

NOTES

ACKNOWLEDGEMENT

Parents/Guardians,

The Student Handbook is a guide designed to assist students, parents, guardians, teachers and administrators concerned with the daily educational process and operation of Passaic County Technical Institute.

Within the handbook, you will find explanations and descriptions of rules, regulations, policies and procedures which can provide the best academic and vocational education to students in an equitable and safe learning environment.

Since the handbook will serve as a guide throughout a student's four years of high school, it should be kept for reference. Updates will be distributed yearly.

Both students and parents will find the handbook useful and it will serve as a basis for cooperation for everyone involved in our school community.

NOTES

IV. Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

SECURITY

1. Surveillance cameras have been strategically placed in various parts of the school for security purposes.
2. The Passaic County Sheriff's Department will be called upon at various times during the school year to implement drug sweeps within the facility and parking lots. Specially trained canine units will assist in this process which will be conducted randomly throughout the year. Lockers, parking lots and other designated areas within the building are always subject to search if conditions warrant.

DISSEMINATION OF PRINTED MATERIAL

The principal must approve before printed material is disseminated or posted on school grounds:

Otherwise:

-Students are prohibited from disseminating printed material (leaflets, flyers, etc...)

-Students are prohibited from posting information on school grounds.

Violators will be subject to disciplinary actions including but not limited to removal of all related material from campus, restitution (if applicable), ASD, ISS, OSS etc...

PASSAIC COUNTY TECHNICAL INSTITUTE

BOARD OF EDUCATION

Albert Alexander	President
Reverend Kathy A.Kuykendall	Vice President
Robert M. Gilmartin	Commissioner/ Interim County Superintendent
Leon Mondelli	Commissioner
Damaris M. Solomon	Commissioner
Mae Remer	Board Secretary
Robert G. Rosenberg	Counsel
Gerald S. Keegan, Esq.	Counsel

CENTRAL OFFICE ADMINISTRATION

Diana C. Lobosco	Chief School Administrator
Al Pecora	Assistant Superintendent
Richard Giglio	Business Administrator
Sandy Woods	Administrative Assistant

SCHOOL ADMINISTRATION

Joseph M. DiGise	Principal
William Betar	Director of Pupil Personnel Services
Dr. Joan Carter	Director of Adult/Continuing Education
Candice Chaleff	Director of Special Education
Sharon Hughes	Director of Athletics
Kenneth McDaniel	Assistant Principal/Discipline/ Transportation/Attendance
Robert Gray	Assistant Principal/Grade 9
Francisco Perez	Assistant Principal/Grade 10
Lois Paterson	Assistant Principal/Grade 11
Barbara Rhodes	Assistant Principal/Grade 12/ Affirmative Action Officer
Nick Bucci	Supervisor of Testing
Jerry Castaneda	Supervisor
John DePalma	Supervisor
Paul Fitzpatrick	Supervisor
Sal Gambino	Supervisor
Jeannie Holman	Supervisor of Student Activities
John Moraino	Supervisor
Barbara Moschetta	Supervisor of Federal & State Programs
Larry Rakitt	Supervisor
Joseph Sabbath	Supervisor
Cindy Stockdale	Supervisor
Jeffrey A. Uberto	Supervisor
Lydia Yikon'a	Supervisor

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D. Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force touching of anyone’s intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence Definition: Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

F. Religious Violence Definition: Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

III. Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to The Director of Guidance or Assistant Principal. The School District encourages the reporting party to submit a formal written report, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence

Sexual harassment may include but is not limited to:

- (a) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- (b) unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment Definition: Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment Definition: Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities

DISTRICT TELEPHONE DIRECTORY

CHIEF SCHOOL ADMINISTRATOR	(973) 389-4201
PRINCIPAL	(973) 389-4260
ADULT/CONTINUING EDUCATION	(973) 389-4101
ATHLETICS	(973) 389-4106
ATTENDANCE OFFICE	(973) 389-4223/4148
DISCIPLINE OFFICE	(973) 389-4221/2002
GUIDANCE OFFICE	(973) 389-4230
NURSE'S OFFICE	(973) 389-4225/4145
PARENT LIASION	(973) 389-4275
SCHOOL TO CAREERS	(973) 389-4112
SPECIAL EDUCATION / CST	(973) 389-4197
STUDENT ACTIVITIES	(973) 389-4263
SUBSTANCE AWARENESS OFFICE	(973) 389-4266
SCHOOL RESOURCE OFFICERS	(973) 389-7201/2041
TEEN CENTER	(973) 389-2027
TRANSPORTATION	(973) 389-2027

**For Operator Assistance call (973) 790-6000
Fax # - (973) 389-2044**

**AFFIRMATIVE ACTION POLICY
EQUALITY IN EDUCATIONAL PROGRAMS**

PCTI has an Affirmative Action program and is committed to a policy which insures that all students have the right to participate fully in classroom instruction and extracurricular activities regardless of race, creed, color, sex, disability, religion, national origin, ancestry, social or economic status.

GRIEVANCE

Compliance with NJ Administrative Code 6:4 and Title IX of US Education Amendments Act of 1972.

PURPOSE

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

DEFINITION

Grievance – A formal written complaint

Grievant – Any student, employee, or parent aggrieved by a decision or condition falling under the guidelines of federal and/or state anti-discrimination laws.

Grievance Officer – The district employee designated to coordinate compliance efforts with anti-discrimination legislation and charged with the responsibility of investigating complaints.

Grievance Forms are available in each of the Administrative Offices in this district and from the Affirmative Action Officer/Grievance Officer, Barbara Rhodes.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. The school’s prohibition on harassments includes verbal, written, physical and virtual harrassment via internet, email, electronic devices, etc.

II. Religious, Racial and Sexual Harassment and Violence Defined

A. Sexual Harassment Definition: Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- (i) submission of that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
- (iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 - (i) unwelcome verbal harassment or abuse;
 - (ii) unwelcome pressure for sexual activity;
- (iii) unwelcome sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school per-

The following activities are prohibited at school or at school-related activities:

1. No student shall wear or display clothing or other objects that are commonly considered evidence of membership or affiliation with any gang.
2. No student shall commit any act, or use any speech, verbal or nonverbal, showing membership in, or affiliation with, a gang.
3. No student shall commit any act that furthers gangs or gang activity including, but not limited to, wearing garb or displaying symbols directly associated with affiliation with a known local gang, soliciting others for membership in any gangs or inciting other students to act with physical violence upon any other person. Such acts **are presumed to undermine the school's basic mission, and will create an immediate danger to the orderly operation of the school.**

Any student determined by the school administration of participating, practicing and/or soliciting gang membership will be suspended Out of School. Student will be subjected to a Disorderly Person complaint.

PROHIBITING HARASSMENT AND VIOLENCE POLICY

I. General Statement of Policy

It is the policy of Passaic County Technical Institute to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment, violence, or discrimination.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District).

Sexual Harassment Officers

William Betar (973) 389-4230
Candice Chaleff (973) 389-4197

EMERGENCY SCHOOL CLOSINGS

In the event of snow days or other emergency school closings, our Automated Emergency Phone Message will be activated and announcements will be placed on our website: www.pcti.tec.nj.us
 Announcements are made over:

WOR 710 AM, WMTR 1250 AM
WINS 1010 AM, WGHT 1500 AM
WDHA 105.5 FM

SCHOOL BELL SCHEDULE

PERIOD	TIME	MINUTES
1	8:10 – 8:56	46
2	9:01 – 9:41	40
3	9:46 – 10:26	40
4	10:31 – 11:11	40
5	11:16 – 11:56	40
6	12:01– 12:41	40
7	12:46 – 01:26	40
8	1:31 – 2:11	40
9	2:16 – 2:56	40

LUNCH SCHEDULE

Period 3B	10:06 - 10:26
Period 4A	10:31 - 10:51
Period 4B	10:51 - 11:11
Period 5A	11:16 - 11:36
Period 5B	11:36 - 11:56
Period 6A	12:01 - 12:21
Period 6B	12:21 - 12:41
Period 7A	12:46 - 1:06

HALF DAY SCHEDULE

(1:06 PM STUDENT DISMISSAL)*

Period 1	8:10 – 8:56
Period 3	9:01 – 9:41
Period 4	9:46 – 10:26
Period 5	10:31 – 11:11
Period 6	11:16 – 11:56
Period 7	12:01 – 12:41
Period 8A	12:46 – 1:06

HALF DAY LUNCH SCHEDULE

Period 3B	9:21 - 9:41
Period 4A	9:46 - 10:06
Period 4B	10:06 - 10:26
Period 5A	10:31 - 10:51
Period 5B	10:51 - 11:11
Period 6A	11:16 - 11:36
Period 6B	11:36 - 11:56
Period 7A	12:01 - 12:21

DISORDERLY PERSON STATUTE

2C:33-2

- a. Improper Behavior. A person is guilty of a petty disorderly persons offense, if with purpose to cause public inconvenience, annoyance or alarm, or recklessly creating a risk thereof he (1) engages in fighting or threatening, or in violent or tumultuous behavior; or (2) creates a hazardous or physically dangerous condition by any act which serves no legitimate purpose of the actor.
- b. Offensive Language. A person is guilty of a petty disorderly persons offense if, in a public place, and with purpose to offend the sensibilities of a hearer or in reckless disregard of the probability of doing so, he addresses unreasonably loud and offensively coarse or abusive language, given the circumstances of the person present.

