sussex Tech offers a wide range of vocational and occupational programs for high school students. We also offer programs for students with educational disabilities. The school has a full-time child study team, Intervention and Referral Support Team, and guidance services. If you feel your child may be eligible for any of these programs, please call the **Child Study Team at 973-383-6700, ext. 246.**

How does the Guidance Program work?

Assignment to a counselor: Every student is assigned to a guidance counselor. The Guidance Office/Child Study Team determines the assignments for the year.

A-G: Mrs. Varkey (bvarkey@sussextech.org) Ext. 248
H-O: Mrs. Guarcello (aguarcello@sussextech.org) Ext. 224
P-Z: Ms. Shababb (kshababb@sussextech.org) Ext. 237
Mr. Cilenti (ncilenti@sussextech.org) Ext. 252
Mrs. Carlson (lcarlson@sussextech.org) Ext. 251
Mrs. Longberg (lara.longberg@sussextech.org) Ext. 236

For more information, please contact the **Guidance Department at (973) 383-6700, ext. 247.**

A counselor may invite students to become acquainted with them or to talk over the school program. Students may drop by the Guidance Office before school or between classes. In order to be sure the counselor can spend the needed time with the student, it is best to make an appointment ahead of time. **All teachers and the Guidance Office have Request for Guidance Appointment passes that students can fill out.**

Conference with parents and faculty: Counselors are available for conferences with parents and/or teachers to:

- ❖ Discuss progress in school and plans for the future.
- ❖ Explore educational and occupational opportunities available.

Individual Personal Folder: From the time a student enters Sussex Tech a personal folder is kept. Counselors and faculty use this folder. It contains a record of grades, attendance, standardized tests scores, notes on progress and school activities. Counselors discuss these materials with a student in a private conference. The personal folder is an important source of information to employers, college admission directors, and armed services recruiters.

Referral Services: Students may be referred to specialists within the school such as the school psychologist, social services worker, learning consultant, and Student Center staff. Counselors may also refer students and their parents to sources of help within the community.

When do you see your counselor?

Our philosophy is that students should see a counselor whenever they feel it is necessary. If they are having trouble making a decision, or are faced with a problem and don't know where to turn, we recommend starting with your counselor.

A student should remember counselors are their advocates. Counselors are here to advise, assist, and support students during their Sussex Tech years.

PARENT INITIATED REFERRAL PROCEDURES

When a parent makes a written request for an evaluation to determine eligibility for services:

- a. The written request shall be received and dated by the Child Study Team secretary;
- b. The written request shall be immediately forwarded to the office of special services/special education;
- c. A file will be initiated to include a timeline for processing the referral including the date that initiates the twenty-day timeline for conducting the referral/identification meeting and any forms used to open a case;
- d. Upon receipt of the referral a request for a summary and review of health and medical information regarding the pupil shall be forwarded to the school nurse who will transmit the summary to the Child Study Team (CST);
- e. The case manager will convene a referral/identification meeting within twenty calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- f. A —Notice of a Referral/Identification Meeting will be sent to the parent(s);
- g. The notice will contain —Parental Rights in Special Education (PRISE) Booklet; and
- h. The referral/identification meeting will be attended by the parent(s), CST and regular education teacher.

PROCEDURES FOR INTERVENTION IN THE GENERAL EDUCATION PROGRAM

Sussex County Technical School has an Intervention and Referral Services (I&RS) Committee. The Committee is responsible for the following:

- a. Plan and provide appropriate intervention services;
- b. Actively involve the parent(s) in the development and implementation of intervention plans;
- c. Develop an action plan for an identified pupil which specifies specific tasks, resources, persons responsible, completion dates, date for review;
- d. Coordinate the services of community based social and health provider agencies;
- e. Process and complete the documentation forms; and
- f. Review and assess the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral plan.
- g. Ensure the type, frequency, duration, and effectiveness of the interventions are documented.

RETURN OF SCHOOL OWNED PROPERTY

Over the course of the school year, Sussex Tech loans students a variety of materials including textbooks, library materials, laptops, uniforms and athletic equipment. All materials are to be returned by the designated time set by the teachers, librarian, advisor, or coach. **Students will be assessed and must pay for any lost or damaged items.** While we hope that students will act responsibly to clear their obligations in a timely manner, the following consequences for outstanding obligations have been set in place.

Senior students with outstanding obligations may not participate in any graduation activities or receive transcripts. Underclassmen may not participate in future activities/sports until obligations are paid.

OPTION 2

Under the Option 2 Policy students may take courses to satisfy requirements for high school graduation and meet the New Jersey Core Curriculum Standards in accord with New Jersey Administrative Code(*N.J.A.C. 6A:8-5.1(a)1ii*). The Option 2 form available in the Guidance Office must be completed, submitted, and approved prior to course registration. All costs including transportation and tuition are the responsibility of the student and their parent(s)/guardian.

HEALTH OFFICE/MEDICAL

HEALTH OFFICE

The Health Office is open from 7:40 a.m. until 2:30 p.m. **NO STUDENT WILL BE ADMITTED TO THE HEALTH OFFICE WITHOUT A PASS.** If a student feels the need to see the nurse between classes, the student must first report to their next period teacher and obtain a pass.

EMANCIPATION REGULATIONS

A student is governed under the school rules and policies regardless of their age, unless legally emancipated. Such paperwork must be on file in the student's record.

ILLNESS OR INJURY DURING THE SCHOOL DAY

If a student becomes ill during the school day, they **MUST** report to the school nurse with a proper pass from their teacher.

NO STUDENT MAY LEAVE THE SCHOOL GROUNDS DUE TO ILLNESS UNLESS THE STUDENT HAS PRIOR APPROVAL FROM THE NURSE OR ADMINISTRATION AND THE STUDENT'S PARENT/GUARDIAN HAS BEEN CONTACTED.