“Public” means affecting or likely to affect persons in a place to which the public or a substantial group has access; among the places included are highways, transport facilities, schools, prisons, apartment houses, places of business or amusement, or any neighborhood.

Any Passaic County Technical Institute student participating in such action, activity and/or incident described as disorderly conduct will be subject to disciplinary action and/or legal accountability.

ANTI-GANG ACTIVITY POLICY

The presence of members of gang associations and gang association activities on campus or at off-campus, school-sponsored activities is likely to cause a substantial disruption or material interference with school and school activities. A “gang” is defined as a group that identifies itself through the use of a name, unique appearance, or language, including hand signs, the claiming of geographical territory, or the espousing of a distinctive belief system that frequently results in criminal activity.

*Half days during testing will have a 12:41 student dismissal.
Periods will be adjusted on testing days.

Parents will be informed unless circumstances indicate otherwise. If a student does not comply with these policies and procedures he/she will be excluded from school. Home instruction will be provided, and a return to district will be considered.

The district's Drug/Alcohol Policy and Procedures will be mailed to all parents/adult students prior to the beginning of the school year.

STUDENTS SUSPECTED OF BEING UNDER THE INFLUENCE OF DRUGS AND ALCOHOL

When a pupil is suspected of being under the influence of drugs or alcohol on school property, school authorities shall secure appropriate medical attention as prescribed in New Jersey Statutes 18A:40A-12. If a student is suspected to be under the influence of a controlled, dangerous substance, or under the influence of an alcohol beverage by use of the ALCO-STICK/ ALCO-TECTOR , he/she will not be permitted to drive a vehicle from school grounds. Other arrangements must be made. The student may be assigned ten (10) days Out of School Suspension.

Students will be referred to the Student Assistance Counselor.

Refusal or failure of parents to comply with the provisions of N.J.S.A. 18A40A-12 shall be deemed a violation of the compulsory education (N.J.S.A. 18A:38-15 and 18A-38-31) and/or child neglect (N.J.S.A. 9:6-1 et. seq.) laws.

The Board of Education directs the Superintendent to develop and implement discipline procedures relative to drugs/alcohol as required by NJ Statutes.

Under no circumstances may a student leave school without the permission of the Administration or School Nurse.

Further information pertaining to PCTI's Board approved Drug/Alcohol Policy may be obtained from the following school personnel: Administrators, Guidance Department and the Student Assistance Counselor upon request from parent/student/ guardian.

ADULT STUDENTS

Students 18 years of age or older, legally independent of their parents may:

1. Sign report cards as well as their own excuses for absences.
2. Sign permission slips to participate in athletic programs, field trips and school activities.
3. Review official school records.

Any rule or practice which is appropriate to the orderly and productive administration of a school community may be applied to all within that community including teachers, administrators and adult students. Whether 18 years or older, students will be held accountable – in terms of grades, disciplinary sanctions, or otherwise – for their attendance and conduct in school. This law changes their status in school making them, rather than their parents, responsible for their actions. PCTI will provide parents with pertinent information regarding student progress.

CHILD FIND

If you believe a child/student may have an educational disability and would like information on how to get assistance, you should contact the Director of Guidance at (973) 389-4230.

CHILD STUDY TEAM

The Child Study Team consists of a school social worker, psychologist, and learning disabilities teacher consultant. This team is available for evaluation, consultation, and counseling.

FIRE DRILLS

Fire drills are used for all emergency evacuations of the school building. Fire drills will be conducted regularly in accordance with state law and are initiated by the continuous ringing of the fire alarm bell.

GRADE LEVEL DISCIPLINE COORDINATOR

The purpose of the Grade Level Discipline Coordinator is to provide students in each grade level and staff with a specific contact person for addressing discipline concerns.

The advantages of having Grade Level Discipline Coordinators are:

1. To provide appropriate responses to discipline concerns.
2. To establish consistency regarding the enforcement of school rules, regulations and policies.
3. To promote continuity in dealing with all discipline related situations.
4. To promote familiarity in dealing with the same group of students for multiple years.
5. To act as a contact person for parents and the school community.
6. To establish student/staff rapport by developing an ongoing relationship with staff and students.
7. To act as a student advocate, providing support for students; ensuring due process and staff responsibility.

HEALTH OFFICE – MEDICAL SERVICES

The School Health Services staff strive to maintain and improve the health of all students and staff at PCTI. Please feel free to consult the nurses concerning health questions or problems.

- Students **must have** a doctor's note to attend school with casts/splints, crutches, canes, and/or any type of walking device.
- Students taking medication in school must have a doctor's written order and parent's/guardian's written permission on the medical form provided by the school.

3. Any students possessing, selling or transferring drugs/alcohol will be reported to the local law enforcement authorities.

Students who have been apprehended in possession of a controlled dangerous substance must follow procedures for students suspected of being under the influence.

The student may be assigned a ten-(10) day Out of School Suspension. Students will be referred to the Student Assistance Counselor.

If the drug is determined to be a controlled, dangerous substance as defined in P.L. 1970, Chapter 226, Section 2, the pupil shall be immediately suspended from the regular school program following a hearing set forth by law and Board Policy.2C:33-16. Possession of Alcoholic Beverage on School Property is a Disorderly Persons Offense. Any person of legal age who purchases alcoholic beverages, who knowingly and without express written permission of the school board, its delegated authority, or any school principal, brings or possesses any alcoholic beverages on any property used for school purposes which is owned by any school or school board, is guilty of a disorderly persons offense.

Adopted. L. 1981, c. 197, 1.

STUDENTS SUSPECTED OF SELLING OR TRANSFERRING DRUGS OR ALCOHOL ON SCHOOL PROPERTY OR AT SCHOOL SPONSORED ACTIVITIES

All students suspected of selling or transferring drugs or alcohol on school property or at school-sponsored activities, shall be immediately reported by the responsible parties to the Principal or his/her designee for investigation. The Principal will immediately contact local police authorities for coordination of investigative efforts. Students seeking assistance on their own and not having been apprehended using, being under the influence of, or in possession of any illegal substance will be counseled without fear of suspension unless so apprehended at a later time. Requests for assistance and/or referrals will be held in confidence to the fullest extent permitted by law.

These procedures shall also include remanding students back to sending schools after all means of bringing about a correction of misconduct have been exhausted by the Principal with his/her staff and such cases have been brought before the Superintendent.

N.J.S.A. 18A:37-5 Continuation of Suspension;
Reinstatement or Expulsion

N.J.A.C. 6:8-6.2(b)3viii Disruptive Action

N.J.A.C. 6A:14-2.8 Discipline, Suspension,
Expulsion

DRUG AND ALCOHOL POLICY SYNOPSIS

The Board of Education recognizes that the misuse of drugs/alcohol by any student seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of drug abuse and the rehabilitation of drug/alcohol users by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to drugs/alcohol. Preventative steps for possible substance dependency and/or substance abuse problems will also be established.

STUDENTS SUSPECTED OF SIMPLE POSSESSION OF DRUGS OR ALCOHOL ON SCHOOL PROPERTY AT SCHOOL SPONSORED ACTIVITIES

1. All students suspected of illegal possession of drugs or alcohol on school property, or at school sponsored activities, shall be immediately reported by the responsible parties to the Principal or his/her designees for investigation.
2. All students carrying or taking medication that has the potential to be abused on school property, are expected to store and consume these medications under the supervision of the School Nurse. Parents are ultimately responsible for enforcing this procedure when they are aware of medication use. Consumption of any medication in places other than in the nurse's office will be considered a violation of this policy.

- Any physical limitation or restriction regarding gym participation must be provided per doctor's orders each school year or as the limitation/restriction occurs.
- It is recommended that all sports and/or working paper physicals be performed by student's private physician or medical home. Upon written request such physicals can be done by the school physician. (*per state mandate*)
- All state mandated screenings (height, weight, blood pressure, vision, hearing, scoliosis, etc...) will be conducted according to state mandates unless parents/guardians provide a written request for exemption.
- In order for an absence to be medically excused, an original medical note must be presented to the health office from the treating health care provider.