Students absent due to contagious diseases or skin rash must bring a doctor's certificate to re-enter classes.

All injuries must be reported immediately to the teacher in charge and the school nurse. If an injury occurs after school or when the nurse may not be available, students should see their family doctor. Parents should report the injury and extent of the injury to the nurse as soon as possible.

THE STUDENT'S FAMILY DOCTOR SHOULD TREAT INJURIES OR ILLNESSES THAT TAKE PLACE AT HOME.

MEDICAL TRANSPORTATION

A parent must be contacted before a student is allowed to leave school. Parents are responsible for arranging transportation for the student. A parent (or person who is designated to pick up) must sign the student out in the Attendance Office. In the event emergency treatment is necessary, students will be transported to the nearest available hospital. **Every attempt will be made to contact the parent or guardian prior to transportation, however, the best interests of the child will prevail and transportation will be a priority regardless of whether the parent or guardian is capable of being reached.**

MEDICATION

1. Medication must be delivered to the nurse by the student's parent or guardian. Medication no longer required must be promptly removed by the parent/guardian.
2. Students requiring prescription or over the counter medication during school hours must present a written statement from the family physician which identifies the drug, dosage, time, schedule, purpose of medication and possible side effects to the school nurse.
3. The parent or guardian of the student must provide a written statement giving permission for the school nurse to administer the medication prescribed by the physician, and relieving the Board and its employees of liability for administration of the medication required.
4. Any medication to be administered during the school hours **must be kept in the Health Office.**
5. Students requiring short-term administration of Tylenol/Tums/cough drops are required to have written parental permission on file in the School Nurse's Office.
6. Students with asthma or **other potentially life-threatening diseases** that require immediate medication administration may be permitted to self administer the medication provided that:
 - a. Written certification is provided from a private physician stating self-administration is necessary, instruction has been given, and a life threatening illness exists.
 - b. Written parental authorization for self-administration of *the specific medication* is on file with a statement relieving the Board and its employees from all liability from incidents of self-administration by students.

PHYSICAL EDUCATION EXCUSES

For a student to be excused from physical education for more than three days a medical excuse is needed. If a student is to be excused from Physical Education for all or part of the school year, a medical excuse must be obtained from a doctor. This must be given to the nurse who will retain it in the student's medical file. The note must be delivered within 10 school days of the absence or it will not be accepted. If a student has a permanent disability throughout the four years at Sussex Tech, the medical excuse should state this. **Any student excused from Physical Education for all or part of the school year should report to the Guidance Department to be rescheduled.**

Students, who bring a legitimate request to be excused from physical education for one day or become ill during the day, must have the excuse approved by the school nurse and then present the excuse to their Physical Education instructor before class begins. Repetitive requests may require a physician's evaluation.

ALL REQUESTS MUST BE BROUGHT TO THE HEALTH OFFICE PRIOR TO OR DURING HOMEROOM, UNLESS THE ILLNESS OCCURS DURING THE SCHOOL DAY IN WHICH EVENT THE REQUEST MUST BE PRESENTED PRIOR TO THE COMMENCEMENT OF THE GYM CLASS. ALL STUDENTS WILL BE GIVEN A WRITTEN ASSIGNMENT THAT IS PART OF A PDP ACTIVITY TO COMPLETE WHILE EXCUSED FROM PHYSICAL EDUCATION. THIS ASSIGNMENT MUST BE HANDED IN TO THE TEACHER TO BE GRADED.

STUDENTS WHO ARE MEDICALLY EXCUSED FROM PHYSICAL EDUCATION MAY NOT PARTICIPATE IN ATHLETIC EVENTS WITHOUT THE PHYSICIAN'S APPROVAL.

VISION AND HEARING SCREENING

State mandated health screenings for all students are conducted by the school nurse. Screenings other than those listed below may also be done upon the request of a teacher or child study team referral.

- Vision screening – Grade 10
- Hearing screening – Grade 11
- Height & Weight – Grade 9, 10, 11 & 12
- Scoliosis screening – Grade 10

Asbestos Hazard Emergency Response Act (AHERA) Annual Notification

February 2023

In the past, asbestos was used extensively in building materials because of its insulating, sound absorbing, and fire retarding capabilities. Virtually any building constructed before the late 1970s contained some asbestos. Intact and undisturbed asbestos materials generally do not pose a health risk. Asbestos materials, however, can become hazardous when, due to damage or deterioration over time, they release fibers. If the fibers are inhaled, they can lead to health problems such as cancer and asbestosis.

In 1986, Congress passed the Asbestos Hazard Emergency Response Act (AHERA) which requires schools to be inspected to identify any asbestos containing building materials. Suspected asbestos-containing building materials were located, sampled (or assumed) and rated according to condition and potential hazard.

Every three years, the Sussex County Technical School District has conducted a re-inspection to determine whether the condition of the known or assumed asbestos containing building materials (ACBM) has changed and to make recommendations on managing or removing the ACBM. At the last re-inspection, all materials listed in the Management Plan as asbestos containing (or assumed to be asbestos-containing) were inspected and appropriate response actions recommended.

The law further requires an asbestos management plan to be in place by July 1989. The Sussex County Technical School District developed a plan, as required, which has been continually updated. The plan has several ongoing requirements: publish a notification on management plan availability and the status of asbestos activities; educate and train its employees about asbestos and how to deal with it; notify short-term or temporary workers on the locations of the asbestos containing building materials; post warning labels in routine maintenance areas where asbestos was previously identified or assumed; follow set plans and procedures designed to minimize the disturbance of asbestos containing building materials; and survey the condition of those materials every six months to assure that they remain in good condition.