ILLNESS/ACCIDENT DURING SCHOOL HOURS

In case of illness, a student shall obtain a pass from the teacher to see the nurse who will determine fitness to remain in school. No student will be allowed to go home unless the nurse is able to contact the family or emergency contact person provided in writing to the school. No student is to report to the nurse without a pass from a teacher.

All medical emergencies, accidents, or injuries must be reported to the school nurse immediately.

IMMUNIZATION

All students must have complete updated immunization records prior to entering PCTI. Students will be excluded from attending school until all state mandated immunization requirements are met.

LOST AND FOUND

Items that are found will be taken to the ID Office. Lost items may be claimed once they have been properly identified.

MEDIA PERMISSION

During the school year, students may be photographed, interviewed for the press, recorded or filmed while in school or on school sponsored trips by school personnel. These photographs may be printed in the popular press, used in school produced public relations activities, or transmitted electronically. Parents, guardians, or adult students may decline to permit students to participate in these media activities by notifying the school principal in writing no later than September 30 of each school year.

REFERRAL FOR SPECIAL EDUCATION

Any student who may be experiencing physical, sensory, communication, cognitive, learning and/or social/emotional difficulties including students who may be disabled and advancing from grade to grade can be referred to the IEP team at PCTI by parents/guardian(s), staff member(s), or the adult student. A referral request must be in writing and given to the student's guidance counselor. The Director of Guidance will forward the referral to the CST Supervisor with all required information. The Supervisor will forward the request without delay to an assigned case manager who shall contact the parent to arrange for a meeting with the IEP team (CST members, parent(s)/guardian(s), adult student, non-adult student, regular education teacher, special education teacher, guidance counselor). Written notice shall be sent to all invited participants.

Prior to a referral, interventions in the regular public school program shall be provided to alleviate educational problems, unless the nature of these difficulties warrants a direct referral to the IEP team. Interventions in the regular program are not a prerequisite for referral under NJAC6:14-1et. seq.

RIGHT-TO-KNOW REGULATIONS

Under the Right-To-Know regulations, all containers having hazardous and non-hazardous substances are clearly identified for accessible reading by everyone. Vocational teachers will supervise and properly inform all students regarding the use and storage of liquids and substances used in the vocational program.

SAFETY

Learning proper safety habits is one of the most important things that students do at Passaic County Technical Institute. Working safely means limiting risks, accidents or injuries. Students are required to follow the safety instructions given by their teachers and those indicated by signs and warnings. Where applicable, new students will be provided with one pair of safety glasses upon entering the school, compliments of the PCTI Board of Education. Replacements can be purchased via the shop supervisors. Passaic County Technical Institute places a priority on safety.

PROCEDURES

1. All suspensions shall be subjected to a preliminary hearing held by the Administration which shall include:
 - a. Statement of charges.
 - b. Presentation of evidence.
 - c. Statement by student.
 - e. Rendered decision.
 - f. Opportunity to appeal at the administrative level.
2. When a student is suspended after a preliminary hearing and faces a potential long term suspension or expulsion, that student has the right to request a full formal hearing. This hearing shall be conducted in accordance with New Jersey Statutes, Title 18A:37-4 Education, and NJ Administrative procedure.
3. The Principal shall report all suspensions to the Chief School Administrator who shall report them to the Board of Education.
4. No suspension shall be continued longer than the second regular meeting of the Board of Education without Board action.
5. Any student suspended from their regular school program for a period in excess of 10 school days shall be placed on home instruction, provided that no danger shall result to school personnel or, upon the recommendation of an IEP Team, be placed in an educational program that best meets the student's individual needs.

NOTE:

Administration shall establish specific procedures for dealing with disruptive/ disaffected students:

- A. Identification.
- B. Programs and services.
- C. Individual needs of identified students.
- D. Evaluative and revision processes.
- E. Regulations ensuring due process and parent involvement.

DISCIPLINE PENALTIES FOR MAJOR OFFENSES

- Major offenses carry the penalty of immediate Out of School Suspension (O.S.S.). For 10 days.
- Report is to be made to local law enforcement agency for all criminal acts and violations.
- Confiscation and full restitution where applicable.
- Parent conference is required before re-admittance to school.
- Referral to Principal/Superintendent for possible expulsion proceedings.

LONG TERM SUSPENSION/EXPULSION

When the Assistant Principal of Discipline has exhausted all means of bringing about a correction of misconduct, the disruptive student shall be brought before the Principal with a recommendation of removal from the school or expulsion.

IDENTIFYING AND DEALING WITH DISRUPTIVE STUDENTS

Students who commit violations to the degree or severity outlined below shall be referred to the Student Assistance Counselor, Crisis Counselor, Guidance Counselor, and/or IEP Team for evaluation with a long term Out-of-School Suspension.

1. Four minor violations in the same school year such as: continued cutting, tardiness, truancy, misconduct on buses, forging passes, disrupting class/shop learning process, etc.
2. Two violations of physical fighting or one violation of a more serious nature such as physical assault of school personnel.

Any student engaging in a violation under MAJOR OFFENSES is subject to a long-term suspension (more than ten days), IEP Team Evaluation and/or expulsion.

12th grade students involved in major or multiple minor offences may lose end of year senior activity privileges such as prom and graduation exercise participation.

USE OF SIDEWALKS ON CAMPUS

For everyone's personal safety, all students are required to use sidewalks when walking between or around school buildings. Walking on school roadways is not permitted.

SALUTE TO THE FLAG 18:A:36-3

New Jersey law requires you to show respect for the Flag of the United States of America. If you are conscientiously opposed to the pledge or salute, you may abstain from these ceremonies but are required by law to stand at attention. All students are expected to behave respectfully during the ceremonies.

Pledge of Allegiance

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation, under God, indivisible with liberty and justice for all.

SCHOOL CITIZENSHIP

Being a student at PCTI means more than learning a trade and earning a high school diploma.

It means –

- conducting oneself in a socially acceptable manner.
- being a good citizen.
- offering service to the school and community.
- following the rules of the school.
- being responsible for one's actions.
- being honest with yourself and others.
- working with student government, teachers, and administrators to make your school experience interesting and worthwhile.
- being proud of your school.

SCHOOL INSURANCE

The Board of Education of Passaic County Technical Institute will provide school time accident insurance for all students.

The following procedure is to be followed for accidents occurring in school or on school property.

1. Pupils and staff members covered by the special school insurance should obtain the accident report forms supplied by the insurance company from the nurse and give them to the examining physician.
2. The insurance company will then authorize appropriate payment.

SCHOOL-TO-CAREERS OFFICE

This program is available to students in the twelfth grade and a select number of eleventh graders. Students are offered a carefully supervised employment experience in their vocational career major during the school day.

Students participating in School-to-Careers education attend school each day for their academic classes. The time during the school day ordinarily devoted to the career program is spent in the working environment, under the guidance and direction of certified instructors.

Participation in this program gives students an opportunity to explore the realities of employment and to develop expertise in the career they are studying. One measure of the success of this program is the high percentage of students who are offered permanent employment after graduation by their School-to-Careers employers.

Questions about this program should be directed to the Supervisor of School-to-Careers at (973) 389-4112

SPECIAL EDUCATION AND RELATED SERVICES

PCTI offers a range of academic and vocational placement options to students eligible for special education services. In addition, PCTI offers the following related services: Speech & Language Therapy and Counseling Services. If a student requires related services other than those listed, parents/guardians would need to make arrangements for the provision of those services with their school district of residence.

~Turning in false bomb report. (Police Referral)

~Verbal abuse toward persons having authority over him/her including, profanity, vulgarity, threats. (Police Referral)

~Knowing possession or knowing consumption, sale or distribution of alcoholic beverages or controlled dangerous substances on school premises including vehicles, or being under the influence of intoxicating beverages or controlled dangerous substance while on school premises including vehicles. Police referral for possession, sale and/or distribution.

~Possession/use of fireworks. Police referral for possession, sale and/or distribution.

~Failure to comply with In-School Suspension

~Knowingly providing false and/or misleading information to school personnel during an investigation and/or inquiry

~Possession of illegal weapons, items that can be used as a weapon, items resembling a weapon. Police referral for possession, sale and/or distribution. Possession of a gun is subject to the Zero Tolerance for Guns Act.

~Stealing school and/or personal property of others including willful destruction of same. Police referral for possession, sale and/or distribution.

~Theft by deception, especially collecting fund raising monies and not submitting the monies appropriately or delivering paid for items to the purchaser. (Police Referral)

~Gambling which includes card playing, dice, bets, numbers, etc. (proof of money exchange is not required)

~Major disruptive conduct displayed in the In School Suspension or Student Time Out Programs.