Annual Integrated Pest Management Notice For School Year 2023 - 2024

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The **Sussex County Technical School** has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Sussex County Technical School is:

Name of IPM Coordinator: **Rod Mosner**
Business Phone number: **973-838-6700 x 235**
Business Address: **105 North Church Rd. Sparta, NJ 07871**

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan **Sussex County Technical School** may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

For additional information contact:

Trius Pest Management 1-800-834-3935
PO Box 360
Boonton, NJ 07005

This information is being provided to all school staff and to parents and guardians who have requested this information to meet the requirements of Act 36 of 2002.

The following is a list of pesticides that may be used at the school:

<u>Brand Name</u>	<u>EPA Registration Number</u>
Conrac Block	12455-79
Drione Dust	432-992
Gentrol	2724-351
Gentrol Point Source	2724-469
PT Tri-Die	499-385
Talstar Granular	279-3168

EMERGENCY MANAGEMENT PLAN

Sussex County Technical School has established an Emergency Management Plan to deal with any emergency situation that may arise.

FIRE DRILLS

When the fire bell sounds, everyone must leave the building through the exit designated for the area.

Procedure must be orderly and silent. Students leading the lines will hold the doors open until everyone is out. The signal for fire drills will be a short REPETITIVE bell ring.

Teachers will see that all windows are closed, lights turned out, and doors shut upon leaving the room. Everyone will return to the building when signaled.

SCHOOL SAFETY AND SECURITY

The Board of Education believes in a secure environment, educationally sound and free of threats. In order to achieve this goal, the school has taken certain measures which include implementation of the Social Agreement, identification badges for all staff members, and a variety of other security measures that help secure the safe environment of the school.

USE AND STORAGE OF HAZARDOUS SUBSTANCES

We are providing this notice pursuant to the provisions of the Worker and Community Right to Know Act, N.J.S.A 34:5A-3 et seq., which was recently amended to include new requirements for public schools, private schools, and child care centers regarding the use and storage of hazardous substances in or on any building or grounds used as a public school, private school, or child care center.

Please take notice that:

1. Hazardous substances may be used at our school in connection with construction and other activities whenever children are not expected to be present, and they may also be used when the Board of Education determines that an emergency condition necessitates the use of a hazardous substance even though children are expected to be present.
2. Notice of any construction or other activity involving the use of any hazardous substances will be posted on a bulletin board in the affected school at least two days prior to the construction or other activity, except in an emergency situation as determined by the Board of Education in which case notice will be posted as soon as practical.
3. Hazardous substances may be stored at our school at various times throughout the year.
4. Hazardous substances will be stored and used in a manner that complies with the regulations adopted by the Department of Health and Senior Services pursuant to Section 5 of P.L. 1997, c. 364 (C.34:5A10.5).
5. Hazardous substance fact sheets for any of the hazardous substances used or stored at our school are available at the affected school.

STUDENT ACTIVITIES

CONDUCT AT DANCES

The following rules apply for all dances sponsored by the school. A joint committee of students, faculty, and administration established these rules.

1. Guests are allowed to dances if they are currently a high school student and have administrative approval. Prom guests may be from outside of SCTS and must be under the age of 21.
2. Dancing must be done in an appropriate manner. Dancing in a manner that suggests violence, has a sexual meaning, or includes profanity is strictly prohibited.
3. Excessive displays of affection are not allowed.
4. If a student appears under the influence while attending a dance, both the parents and the local police will be notified. The student will also be subject to the procedures outlined in the drug and alcohol policy.
5. Smoking is prohibited.
6. Once a student enters the dance they must remain inside. If a student leaves the dance they will not be allowed back in.
7. It is suggested that students plan to have a ride waiting at the school when the dance is over.
8. Students must be in attendance at the school on the day of dance to be able to attend the dance.

Failure to follow these rules, or exhibiting behavior that is against school rules, will result in that student being removed from the dance and other appropriate school disciplinary action.

NATIONAL HONOR SOCIETY

Students are honored for academic excellence and unselfish service by election to the Sussex Tech Chapter of the National Honor Society.

A faculty committee elects new members each winter. To be eligible, a student must:

1. Be a Junior or Senior.
2. Maintain a cumulative GPA of **3.5** starting at the beginning of the freshman year.
3. Demonstrate outstanding qualities of scholarship, service, leadership and character.
4. Demonstrate an ongoing compliance with the school's discipline code as denoted in the Student Handbook and Social Agreement.

NATIONAL TECHNICAL HONOR SOCIETY

Students are honored for achievement and leadership in their respective career technical programs and for promoting educational excellence to enhance career opportunities to be considered for National Technical Honor Society membership.

To be eligible for Sussex County Technical School's Chapter of NTHS, a student must:

1. Be a Junior or Senior.
2. Maintain a cumulative average in their technical career program of **95** and a cumulative grade point average of a **3.3** starting at the beginning of the freshman year.
3. Have a positive referral from the shop instructor and from the administrative team in terms of discipline and attendance in accordance with the school's discipline code as noted in the Student Handbook and Social Agreement.
4. Demonstrate the seven attributes of NTHS – skill, scholarship, honesty, responsibility, service, leadership, and citizenship.

SPANISH NATIONAL HONOR SOCIETY

The Spanish National Honor Society is sponsored by the American Association of Teachers of Spanish and Portuguese. Our chapter is named after Dolores Huerta, a labor leader and civil rights activist who co-founded the National Farmworkers Association.

The purpose of the Society is to recognize high achievement in Spanish by students of Sussex County Technical School (SCTS) and to promote continuity of interest in Hispanic Studies.

Qualifications for Chapter Membership: A regularly enrolled student in SCST who has maintained a cumulative average of 90 or higher in the study of Spanish for a year and two marking periods **and** has an cumulative grade point average of 3.0 or higher, is eligible for membership in the Society. The student must be enrolled in the study of Spanish at the time of initiation.

Students must demonstrate integrity and distinction in all aspects of school life. Students can be ineligible if they have received discipline referrals for any school offense or violation. These offenses include, but are not limited to, cheating, disrespect, or truancy.

Selection of members shall be by the Sponsor of the chapter. Along with grades, consideration will be given to integrity, honor, responsibility, citizenship, interest, cooperation, trust, and teachers' recommendations.

Members may automatically be dismissed if they have been referred for cheating or any other violation of the school laws or regulations. A meeting with the Chapter Sponsor will be scheduled to discuss the possible infraction, a written warning will be given to the student and he/she will be put on probation. If no further infractions are recorded, the probation will be lifted at the end of one semester. Further disciplinary actions may result in the removal of the student from the Society.

SERVICE CLUBS AND ORGANIZATIONS

The following service clubs and organizations are available to all students: National Honor Society, Spanish National Honor Society, Spanish Cultural Club, Student Council, Skills USA, Math League, Yearbook, Weight Lifting, Snowboard/Ski, S.A.D.D., National Technical Honor Society, Drama, Outdoor/Archery Club, Gay Straight Alliance, Peer Leadership, Peer Mentoring, FFA, Drama, Pass-It-Along. Their activities support the school, communities and various charities through fundraising efforts and work projects.

In order to participate in an after school activity, students must be in attendance on that day a minimum of 4 hours of school.

STUDENTS PRESENT "AFTER SCHOOL"

Students are not to be present on school grounds or in the school buildings after school hours unless they are attending a social or athletic function, have a pass from a teacher or the administrative office authorizing their presence on the grounds or in the building, or are being detained by other teachers.

Students, who stay after 2:30 p.m. for extra help, etc., are not to be released prior to 3:30 p.m. Upon being released, students must have a pass to the Student Center. They must remain in the Student Center until the late bus arrives. Unsupervised students remaining after school will be subject to disciplinary action. Their parents will be notified and requested to pick them up. Students found in the hallway after 2:45 p.m. will be escorted to the Student Center.

STUDENT RESPONSIBILITIES

CHROMEBOOKS - 1 to 1

Students will be given a Chromebook they will keep for the four years at SCTS. It is highly recommended to purchase the insurance for the Chromebook, which will need to be purchased on a yearly basis. It is the students' responsibility if the Chromebook is damaged or broken. It is expected that students bring their Chromebooks to school every day, fully charged.

ACCEPTABLE USE OF COMPUTER NETWORKS / COMPUTERS (INTERNET)

Philosophy:

Technology provides the means to foster student centered learning, to meet the needs of different learning styles and cultural diversity, and to prepare students for the demands of life in the twenty-first century.

Sussex County Technical School offers students a local computer network with access to global networks through the Internet in the belief that the use of this technology will give students:

- ❖ The means through which they may learn to access information.

- ❖ Preparation to compete for work in a job market that is becoming increasingly technological.
- ❖ The means to become good citizens of both their country and the world.
- ❖ The skills to use technology to its full potential.
- ❖ The skills to communicate effectively both locally and globally.
- ❖ The opportunity to use print and non-print resources creatively.
- ❖ The opportunity to become lifelong learners.

General Information:

Through the Internet, students are able to explore databases, libraries, bulletin boards, research projects, and World Wide Web sites.

The use of school computers, local area and global networks, or on-line services requires the user to adhere to strict guidelines established by the school. Students and their parents or guardians must read the terms and conditions, understand their significance, and agree to abide by the rules established by Sussex County Technical School. A signed acceptance, by the student and parent/guardian, of the terms and condition is required prior to the student having access to the computers.

Information students may find on globally available networks can be screened and subjected to the school district’s standard selection criteria for educational materials. While most of the content available on the Internet is harmless and much of it is a valuable educational resource, some objectionable material exists. Sussex County Technical School provides Internet access only in supervised environments, but students and their parents/guardians are advised that some systems may contain material the school district does not condone. Use of these materials is not permitted in school.

Acceptable Use of the Network/Computers/Internet:

Students are held to the same standards of behavior on the school’s local area network and the Internet as they are in school.

Access to the school’s network and the Internet is a privilege, which is granted to students who agree to abide by the acceptable use policy. This privilege carries with it certain responsibilities.

Students who are granted permission to use E-mail or participate in school approved chat sessions online are expected to be polite and respectful in their communications.

Students agree not to use or publish any information on a computer which violates or infringes on the rights of any other person or any information which would be abusive, profane or sexually offensive to an average person, or which contains any advertising or any solicitation of other members to use goods or services. Students agree not to use the facilities and capabilities of the system to conduct any business or solicit the performance of any activity that is prohibited by law.

Students also agree to abide by copyright laws and software licensing agreements. They also agree not to use the computer resources of the school for commercial purposes.

Transmission of material, information or software in violation of any local, state or federal law is prohibited and is a breach of the terms and conditions of this contract. Students and their parents/guardians agree to indemnify Sussex County Technical School and the system administrators for any losses, costs or damages, including reasonable attorneys’ fees incurred by the school district relating to, or arising out of any breach of online conduct by the student.

Students may not install, upload or download software on the network or any stand-alone computer. The system administrators reserve the right to remove files and to terminate the accounts of students who misuse the network.

Security on the network is a high priority. Passwords to the system should be selected carefully so as not to be easily guessed by others. Students who allow others to use their passwords are responsible for the behavior on the network/Internet of the students who use their passwords. Attempts to log into the system using another member’s account or as a system administrator will result in termination of the student’s account and disciplinary action. Students should notify the system administrator if their passwords are lost or stolen, or if they have reason to believe that someone has obtained unauthorized access to their account. Students identified as security risks will lose their accounts and are subject to disciplinary action.

Vandalism will result in the cancellation of system privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, the system or any of the agencies or other networks that are connected to the Internet. Intentional damage to hardware or software resident on the system by physical means or the uploading or creation of computer viruses on the system is considered vandalism and will result in the termination of the student’s account and disciplinary action.