~Incitement which is intended to and does result in truancy, or cutting by other students

CONDUCT WARRANTING OUT OF SCHOOL SUSPENSION

Conduct that shall constitute good cause for suspension shall include but not be limited to any of the following. Some of the infractions listed below require a referral to the Passaic County Sheriff's Department (Police Referral). Attempts will be made to notify parents/guardians via telephone after the Sheriff's Department has been contacted. Parents/Guardians will be advised to report to the Sheriff's Department at this time because the student will be removed from the campus to this facility by the Sheriff's Officers.

~Continued and willful disobedience.

~Open defiance of the authority of any teacher or person(s) having authority over him/her.

~Conduct of such a nature as to constitute a danger to the health, welfare and physical well being of self or other persons (fighting/intimidation/instigation/harassment/bullying, dangerous horseplay, etc..)

~Physical assault upon another person(s).

~Threats of bodily harm directed to another person(s).

~Taking or attempting to take personal property or money from another pupil by any means including fear (extortion).

~Willfully causing or attempting to cause damage to the school property (vandalism, graffiti, arson).

~Participation in an unauthorized occupancy by any pupil(s) of the school or building owned by the school district; and failure to leave such school building, or area after having been directed to do so by the staff, the principal or other administrators.

~Turning in false fire alarm. (Police Referral)

STUDENT ATHLETICS

Student participation in athletics is encouraged. PCTI follows academic eligibility requirements as presented by the New Jersey State Interscholastic Athletic Association.

In order to be eligible for athletic participation, students must:

1. Submit the permission slip form, (found on the PCTI website), signed by a parent/guardian
2. Be examined and found fit by a physician and submit the completed NJ Department of Education Pre-Physical Forms. (found on PCTI website)
3. have earned a minimum of 27.5 credits the previous year for fall and winter sports
4. be passing a least 13.75 credits of course work at the end of the first semester for spring sports.
5. Student eligibility requirements will be ascertained, monitored, and checked by the athletic director with assistance from coaches, teachers, and the guidance department.
6. Student athletes who are absent from school for any reason are not permitted to participate in athletic activities in the day(s) of said absence(s)
7. Any student serving out-of-school suspension will be ineligible to participate in school athletic programs during the suspension period.
8. For information please contact the Athletic Director's Office.
(973) 389-4106

STUDENT ACTIVITIES

It is the philosophy of PCTI for students to enhance their high school experience by participating in clubs and organizations. These activities present opportunities for involvement in both competitive and non-competitive activities, some geared to career goals and all suited to the technical high school setting. In addition, some of our organizations have memberships on the local, state and national level. We look forward to your participation. Join us!

For more information, please contact:
Supervisor of Student Activities at (973) 389-4263.

**STUDENT ACTIVITIES
AT PASSAIC COUNTY TECHNICAL INSTITUTE**

It is the goal of Passaic County Technical Institute for each student to enhance his/her highschool experience by participating in clubs and organizations. These activities present opportunities for involvement in both competitive and non-competitive programs, some geared towards career goals. Additionally, some of our organizations have memberships on the local, state, and national levels. PCTI students involved in school activities are introduced to positive character building experiences. We look forward to your participation. Join us!

**For more information, please contact:
Ms. Jeannie Holman, Supervisor of Student Activities at (973) 389-4263**

STUDENT GOVERNMENT

Student Council/Interact
Freshman Class
Sophomore Class
Junior Class
Senior Class

ACADEMIC RELATED

Gifted & Talented
Literary Society
National History Club
Environmental Club
Engineering Club
Sign Language Club

HONOR CLUBS

National Honor Society
Thespian Society
Tri-M Music Honor Society

PERFORMING ARTS

Choir
Color Guard
Concert Band
Dance Club
Jazz Band
Marching Band
Performing Arts Club

CAREER RELATED

Future Business Leaders
of America (FBLA)
Health Occupation Students
of America (HOSA)
Student Store
Vocational Industrial Clubs
of America (VICA)

SERVICE RELATED

End Racism & Sexism
Everywhere (ERASE)
Teen Pep
Students Leaders Improving
Character Education (SLICE)

PUBLICATIONS

Yearbook

ATHLETIC CLUB

Karate Club

NEW CLUB

Gay-Straight Alliance (GSA)

STUDENT INITIATED/RUN

Bible Club

STUDENT RESPONSIBILITIES FOR I.S.S..

1. To report to I.S.S. location on time.
2. To bring schoolbooks and supplies needed to complete assignments.
3. To remain in your seat at all times.
4. To demonstrate proper conduct and abide by all rules/regulations.
5. To return completed assignments by the end of assigned I.S.S. time in order to receive 80% class credit from teachers.
6. Not to leave I.S.S. without the teacher's permission.
7. To make-up any lost I.S.S. time before returning to regular classes/shop.
8. To participate in the daily I.S.S proactive discipline lecture period.
9. To meet with the Discipline Coordinator to review positive behavior modification practices.
10. To notify parent of pending ISS assignment.

OUT-OF-SCHOOL SUSPENSION (O.S.S.)

Out-of-School Suspension will be assigned for major infractions and for continued misconduct of a minor nature. A conference will be conducted with the student prior to the suspension.

A student assigned Out-of-School Suspension is not permitted to come to school for any reason during the length of the suspension and may not take part in any school activities, during or after school, until reinstated into school. This includes after school sports events and/or school related functions.

1. **An in-school parent conference is required for all re-admits from O.S.S. prior to student returning to class/shop.**
2. Students returning from O.S.S. will not be admitted to any class without a "Re-Admit from O.S.S." pass from the Assistant Principal of Discipline/Attendance.

7. Students are to work quietly and independently. Any misconduct during detention (including lates/cuts) will result in additional After-School Detention days, In-School Suspension, or Out-of-School Suspension, depending on the severity of the offense. However, all detention days assigned must be served regardless of an additional suspension assigned.
8. In the event Out of School Suspension is assigned for student misconduct that occurs in the After School Detention program, the offending student must complete the After School Detention day(s) upon his/her return to school beginning the first day he/she is readmitted to school.

IN-SCHOOL SUSPENSION PROGRAM (I.S.S.)

The goal of the In-School Suspension Program is to provide an educational environment within the school building to promote positive student behavior. In-School Suspension is to be used for those infractions of school policy and procedure which do not require immediate removal from school. A student is “suspended” from his/her regular schedule to attend corrective instruction in a classroom setting. Students assigned In-School Suspension will not receive a zero in each class missed nor will they be prevented from competency tests or other work missed.

The student’s teachers will be required to submit I.S.S. assignment whenever a student enrolled in his/her course(s) name appears on the Daily Suspension Roster.

A student assigned to ISS will receive academic/vocational instruction and may receive individual/group counseling.

Parents of students with disabilities may be required to meet with the Child Study Team (Case Manager) to develop a behavior intervention plan and behavior contract.

STUDENT ASSISTANCE PROGRAM

Since the misuse of drugs/alcohol by any student seriously impedes learning and threatens the welfare of the entire school community, PCTI offers intervention, prevention and rehabilitation services. Parents and students who seek assistance or would like additional information about substance abuse related support should contact the Guidance Department at (973) 389-4230 or the Student Assistance Counselors directly by telephoning (973) 389-7222 or (973) 389-4266.

STUDENT ID POLICY

Students are required to wear their ID badge at all times. The ID displays the student’s picture, ID number, grade level, lunch code and transportation information. On a daily basis, regular student identification checks are made by security personnel, teachers, counselors and administrators.

1. Student identification badges must be worn **visibly above the waistline**.
2. Students are prohibited from wearing, displaying, utilizing or possessing PCTI student identification badges other than their own. This actionable offense is viewed as fraud.
3. Students are prohibited from possessing multiple identification badges.
4. Students who fail to bring their identification badges to school must obtain a temporary ID sticker that will be worn visibly, above the waistline for the full day in which sticker was issued.
5. Disciplinary sanctions including but not limited to After School Detention, In-School Suspension and Out-of-School Suspension will be issued to students who violate any of these procedures.

STUDENT VISITORS

PCTI students are not permitted to have personal guests during school hours.

TELEPHONES

There are no public telephones provided for student use during regular school hours. Students may make **emergency phone calls** from the Guidance Department or other available phones at the discretion of secretarial personnel, school counselors and/or administrators.

TEXTBOOKS/OBLIGATIONS

Students are responsible for the care and protection of assigned textbooks. Damage beyond normal wear or loss of a book will require the student to reimburse the school for such damage or loss. Reimbursement for textbooks and other items should be made immediately after notice has been issued by the school. Failure to pay fines or obligations upon notice of such, may result in the school withholding final report card, schedule, transcript and/or PCTI diploma.