Game playing is not permitted on system computers or over dial-up links or other inter-machine communication.

Printing facilities on the network (and elsewhere) should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, shortens the life of the equipment and violates fundamental ecology. By developing on-screen proofreading skills and practicing proper use of cut and paste techniques, students can and should conserve printing resources and help the system run more efficiently.

Consequences of Violations:

Individuals who violate this policy are subject to consequences and appropriate discipline, which include but are not limited to:

- ❖ Use of the network only under direct supervision.

- ❖ Suspension of network privileges.
- ❖ Revocation of network privileges.
- ❖ Suspension of computer privileges.
- ❖ Revocation of computer privileges.
- ❖ Suspension from school.
- ❖ Expulsion from school.
- ❖ Legal action and prosecution by the appropriate authorities.

CITIZENSHIP AND CONDUCT CODE

The Board of Education believes that students should commit themselves to learning and developing their unique potential. Students should know that their attitudes and actions affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. Staff members, parents, and students will work together to increase the effectiveness of the educational process.

The Board endorses and supports the Sussex County Technical School's Social Agreement and the Self-Directed Learning Competencies, which is integrated within the curriculum. It is expected that all students in this school district, commensurate with their age and ability, will abide by the same.

HALL LOCKERS

ALL HALL LOCKERS ARE ASSIGNED THROUGH THE ATTENDANCE OFFICE.

1. Lockers are provided as a convenience to students, not as a matter of "right".
2. **LOCKER COMBINATIONS SHOULD NOT BE GIVEN OUT TO ANY OTHER STUDENT AND LOCKERS ARE NOT TO BE "SHARED."**
3. Responsibility for books and other materials stored in a locker is the student's responsibility. Therefore, students will be held financially accountable for all school materials issued to them.
4. Periodic inspections of lockers are made for sanitary and other reasons.
5. Lockers are to be kept clean and orderly.
6. Personal locks are not permitted.
7. Any problems with a locker should be brought to the attention of the Attendance Office.

Students may go to their lockers between classes, but **MAY NOT BE LATE TO CLASS AS A RESULT OF GOING TO THEIR LOCKERS.**

HALL PASS

Hall passes will not be issued during class time unless they are absolutely necessary. Students are expected to take care of personal business before first period or after ninth period. Furthermore, no student or teacher has the right to change a student's assigned class (even a single period) without first receiving **WRITTEN** permission from an administrator.

LIBRARY/MEDIA CENTER POLICIES

1. The Library/Media Center is open to students from 7:35 a.m. to 2:30 p.m. Library passes for use during lunch periods are available. You can pick up the passes before homeroom.
2. Students who come to the Library/Media Center must sign-in and sign-out when they leave.
3. Students may borrow and renew books/Chromebooks as long as they are in good standing.

LOST AND FOUND

Articles that are lost or found are reported or returned to the lost and found department located in the Nurse's Office.

PORTFOLIO

The student portfolio represents a compilation of important documents that are indicators of the development of career maturity in each student. The components of a portfolio can be referred to as the "Elements of Success".

The following Elements of Success should be included in each student's career portfolio:

- **Contents Page**
- **Goal Statement**
- **Attendance Success Form.** There should be two forms included in the student's portfolio. If the student has exceeded the criteria for success the form should be signed by the parent.
- **Agenda Book Elements of Success:**
 - **Record of Achievement.** This form should be filled out by each student on each individual subject that they take. Included in this form is a brief description from the student on how their grade is calculated. (Students enter grade goals for each course and keep records on grades and goal successes.)
 - **Credit Tracker.** This form should include information on Credits Required, Credits Earned and Credits Needed. (Students will fill out their course schedule for the upcoming year with assistance from the Guidance Counselor and record the results in the Credit Tracker section of the Agenda Book and the appropriate Credit Tracker Form, to be included in the portfolio).
 - **Student Schedule.** This form should be filled out by each student with a copy in their portfolio.

- **General Notes.** Character Education of the Agenda Book is correlated with the Professional Development Program.
- **Project/Task Sheet/Journal Sheet.** Students should keep a record of their projects and include them in their career portfolio. They could be chronicled as a journal daily for on-going activities or written out separately for larger projects. They should be filled out before the project is started and include the objective and safety regarding the project.
- **Competency List.** This should be included in each portfolio. It should also include an assessment by the instructor on each competency. Eventually this list could be on the back of each graduation certificate with the assessment level of each competency listed.
- **PDP Certificate.** Copies of Level 1, 2, & 3 PDP Competency List included.
- **Community Service & Volunteering.**
- **Career Seeking Activities.** This should include a resume, list of letters of reference, sample cover letter, volunteer work list, awards, certifications/license, CPR documentation, etc.
- **Special Interest Section.**
- **Documentation of Best Work.**

PROTECTION OF PERSONAL POSSESSIONS

We urge all students to be extremely careful with personal articles. **THE SCHOOL IS NOT RESPONSIBLE FOR LOSS OR DAMAGE TO PERSONAL PROPERTY WHETHER SUCH PROPERTY IS USED IN CONNECTION WITH INSTRUCTION OR NOT.**

Do not bring sums of money, jewelry, or other valuables to school.

Do not leave possessions unlocked.

It is up to each student to safeguard his/her books and all other possessions. The school does not accept responsibility for safeguarding your belongings. It is up to you to take care of them.

RESPONSIBILITY FOR BOOKS

WRITE YOUR NAME AND THE DATE YOU RECEIVED THE BOOK, IN EACH BOOK, IN INK. All books must be covered. Students should report lost books to teachers at once. Books are loaned to students for a definite period of time. Students are required to return all books in the condition in which they were issued and within the prescribed time. **THE STUDENT MUST PAY FOR LOST, STOLEN, OR DAMAGED BOOKS.**

SAFETY

Safety is everybody's business. A good worker is also a safe worker. Each student must develop a safety conscious attitude while attending Sussex Tech. Specific safety rules and regulations for each shop, classroom, gym and other locations are given to each student by their instructors. Failure to follow safety guidelines will constitute endangering self or others and subject to disciplinary action.

STUDENT SERVICES

DISABLED PERSONS' RIGHTS UNDER FEDERAL LAW

Section 504 provides that "no otherwise qualified disabled and individual in the United States shall, solely by reason of Disability, be excluded from the participation of, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal Financial Assistance." If you feel you've been discriminated against, contact the Section 504 Coordinator, or Stacy Crosson, Affirmative Action Officer.

PUPIL GRIEVANCE

In keeping with federal/state anti-discrimination legislation, the Sussex County Technical School Board of Education has adopted and hereby publishes the Grievance Procedure providing for the resolution of student complaints.

Purpose

To provide students, employees, and parents a procedure by which they can seek a remedy for alleged violations related to discrimination on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status.

Procedure

Step #1 – The grievant must present the complaint to the responsible person based on the complaint being presented and may file a complaint face to face, via electronic mail, written form, or via a phone call and at any time of day.

School Contacts:

504 Coordinator- Katrina Shababb (kshababb@sussextech.org) or ext 237

Title IV Coordinator - Lisa Schneider (lisa.schneider@sussextech.org) or ext 205

TitleIX Coordinator - Debbie Keiper (debbie.keiper@sussextech.org) or ext 242

Step #2 – The Grievance Officer has five working days in which to investigate and respond to the grievance.

Step #3 – If not satisfied, the grievant may appeal, within ten working days, to the Superintendent or his/her designee.

Step #4 – Response by the Superintendent or designee must be given within five working days.

Step #5 – If the grievant is not satisfied at this level, an appeal may be made within ten working days to the Board of Education which will hear the complaint at the next regular meeting or within thirty calendar days. Local Board hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing shall be conducted so as to accord due process to all parties involved in the complaint such as written notice of hearing dates, right to counsel, right to present witnesses, right to cross-examine and to present written statements.

Step #6 – Board of Education shall respond to the grievant within thirty calendar days.

Step #7 – If the grievant is not satisfied with the Board's decision, the grievant may file the complaint to the Director of the Office of Civil Rights, Washington, D.C. The grievant maintains the right to bypass the grievance procedure and submit the complaint directly to the Office for Civil Rights.

SCHOOL BASED YOUTH SERVICES PROGRAM - STUDENT CENTER

The Student Center has been open since 1988 via a grant from the Department of Children and Families, Division of Prevention & Community Partnership, Office of School Linked Services and through support of the Sussex Tech Board of Education. It provides professional counseling as well as teen friendly recreation. Students can receive support for various issues, including drug or alcohol use, psychiatric issues, family and peer problems, depression, relationships, suicidality, family counseling, etc. Students need written consent from a parent or guardian and a pass from their teacher to see a counselor. Forms are available through the Center during regular business hours and are sent home routinely at the start of the school year. They are also available on our Student Center website as a PDF file at studentcenter@sussextech.org in the "parent" section. Students 16 and older are able to consent for their own mental health counseling without parental knowledge: "In accordance with NJ A3435, Boys and Girls Clubs Keystone Law signed January 19, 2016, minors 16 years and older are permitted to give consent for behavioral health care."

Recreation is held each day (with some exceptions) during lunches and after school. There is at least one structured activity per week and students have full use of the recreational equipment with adult supervision. Activities are sometimes held outside on a field or at the beach volleyball court so students should come prepared. Snacks are typically available free of charge daily after school and vending machines are also available.

In addition to counseling and recreation, some students are eligible for financial assistance towards shop supplies, medical and dental expenses, and school supplies. All such requests are handled in a confidential manner and on a case by case basis. Not all requests are honored due to limited resources. A biannual dental clinic is held for free or reduced fees each year for all students and forms are sent home in September. We also provide monthly psychiatric services free of charge to any student in need, as well as an annual Optical Clinic which provides greatly reduced eye exams and fashionable eyewear or contact lenses. Families are eligible to take advantage of the Optical and Dental clinics. Information goes home via the new school year packets.

The center is open daily from 7:00 a.m. – 5:15 p.m.

The Student Center may be reached directly at (973) 383-6700 ext. 331.

WORKING PAPERS

Employment Certificates are required by the State of New Jersey for all working minors under the age of eighteen. Working Papers are now completed online at <https://nj.gov/labor/youngworkers>. Please see Mrs. Crosson, Vice Principal - CTE for more information.

SUBSTANCE ABUSE

DISTRIBUTING OR SELLING OF A CONTROLLED DANGEROUS SUBSTANCE, ANABOLIC STEROIDS, OR MIND ALTERING SUBSTANCES

When the school Principal or any staff member has “**reasonable cause**” to believe that a student is selling or distributing drugs on school property, the Principal shall inform the student on the basis of the belief and will follow these procedures.

- A. Notify the Chief School Administrator who shall notify appropriate law enforcement officials.
- B. Notify the following to come to school immediately:
 1. Parents or guardians.
 2. Sparta Township Policy Liaison Officer.
- C. Suspend the student from the school and submit a report to the Superintendent of Schools and Board of Education for further action.
- D. Recommend removal from school. Any seized controlled dangerous substance, mind altering substance, or drug paraphernalia will be turned over immediately to the appropriate law enforcement officials by the Principal or designee in accordance with procedure for the enforcement of Drug Free School Zones (N.J.S.A.2C:35-7).

As per 6A:16-6.3 if a staff member “has reason to believe” that a student was involved in the distribution of a controlled dangerous substance over a weekend, outside of school, or not at a school function.