TRANSPORTATION

School bus transportation is provided by sending districts and is not the responsibility of the PCTI Board of Education. If you change residence during the school year, you must contact your new district of residence to arrange transportation. Change of address information must also be submitted to PCTI's guidance department and the ID/Transportation Office.

TRIPS

The same rules of conduct in effect at school also apply on school sponsored trips. On specific trips students may be asked to dress more formally than required at school. Jackets and ties for boys and conservative apparel for girls are considered proper on these trips. It is necessary for students to have a "parent permission slip" signed and returned before leaving on school sponsored trips.

Eligibility to participate in school trips may be limited by a student's status, i.e., non-credit or grade level, attendance records and disciplinary concerns, etc...

Remember, wherever you go on a school sponsored trip, the entire school is judged by the way in which you conduct yourself.

AFTER-SCHOOL DETENTION PROGRAM (A.S.D.)

After-School Detention is used as a disciplinary intervention to address less serious infractions such as misconduct in halls, in cafeterias, on school grounds, on the bus, at the bus stop, etc., while keeping students in school and in their scheduled classes.

In most cases parents will be notified via detention slip/form at least one school day prior to the assigned ASD date. However, it is incumbent upon the student to notify his/her parent of an impending ASD assignment.

PARENTAL RESPONSIBILITIES FOR A.S.D.:

1. If or when school sponsored transportation is not available, parents may be required to assume total responsibility for the transportation of their child from After-School Detention.
2. When offered to the parent, they shall have the option of accepting or rejecting the After-School Detention Program in lieu of In-School Suspension.

STUDENT RESPONSIBILITIES FOR A.S.D.:

1. **To inform parent/guardian of impending ASD assignment**
2. To report to the A.S.D. room no later than 3:05 p.m. and remain until dismissed at 3:45 p.m.
3. To complete a prepared After-School Detention assignment. In addition, if time permits, students may complete homework assignments. Idleness will not be permitted.
4. Bring materials (books, pens, pencil, paper, etc.) necessary to complete assignments **ON TIME**.
5. Students will not be excused to go to restroom during detention period. Students are to use the restroom facility between 2:56p.m. and 3:05 p.m. prior to reporting to After-School Detention.
6. After-School Detention takes precedence over all other obligations – athletic and other extracurricular activities, jobs and other outside appointments, etc.

**NOTIFY THE SCHOOL BY CALLING
(973) 389-4221
SMOKING IN PUBLIC**

**NO SMOKING IS ALLOWED ON THE PCTI CAMPUS
OR IN ANY BUILDING.**

2C:33-13. Smoking in Public.

1. Any person who smokes or carries lighted tobacco in or upon any bus or other public conveyance, except group charter buses, specially marked railroad smoking cars, limousines or livery services, and, when the driver is the only person in the vehicle, autocabs, is a petty disorderly person.

2. Any person who smokes or carries lighted tobacco in any public place, including but not limited to places of public accommodation, where such smoking is prohibited by municipal ordinance under authority of R.S. 40:48-1 and 40:48-2 or by the owner or person responsible for the operation of the public place, and when adequate notice of such prohibition has been conspicuously posted, is guilty of a petty disorderly persons offense. Notwithstanding the provisions of 2C:43-3, the maximum fine, which can be imposed for violation of this section, is \$200.00

3. The provisions of this section shall supersede any other statute and any rule or regulation adopted pursuant to law.

Source: N.J.S. 2A:170-65 amended 1972, c. 85 Amended L. 1979, c. 178 66A:L 1985, c. 187, 1.

WORKING PAPERS

Students may obtain working papers from the School-to-Careers Office before period one and immediately after school. Students should make appointments with the school nurse for required physical examinations with the school doctor.

SCHOOL COUNSELING DEPARTMENT

The School Counseling Department counsels students to help attain the following goals:

- To develop a sense of personal worth and social responsibility.
-
- To develop better self-understanding and self-direction.
-
- To develop personal and realistic vocational /educational plans.
-
- To achieve maximum academic progress consistent with ability and interest.
- To develop decision-making and problem-solving skills.
-
- To develop a foundation of ethical principles and values.
-
- To foster the transition process to the high school environment.

PROCEDURES FOR COUNSELING APPOINTMENTS

1. Students must obtain a Conference Request Form from the Guidance Office secretary or from their homeroom teacher and submit the request prior to seeing their counselor.
2. Every attempt will be made to schedule appointments during vocational courses or during non-academic time.
3. Students may see their counselors any time an emergency exists without concern for a formal appointment.

CHANGE OF ADDRESS

Students who move during the school year or have a change of address and/or telephone number must immediately report the change to the Guidance Counselor and/or Guidance Office Secretarial Staff. Documentation must be provided to verify a change of address, ie: driver's license, gas/electrical/telephone bill, lease etc.

Note: Change of address may also impact a student's transportation to and from school. See page 18

COURSE MAKE-UP

Course remediation may be accomplished by attending make-up courses offered in other New Jersey school districts or by acquiring the services of a certified tutor. For assistance and complete information, students should consult their guidance counselor.

The following policy shall apply to course failures:

A student who fails a required subject must make up the course. The student may make up the failed subject in an approved remedial program or receive approved tutoring by a certified teacher to complete the course. Sixty hours of instruction are required to fulfill state requirements for course make-ups; 120 hours are required for loss of credit. (NC)

CONFLICT RESOLUTION PROGRAM

The objective of the Conflict Resolution Program is to provide the disagreeing persons or the disputants an opportunity to discuss the conflict with the impartial assistance of the Conflict Mediators. The disputants are guided through a process of:

- * Neutrality -not taking the part of either side of the disagreement between the disputants.
- * Fairness -both disputants verbalize their view of the dispute without interruption from the other.
- * Compromise -to resolve the conflict, the dispute is discussed by both parties. Suggestions of compromise are offered by the disputants.
- * Resolution -an attempt to find a resolution that both disputants can abide by peacefully-
- * Confidentiality-the content of the discussion is not to be shared with other students or friends.
- * Commitment -a written resolution signed by both parties involved with the original dispute.

The successful conclusion of the Conflict Resolution process is for the disputants to arrive at a compromise by which the conflict is resolved or averted peacefully. The written resolution is signed by both parties involved in the original dispute. The resolution may be as simple as not speaking or looking at one another to prevent a continuation of the conflict.

The Conflict Resolution sessions may involve two or more persons directly involved in the situation, however, the major point of the conflict most often derives from two disputants.

A unique quality of Passaic County Technical Institute's Conflict Resolution Program involves conducting sessions between parents of the disputants. This has assisted in preventing conflicts between disputants in the community.

SCHOOL BUS REGULATIONS

In order to insure the safety of all students, the following rules and regulations are to be followed:

1. Students must remain in their seats at all times.
2. Students must maintain self-control at all times so that disruptions will not interfere with the bus driver's control of the vehicle.
3. Vandalism, disruptive behavior, habitual or chronic misbehavior on the part of any student will result in disciplinary action(s).
4. The rules and regulations governing student conduct while in school apply to all students riding the bus.
5. Students will not be permitted to ride any bus other than the assigned vehicle (as per your sending district).
6. Students will be required to present student identification cards upon request by the driver. Failure to do so may result in the student not being allowed to board the bus.
7. Smoking and the use and possession of alcohol and drugs are not permitted on any school bus. Students reported by the bus driver as being in violation of school policy, will incur disciplinary action(s), \$200.00 fine and/or prosecution under the law, as per authority of R.S. 40:48-1 and 40:48-2.
8. Students must report directly to the assigned locations of school buses at 2:56p.m.
9. Students are not to request non-scheduled stops from the bus driver while in route to and from school.
10. Snacks and beverages are not to be brought onto the buses.
11. All students are to report to their assigned bus stops. Telephone the school in the event a school bus fails to arrive within ten (10) minutes of the scheduled time.

GRADING POLICY NUMERIC EQUIVALENT OF LETTER GRADE GRADE IS WEIGHTED ACCORDINGLY

A+ 98 – 100	4.2
A 92 – 97	4.0
A- 90 – 91	3.8
B+ 88 – 89	3.5
B 82 – 87	3.0
B- 80 – 81	2.8
C+ 78 – 79	2.5
C 72 – 77	2.0
C- 70 – 71	1.8
D+ 68 – 69	1.5
D 65 – 67	1.0
F 0 – 64	0

I – Incomplete

See Make-up Policy

M – Medical

Medical Excuse is not averaged in Final Grade.

NC – No Credit

A final grade of NC indicates that the student must make up the course.

One hundred twenty hours of instruction are required.

Effort

Represents the teacher's evaluation of the student's work habits and attitude.

E Excellent

S Satisfactory

N Needs Improvement

U Unsatisfactory

FINAL EXAMINATIONS will be administered to all students. Exam grades will be indicated on the student report card. Seniors who have an average of A/B for every marking period, including the fourth may be exempt from taking the Final Exam.

The **FINAL GRADE** will be calculated as follows:

1 st Marking Period	
Grade.....	20%
2 nd Marking Period	
Grade.....	20%
3 rd Marking Period	
Grade.....	25%
4 th Marking Period	
Grade.....	25%
Final Exam Grade.....	10%
TOTAL.....	100%

Grades will be determined under the following “weighted” system each marking period.

Tests.....	40%
Quizzes.....	20%
Project/Shop.....	20%
Homework/Notebook/Claswork.....	10%
Class Participation.....	10%

The student must meet requirements of the course/subject and must achieve a minimum grade of 65 for a final passing grade. A minimum grade (floor) of 50 has been established each marking period in an effort to provide students amply opportunity to pass coursework and overcome significantly low grades during the year. The “floor” of 50 will be removed during the administration of final exams.

Half-Year Courses will be computed accordingly:

1 st Marking Period	
Grade.....	45%
2 nd Marking Period	
Grade.....	45%
Final Exam Grade.....	10%
TOTAL.....	100%

EXAMPLES OF POSSIBLE PARKING PENALTIES

1ST Offense

Parking Suspension up to 30 School Days

2nd Offense

Parking Suspension up to 30 School Days

I.S.S./Student Time Out Program

3rd Offense

Parking Suspension

60 School Days and/or parking privilege revoked indefinitely.

NOTE: *School officials may search any vehicle parked on school property. This search may include passenger compartment, engine compartment, trunk and all containers, locked or unlocked, in or on the vehicle.*

SCHOOL BUS TRANSPORTATION

The resident district and not the Passaic County Technical Institute provides school bus transportation.

Student behavior and bus safety is a concern of students, school personnel, and transportation companies. In order to insure the safety of all students, the rules and regulations for school also apply on the bus. Students will be subject to disciplinary action for inappropriate behavior or misconduct while awaiting transportation at the school bus stop or riding on the school bus. **Disciplinary Actions: Include but are not limited to: suspension from transportation services, ASD, ISS and OSS. Students may be required to make restitution where applicable.**

D. Maintain good attendance, discipline and academic performance records.

Note: Student parking spaces are limited. Seniors and School-to-Career (STC) students will be given priority for available spaces.

Note: Parking privileges may be terminated by administration at anytime for any reason.

PARKING RULES/REGULATIONS

1. Students are not allowed to visit, move or occupy their cars during the school day. Students caught in the parking lot or in their car during the school day will lose parking privileges and may be subject to suspension.
2. All vehicles must have an official student rear view mirror parking tag issued by PCTI .
3. Student vehicles must be parked in the designated student parking lot and in a manner prescribed by the administration.
4. Cars that are illegally parked or have no visible sticker may be towed at the owner’s expense.
5. Any transfer or change of license plates during the course of the school year must be registered with the Parking Permit Issuing Clerk. This is the responsibility of the individual students.
6. All students are to obey all school rules and regulations, speed regulations posted on campus and motor vehicle laws. Students must yield to the instructions given by school security.
7. Parking privileges will be revoked and/or suspended for the following reasons:
 - a. Operating the vehicle in a reckless manner.
 - b. Exceeding the 5-mph speed limit.
 - c. Truancy or tardiness pattern.
 - d. Possession or use of alcohol/drugs.
 - e. Leaving school grounds without proper authorization.
 - f. Parking in unauthorized area.
 - g. Not having proper parking identification tag.
 - h. Visiting car during school day without permission.
 - i. Other causes that the administration may see fit.

Honors and Advanced Placement courses are “weighted” to reflect the quantity and quality of coursework required for successful completion of these areas. As a result, students enrolled in these designated courses will receive additional quality points toward their grade point averages for each year of enrollment.

HONOR ROLL

- A student will be identified as an Honor Roll Student if he/she achieves grades of “A” or “B” in all courses during a marking period.
- A student will be identified as a Principal’s Honor Roll Student if he/she meets the Regular Honor Roll criteria and achieves a marking period G.P.A. of 3.8 or better.

INTERIM PROGRESS REPORT

Teachers will be responsible for alerting the parent/guardian of students in jeopardy of not passing during the course of each marking period through phone contact, conference, and the completion of mid-quarter progress reports.

MAKE-UP EXAM POLICY

1. No student will be approved to take exams prior to their regularly scheduled time unless they are involved in a school approved activity. Students participating in school approved activities will be provided the option of taking final exams when they return or waiving the exams with the approval of the school administration and faculty. Final grades will be computed based on work completed prior to the exam schedule.
2. Requests for the early administration of exams for vacation travel, school visitations, camp experience, etc. will be denied. Students who choose to miss regularly scheduled exams must make-up the exam no later than two weeks after the close of the school year.

Incomplete exams will be changed to a grade of “F” after this time limit has been exceeded. Students on approved medical leave during the exam schedule will take them as soon as they are physically able to do so. The exam will be administered by a bedside instructor or taken in the Guidance Office during the summer, under supervision.

REPORT CARDS

There are four (4) marking periods in the school year. At the end of each marking period student report cards are mailed directly to their residence.

VALEDICTORIAN/SALUTATORIAN

The Valedictorian and Salutatorian of each graduating class are selected at the conclusion of the third marking period.

GRADUATION REQUIREMENTS

The Board shall certify annually to the County Superintendent that each student who has been awarded a diploma has met the requirements for graduation, which shall include total credit hours, individual course requirements, demonstration of the mastery of basic skills and satisfactory attendance.

All students must successfully pass the Grade 11 New Jersey High School Proficiency Assessment (HSPA) examination in reading, writing, and computation skills or other mandates as required by the New Jersey State Department of Education.

In order to qualify for a diploma, a student must have earned a minimum of credits as follows:

2009 and subsequent classes - 160 credits
(minimum includes satisfactory completion of all electives)

Five credits shall be awarded for each full year academic course and 2 1/2 credits for each half-year academic course. Credits shall also be awarded for each Vocational/Technical course. Each graduate is required to complete three years of training, two of which must be in a single career major.

Satisfactory completion of the following academic and vocational/technical course requirements shall qualify a student for the award of a state endorsed diploma:

A. For the Graduating Class of 2010 and all subsequent graduating classes:

English	20 credits
Mathematics	15 credits
Social Studies	15 credits
Physical Education/Health	20 credits
Science	15 credits
Electives	All course electives eg. Psychology, Sociology, etc. must be satisfactorily completed to qualify for a diploma.

VIOLATION

1ST Penalty – 3 times no I.D.

2nd Penalty – 4 times no I.D.

3rd Penalty – 5 times no I.D.

4th Penalty – 6 times no I.D.

5th Penalty – 7 or more times

Students are not permitted to lend, borrow or exchange their individual I.D. badges for any reason. Exchange or loan of I.D. badges is not permitted for the purchase of free, reduced or paid lunch. Students participating in this activity will be subject to disciplinary consequences.

STUDENT DRIVING / PARKING POLICY

The resident district School Board of Education provides bus transportation for students attending Passaic County Technical Institute. Therefore, individual student driving privileges are not viewed as a necessity for transportation to PCTI for school attendance.

To receive a parking permit students must:

- A. Complete a parking permit application, available in the Parking Permit Issuing Clerk's office (located in Lower Lobby near entrance to Gym Locker Room).**
- B. Possess a valid NJ Driver's License, Registration, and Insurance.**

PENALTY

One (1) day After School Detention.

Two (2) days After School Detention.

One (1) day In School Suspension.
Parent notification.

Parent conference in school.
One (1) day ISS

In School Suspension for
remainder of day for each day
student is without an I.D. badge.
Parent notification.

3. Garments designed to be worn as sleepwear, underwear, athletic exercise shirts or clothing with obscene or derogatory slogans/graphics.
4. Footwear that does not provide a firm walking surface or good balance such as slippers, sandals or flip flops.
5. Pants worn below the waistline. Exposed undergarments
6. Jewelry, flags or clothing which identifies a street gang
7. Anything that poses a safety hazard or may cause disruption in school or that is contrary to state law

NJ Revised Statutes, Title 18A:42-5, 18A:42-6.