- A. The staff member is required to report the matter “as soon as possible” to the principal or the principal’s designee.
- B. The principal or designee is to notify the CSA.
- C. The CSA is to notify the county prosecutor “or another law enforcement official designated” by the prosecutor to receive such information. The information reported is to consist of “all known information concerning the matter, including the identity of the student involved.”

ANY STUDENT WHO SELLS OR DISTRIBUTES DRUGS OR ALCOHOL MAY LOSE THE PRIVILEGE OF ATTENDING SUSSEX COUNTY TECHNICAL SCHOOL AND IS SUBJECT TO BE PROSECUTED TO THE FULLEST EXTENT OF THE LAW.

POSSESSION OF A CONTROLLED DANGEROUS SUBSTANCE, ANABOLIC STEROID, OR MIND ALTERING SUBSTANCE

Any student who possesses a controlled, or dangerous substance, anabolic steroid, or mind altering substance at a school-sponsored function, in a school vehicle, or in the vicinity of a designated school bus stop is in violation of the law. In such cases, the Principal or designee will follow these procedures:

- A. Notify the Chief School Administrator who will notify the appropriate law enforcement officials.
- B. A toxicology screen will be conducted to confirm or dispute drug free status. This must be completed within 2 hours of parent contact. **The toxicology screen is the financial responsibility of the parents/legal guardians.**
- C. Notify the following to come to school immediately:
 1. Parents/legal guardians.
 2. Sparta Township Police Liaison Officer.
- D. Suspend student from school, pending disposition of the case.
- E. Require a Chemical Dependency Evaluation from an outside agency.
- F. Refer students and their family to the substance awareness coordinator.
- G. Any student found to be using or in possession of a controlled dangerous substance, anabolic steroid, or mind altering substance will be subject to **disciplinary action**.

WHEN A STAFF MEMBER HAS “REASON TO BELIEVE” THAT A STUDENT POSSESSED OR WAS INVOLVED IN THE DISTRIBUTION OF A CONTROLLED DANGEROUS SUBSTANCE OUTSIDE SCHOOL, NOT AT A SCHOOL FUNCTION

As per 6A:16-6.3 if a staff member “has reason to believe” that a student possessed or was involved in the distribution of a controlled dangerous substance over a weekend, outside of school, or not at a school function:

- A. The staff member is required to report the matter “**as soon as possible**” to the principal or the principal’s designee.
 - B. The principal or designee is to notify the CSA.
 - C. The CSA is to notify the county prosecutor “or another law enforcement official designated” by the prosecutor to receive such information. The information reported is to consist of “all known information concerning the matter, including the identity of the student involved.”
- The only exception to the requirement that the CSA disclose to the county prosecutor or other designated official the identity of the student is when the student has voluntarily “sought and participated in an appropriate treatment or counseling program, provided that the student is not reasonably believed to be involved or implicated in distribution activities.”

ENROLLMENT IN A CARE FACILITY

If a student is admitted into an inpatient treatment program, attendance at Sussex County Technical School shall not resume until the school receives written authorization. This authorization must state that the student successfully completed the prerequisite requirements of the treatment program, and that the student is physically, mentally, drug free and able to return to school. An aftercare discharge summary is required which is suited to the particular needs of the individual as implemented by the treatment facility. The substance awareness coordinator will continue to communicate with the rehabilitation center regarding the student. Educational support services will be provided either by the care facility or the school district. Any absences incurred due to the evaluation and/or the recommendations by the chemical assessment will be considered as medically excused.

If the student enters an outpatient treatment program, the student's educational process at Sussex County Technical School will continue as normal while attending treatment. A completion letter is required upon fulfilling the prerequisite requirements of the outpatient treatment program. It is imperative that the student completes his/her entire treatment. If the student leaves treatment against medical advice or is therapeutically discharged (dismissed), the student **WILL NOT** be able to return to the Sussex County Technical School.

STUDENT ASSISTANCE PROGRAM

The administration, faculty, and parents of the Sussex County Technical School recognize that alcohol and other drug abuse and chemical dependency represents a most serious and prevalent threat to the health and welfare of youth.

The philosophy of the Student Assistance Program is one of caring and concern for these students. Chemical dependency is a progressive illness that affects people physically, emotionally, socially, and educationally. Alcohol and other drug abuses are contributing factors to vandalism, absenteeism, tardiness, disciplinary referrals, classroom disruptions, declining academic performance, and dropout rates. Sussex County Technical School recognizes its responsibility to provide prevention and intervention educational programs for the promotion of an increased awareness of problems related to alcohol and drug abuse.

The program identifies screens, refers, and assists students who may be affected by their own or someone else's use of alcohol or other drugs. The student, a staff member, parent, or a friend may make referrals. Upon referral, the substance awareness coordinator initiates the I&RS process. Recommendations are then made to require a Chemical Dependency Evaluation, to involve the student in a school educational group, individual counseling, referral to a community agency, or other appropriate referral or action.

Confidentiality will be maintained for students who seek assistance from the substance assistance coordinator.

SUBSTANCE ABUSE REGULATIONS

The use of alcohol and other drugs by students endangers the safety and well being of all students and faculty members. Also, this use creates an impediment to learning, i.e., the school system has a responsibility to provide channels for help and assistance to students whose health may be in jeopardy. According to **18A: 40A-8**, "School based initiatives have proven particularly effective in identifying and assisting students at a high risk of developing alcohol and other drug disturbances reducing absenteeism, decreasing the consumption of alcohol and other drugs, and in lessening the problems associated with such addictions.

Sussex County Technical School has a clear responsibility to provide an atmosphere promoting a quality learning environment. This environment can be deeply undermined by reckless or pathological substance abuse.