Students who are in violation of the dress code are to be sent to the Discipline Office. Once a determination has been made, the parent/guardian may be contacted to obtain proper attire. If a parent/guardian cannot be contacted to obtain proper attire, the student will be placed in I.S.S. for the remainder of the day. Further violations of the dress code by the student may warrant further disciplinary action or intervention proceedings. Infractions will result in progressive disciplinary action.

I.D. BADGE POLICY

Students are required to wear their I.D. badges with picture side visible above the waist at all times. This includes the bus stop area, on the school bus and on school grounds. The badge will display the student’s picture, grade level, I.D. number and lunch code.

Administrators and teachers will make periodic checks. Students must present this I.D. badge when requested by school administrators, staff or security personnel. Failure to comply may lead to disciplinary action.

If the I.D. badge is lost, it must be reported to the I.D. Office and replaced at a cost of \$4.00.

Students who report to school without their I.D. badge must obtain a temporary I.D. badge and are subject to the following consequences:

World Language	5 credits
Visual and Performing Arts	5 credits
Career Exploration/Development	5 credits
Vocational Shop	40 credits (must complete three years of training, two of which must be in the same career major.)

- B. All graduates must satisfactorily complete the following:
 1. Fine, Practical and Performing Arts which is met via the 9th grade vocational major or exploratory shop
 2. Career Exploration or Development which is met via the 9th grade vocational major
 3. Physical Education/ Health for each year of attendance
 4. No less than 30 credits in one occupational area of specialization. Fifteen (15) credits must be earned in grade 12.
 5. All course electives (Sociology, Psychology, etc.)
- C. Students entering at grade 12 must have satisfactorily completed similar or related occupational areas in another vocational/technical high school.
- D. Students entering at grades 10 or 11 must meet all graduation requirements.
- E. Students with disabilities are required to meet all graduation requirements unless otherwise indicated in their IEP.

CAREER MAJOR CHANGES

Every attempt is made to place entering students in their chosen field, e.g., first choice vocational shop. Because of staffing and facilities issues, all students must remain in their selected areas during the four-year high school cycle. In cases where a student requests a change of vocational area and is qualified to do so, the school administration will consider the circumstances and render a final decision. However, as a general rule, all students must plan on remaining in their selected area without an option to transfer.

Program Completion (N.J.A.C.6:8-7.1):

Students may meet curriculum requirements through demonstration of mastery of Statewide core proficiencies and locally determined course proficiencies in each of the district's curriculum areas. Students who demonstrate mastery of proficiencies through specific methods and instruments of assessment, shall be awarded course credits for course proficiencies mastered. Students may be awarded college credits and local credits for articulated college course work by successfully completing the requirements of the course. Articulation agreements with individual colleges specify course requirements and grading policies. Students enrolled in an academy and/or schools of model will be required to take designated areas of study and meet individual program requirements.

AFTER SCHOOL TUTORING

PCTI provides an After-School Tutoring program from Monday-Thursday at 3:00pm. Assistance in all subject areas is provided free of charge by school faculty. Registration for the program is completed by the School Counseling Department via a permission slip endorsed by parents or guardians. Transportation home is provided for all participants.

HOME INSTRUCTION

Home Instruction is provided to students unable to participate in the regular school program for a period in excess of 4 school days to students confined to their home or a hospital by a physician due to illness or injury, to students recommended for this instruction via IEP and to students placed on administrative leave from school. Instructional services will begin within 5 school days after receipt of a physician's certification of illness. The School Nurse and/or Guidance Counselor must be contacted to initiate Home Instruction. A certified teacher will provide instruction in the student's home using assignments provided by the student's regular teachers. Program requirements and guidelines are available through the Guidance Office on request.

The school reserves the right to open and inspect lockers at any time.

Contraband goods found in lockers will subject the student to suspension/expulsion charges at a hearing of the Board of Education and possible criminal charges.

REPORT ANY LOCKER DIFFICULTIES TO THE LOCKER/IDENTIFICATION CLERK LOCATED IN THE LOWER LOBBY OF THE MAIN BUILDING.

DRESS CODE

ONE OF THE OBJECTIVES OF A DRESS CODE IS TO PREPARE STUDENTS FOR EMPLOYMENT. THE CRITERIA FOR PROPER AND APPROPRIATE CLOTHING EMPHASIZES MODESTY, CLEANLINESS, SAFETY AND AVOIDANCE OF DISTRACTING INFLUENCES.

In specialized areas of instruction, such as vocational classes or labs, where unique health and safety concerns are important, students will be expected to follow the trade dress code and guidelines established by each department. Within this context, many of the dress requirements are strict and do not allow for deviation. (e.g. safety glasses, gloves, trade uniform and sturdy shoes).

SPECIFIC CLOTHING WHICH IS PROHIBITED

1. Any type of headwear, hats, sweatbands, caps, scarves, sun visors, ear muffs, bandannas, etc..
2. Bare midriffs, bare shoulders, backless garments, plunging neck lines, nude look, see through clothing, spaghetti straps, dress/skirts with high splits, extremely clingy garments, tank tops and sleeveless tops. (male or female). When standing erect, skirts/shorts/culottes are to be below the person's fingertips.

FUNDRAISING

No items (candy, stuffed toys, buttons, etc.) may be sold in the school or on school grounds without permission of the school administration. Failure to comply will result in items being confiscated by the observing staff member and returned at the end of the school day. Repeat offenders are subject to disciplinary action.

Students participating in school fundraisers are obligated to conduct the solicitation of sales with honesty and integrity. All funds collected for fundraiser items must be submitted to the appropriate school personnel (advisors, coaches, teachers, etc.) on or before the due date deadline.

Students found to have collected funds and failed to submit the funds to the school or fail to deliver the paid items to the purchaser will be suspended Out of School. The student will be obligated to reimburse the school or purchaser for the cost of the item.

The collection of funds for a specific purpose/item and failure to submit the funds properly may be considered theft by deception. The student may also be subject to legal action.

STUDENT LOCKERS

Each student will be issued a locker at the beginning of the entrance year for his/her **personal use only**. Students must not give their locker combination to any other student. Doing so decreases the security of the locker. Students will keep the same locker assignment throughout their enrollment at PCTI. Students should not share their locker or combination with other students.

Students who disregard this regulation may forfeit locker privileges for the balance of the school year. Students will be responsible for keeping their lockers neat and clean.

Students are reminded that the school cannot be responsible for the contents of any locker and would advise all students against leaving any personal valuables in their locker.

INTERVENTION AND REFERRAL SERVICES

PCTI has an Intervention and Referral Services Team which meets weekly to discuss issues regarding student achievement, behavior and overall school functioning. The primary objective of this committee is intervention; developing a plan of action to assist students not functioning at optimal levels. This includes but is not limited to referral for Child Study Team services, family referrals for counseling, change of program recommendations as well as the development and coordination of “504” accommodation plans.

YOUTH SERVICE BUREAU

PCTI is proud to have the School Based Youth Services Teen Center Program. The Teen Center provides students with fun and constructive activities as well as additional resources and support to help them progress in their studies. The Teen Center provides a wide range of activities and services including mentoring, tutoring, counseling, health education, employment services and other recreational and after school opportunities. Participation in the program is voluntary and designed to be both enjoyable and helpful. To obtain additional information regarding referrals or program services please call 973-389-2029.

ORIENTATION FOR NEW STUDENTS

All new students participate in an orientation program during the month of August. Students are introduced to key administrative personnel and various teaching/support staff. Important rules and practices are discussed and time is allotted for building tours. All new students are also introduced to the Teen Pep and Peer Leader programs, which provide peer mentors to assist students in every aspect of their adjustment to their new school. Teen Pep and Peer Leader meetings focus on issues of importance to students and help make the transition to high school a comfortable and productive one. Students with questions about the new student orientation program are encouraged to discuss them with their counselor, teacher, or mentor or by calling (973) 389-4230.

PUPIL PERSONNEL RECORDS POLICY

Each departing or graduating student shall be notified of his/her rights regarding retention and destruction of pupil records as per N.J.A.C. 6:3-2.8. Upon permanent departure, the parent or adult student will be contacted via letter. A signed form must be returned requesting access to the file or mandated and permitted records will be destroyed. The entire pupil record is available to the parent or adult pupil at this time.

Mandated pupil records including discipline referrals shall be forwarded to the chief administrator or his or her designee of the public school to which a student transfers. Permitted records which are educationally relevant will also be sent upon receipt of a signed release. Written consent of a parent or adult pupil is also required for the transfer of records to any school, agency, or person. Educationally relevant information can be included in the pupil records by the parent or adult pupil in accordance with N.J.A.C. 6:3-2.2(g)4.

Student directory information may be released to educational, occupational and/or military institutions pursuant to NJSA 18A:36-19-1, unless the parent, guardian or adult student notifies the school in writing, at the conclusion of a ten-day period, to withhold this information.