These guidelines are created to provide a consistent means for effectively responding to alcohol and drug related situations that may occur at school, at school-sponsored events, or out of school, not at a school function(6A:16-6.3). They have been developed with due consideration for the legal rights and responsibilities of administrators, faculty, staff, students, and parents who may find themselves involved in such situations.

The school Principal and other faculty members shall follow the procedures as listed regarding a student if the student is:

- A. Distributing or selling a controlled dangerous substance, anabolic steroid, or mind-altering substance.
- B. Using, possessing, or openly discussing their own consumption of controlled dangerous substances, anabolic steroid or mind-altering substances.

NEW JERSEY STATE STATUTE

N.J.S.: 18A40A-14-... "Any teacher, guidance counselor, school psychologist, school nurse, substance awareness coordinator or other educational personnel...**who in good faith** reports a student to the Principal or his designee...or school nurse in an attempt to help such student cure his abuse of substance. **shall not be liable in civil damages** as a result of making such report."

N.J.S.: 18A40A-9-..."Substance" Shall mean alcoholic beverages, controlled dangerous substances as defined in section 2 of P.L. 1970 (C.24: 21-2), anabolic steroids or any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in section 1 of P.L.1965, c.41 (C.2A: 170-25.9)."

"Substance Abuse" Shall mean the consumption or use of any substance as defined herein for purpose other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings."

18A: 40A-10-... "Each local board of education shall, pursuant to guidelines developed by the Commissioner of Education, in consultation with the Commissioner of Health, establish a comprehensive substance abuse intervention, prevention and treatment referral program in the public and elementary and secondary schools of the district. The purpose of the program shall be to identify students who are substance abusers, assess the extent of these students' involvement with these substances and, where appropriate, refer the Students and their families to organizations and agencies approved by the Department of Health to offer competent professional treatment. **Treatment shall not be at the expense of the local board of education.**"

N.J.S.A. 2C:35-7 Drug Free School Zones. New Jersey State Law provides that anyone distributing or possessing a controlled dangerous substance, anabolic steroids or mind altering substance with an intent to sell or distribute within 1000 feet of a public school, is guilty of a third degree crime. This crime is punishable by a fine up to \$150,000, and a minimum sentence of one to three years, during which the defendant is ineligible for parole.

SUSPECTED OF BEING UNDER THE INFLUENCE OF A CONTROLLED DANGEROUS SUBSTANCE, ANABOLIC STEROID OR MIND ALTERING SUBSTANCE

Any educational staff member or other professional to whom it appears that a pupil may be currently under the influence of alcohol or other drugs on school grounds, including on a school bus or at a school-sponsored function, shall report the matter as soon as possible to the Principal and either the certified school nurse, non-certified school nurse, or the substance awareness coordinator pursuant to N.J.S.A. 18A:40A-12. In the absence of the Principal, his or her designee shall be notified. The Principal or his/her designee, in response to every report, shall immediately notify the pupil's parent(s) or legal guardian(s), and the Superintendent and/or designee.

The Principal or his/her designee, in response to every report, must arrange for an immediate medical examination and toxicology screen of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol or other drugs, other than anabolic steroids. The medical examination and toxicology screen shall be performed by a physician licensed to practice medicine or osteopathy that is selected by the parent(s) or guardian(s). If the parent's or legal guardian's physician is not immediately available, the medical examination shall be conducted by the school physician. If neither the parent's or legal guardian's physician, nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent(s) or legal guardian(s) if available and by a member of the school staff appointed by the Principal. Parental or legal guardian permission is not required for the emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the emergency room. **An examination and toxicology screen conducted by a physician selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district.**

A written report of the examination and toxicology results of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent within twenty-four hours of the referral of the pupil for suspected drug or alcohol use. The findings of the report shall verify whether the pupil's alcohol or other drug use interferes with his or her physical and mental ability to perform in school. Refusal to comply with the necessary action, or not having a drug screen performed the day the suspicion was made, may be taken as a positive test result and necessitate a full substance abuse evaluation. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the pupil's physical and mental ability to perform in school, the pupil will be immediately returned to school.

TOBACCO

Sussex County Technical School recognizes that tobacco is a gateway drug and highly addictive and that the use of tobacco products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. We believe that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors.

Tobacco is defined to include but not limited to cigarettes, "e" electronic cigarettes, vapes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, rolling papers and any other items containing or reasonably resembling tobacco or tobacco products. "Tobacco use" includes smoking, chewing, dipping, or any other use of tobacco products.

No student, faculty/staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours. Students, faculty or staff members who violate the school district's tobacco-use policy will be referred to the school administration for discipline, as well as offered the option of referrals to quit resources in the school and community.

Visitors using tobacco products will be informed about the policy and asked to refrain while on school property. Visitors who continue to violate the policy will then be asked to leave the premises.

EVALUATION FOR SUBSTANCE ABUSE

If there is a positive determination from the medical examination and/or toxicology screen or if the pupil admits use, indicating the pupil's alcohol or drug use interferes with his or her physical or mental ability to perform in school the pupil will be returned to the parent's care as soon as possible. Toxicology screen must be completed within 2 hours after parent contact. Attendance at school will not resume, with a minimum 2 day out of school suspension and 1 Saturday detention with completion of educational program, until a written report has been submitted to the parent(s) or legal guardian(s), Principal, and Superintendent indicating that the pupil has at least scheduled a chemical dependency evaluation at an outside resource recommended and approved by the New Jersey Department of Health. Once the chemical assessment is received, the recommendations stated in the assessment will be implemented. The school will abide by the recommendations stated in the chemical assessment. Refusal or failure by the parent/guardian to comply with the recommendations and provisions shall be deemed a violation of the Compulsory Education Act.

COVID-19 PROTOCOLS/GUIDELINES

Guidelines are SUBJECT TO CHANGE depending on NJ Department of Health, NJ Department of Education, and Executive Orders from the Governor of NJ.