PUPIL RECORDS

Pupil records refer to information maintained within the school which is educationally relevant to the student and based on objective knowledge or information. Maintenance of these records shall be in compliance with Federal and State regulations including N.J.A.C. 6:3-2.1 et. Seq.

The Board of Education authorizes certified school personnel to collect and maintain all mandated records and the following permitted records:

- Group and Individual Achievement or Aptitude Test Scores
- Accomplished Proficiency Profiles
- Progress Reports
- Individual class Attendance Reports
- Attendance and Discipline Reports
- Correspondence to parents or students from certified school personnel
- Correspondence to school personnel from student or/or parents
- Records of extracurricular or co-curricular activities
- Course selection requests and course change requests

COMPUTER POLICY – MISUSE

All new students are given a student/parent/guardian copy of the “Student Use of District Electronic Communication System” for their review and signature(s).

Unauthorized or misuse of PCTI’s computer network and/or equipment by students will warrant After School Detention, In School Suspension, Student Time-Out Program, Out-of-School Suspension and/or all incurred costs to rectify problems caused by misuse.

Improper use of computer/technology equipment includes the following, but is not limited to:

- Unauthorized installation of software including games, shareware and unlicensed programs.
- Unauthorized deletion of files.
- Unauthorized alteration of the system configuration.
- Unauthorized access of inappropriate Internet sites.
- Using obscene language or leaving inappropriate, threatening, or slanderous messages in e-mail communications.
- Vandalism or graffiti.
- Use of another network member’s password and/or ID
- Computer related pranks designed to disrupt educational activities
- Printing of unauthorized and/or inappropriate material(s).

NO SMOKING POLICY

Smoking is not permitted in the school building or on the school grounds. Anyone who violates this regulation is subject to disciplinary action and to a \$100 fine as per the authority of R.S. 40:48-2.

WEAPONS

Weapons, items considered to be weapons, or items resembling weapons are strictly prohibited on school grounds. Students in possession of said items will be subject to strict discipline and police action. Passaic County Technical Institute does recognize the Zero Tolerance Act, bill A-2348 and A-2349, State Law Chapters 127 and 128 of 1995 and Federal Law P.L. 103-382.

RADIO, MP3 & CD PLAYERS/CAMERAS/TOYS

Radios, CD players, MP3 players, toys, virtual reality pets, video taping equipment, personal camcorders/cameras, and other electronic communications, entertainment devices are not permitted in corridors, cafeterias or instructional areas at any time during the school day. Such items will be confiscated. Offenders are subject to disciplinary action. Items may be held until the end of the school year. PCTI accepts no responsibility for lost or stolen devices that are prohibited from school grounds.

STUDENT POSSESSION & USE OF CELL PHONES

In order to accommodate the growing parental concerns about student safety while traveling to and from school, PCTI acknowledges that some students possess cell phones on campus. The following rules must be strictly adhered to:

- **THE USE (out-going calls, in-coming calls, text messaging, camera use, game-playing, checking the time or any other use and/or whenever the phone becomes visible to staff) OF CELL PHONES OR PDAs IN THE SCHOOL BUILDINGS BETWEEN 7:15 A.M. AND THE END OF NINTH PERIOD IS STRICTLY PROHIBITED. SUCH USE WILL RESULT IN OUT-OF-SCHOOL SUSPENSION AND LOSS OF CELL PHONE PRIVILEGES. PHONES/PDAs SHOULD BE STORED OUT OF SIGHT (CELL PHONES ARE TO BE TURNED OFF WHILE IN THE STUDENT'S POSSESSION AT SCHOOL). IF A PHONE GOES OFF IN THE SCHOOL BUILDING OR IS USED BETWEEN THE ABOVE MENTIONED HOURS STUDENT WILL BE SUSPENDED.**
- First offense = one day out of school suspension
Second offense = two days of out of school suspension
Third offense = three days of out of school suspension
- Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone or text message.
- In addition to the suspension, the student's cell phone will be confiscated. The parent/guardian will need to come to school to pick it up.
- At no time (during the school day) are students permitted to carry an exposed /visible cell phone on their clothing, belts, handbags or book bags.
- The use of camera phones is strictly forbidden in areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. **Such use may also be in violation of the criminal code.** It will be treated as a violation of the school's cell phone policy.
PCTI accepts no liability or responsibility for lost or stolen cell phones.
We recommend that students refrain from bringing cell phones to school.

- Plans for remediation
- Permitted records received from a sending district
- Admission information

Parent/adult students have the right to review their records in accordance with New Jersey State Law. Contact the Director of Pupil Personnel Services or a Guidance Counselor for details at (973) 389-4230. Requests for amendments to the existing records must be made in writing to the Director of Pupil Personnel Services.

TRANSFERS/WITHDRAWALS FROM SCHOOL

Students who are transferring to another school or withdrawing from school must be accompanied by their parent/guardian to the Guidance Office to sign the appropriate forms. If necessary, the parent/guardian may submit a letter to the counselor detailing the reasons for leaving.

Transcripts or grades will be forwarded only when the student has fulfilled all responsibilities and obligations (i.e. returned textbooks, ID badge, school issued equipment/materials and has paid all outstanding fines or fees.)

“OPT OUT” Clause

A parent or adult student may prevent directory information of students enrolled at PCTI, e.g.: name, address, phone number, etc. from being forwarded to military recruiting services or other government agencies by contacting the School Counseling Office at 973-389-4230 and requesting this option in writing.

STUDENT ATTENDANCE POLICY

The Passaic County Technical Institute's Board of Education will not condone absences from school on any day for any reason not specified by law or policy and will not issue credit if minimum student attendance is not fulfilled. Student mastery of the subject matter is predicated upon the student's completion of the requirements of each and every course within the curriculum, and his/her active participation in class activities under the direction of a certified teacher.

Maximum Number of Unexcused Absences Permitted for Students:

Full-Year Courses – 18 Unexcused Absences

Half-Year Courses – 9 Unexcused Absences

Students who exceed the minimal instructional time requirement (days of absence) may be denied credit.

1. All absences will be counted. It is the intention of this policy that permitted absences will provide for normal illnesses.
2. A student who anticipates an absence period of at least five (5) or more days for illness or accident may be eligible for home instruction with written documentation from a physician and a written request from a parent/guardian or adult student. This documentation must be presented to the school nurse immediately.
3. Classes/shop not attended due to unexcused tardiness, absence from school, cutting or an early dismissal of a student will be counted as absences by the faculty in considering a student's "NO CREDIT" status.
4. When a student is unable to attend school, the parent or guardian must call the Attendance Office between the hours of 8:00 a.m. – 9:15 a.m. to report the absence. In addition, upon the student's return to school, he/she must present to each teacher a note verifying the absence.

HALL PASSES

Official hall passes are mandatory whenever a student is excused from class, even if only going outside the class/shop. The teacher's decision to issue or not issue a pass is final. The teacher is not required to issue a pass merely because the student requests one. Students are not permitted to wander around the school. Hall passes are required at all times to go to the lavatory, library, offices and other classes/shops. Hall passes must be given/shown to the teacher/security monitoring the area. It is the student's responsibility to have a hall pass. Disciplinary action will be taken against students possessing and/or attempting to utilize unauthorized or otherwise fraudulently passes to gain access to unassigned areas of the building. **It is the responsibility of the student to obtain a pass when necessary.**

Students found in the hall during class, shop or cafeteria periods without an official pass will be escorted to the Discipline Office or any Supervisor's Office for disciplinary action.

UNAUTHORIZED AREAS

Students are not permitted in the following areas for any reason(s):

- a. Faculty Lounge
- b. Faculty Cafeteria
- c. Faculty Copier /Prep Rooms
- d. Maintenance/Custodial areas
- e. Shipping/Receiving areas
- f. Mechanical rooms/areas

Students found in these areas will be subject to After-School Detention, In School Suspension, Student Time Out Program or Out of School Suspension.

For added safety, in vocations where foot injuries may occur, the wearing of sneakers, soft-covered shoes or open toe sandals is not permitted. Every student engaged in such vocational activities must wear a leather top street shoe (see dress code).

The wearing of excessively long hair around rotating machinery is not permitted. Hair nets or other tie-back devices that will retain hair close to the scalp must be worn to deter possible accidents caused by hair being entangled around or pulled into the rotating or moving machinery.

Students having allergies aggravated by dust or fumes should check with their family physician for participatory direction.

EXPECTED BEHAVIOR IN TECHNICAL/ VOCATIONAL COURSES

1. Follow all directions indicated by the teacher.
2. When directions are unclear, do not proceed until clarification is obtained from the teacher.
3. Wear protective devices provided for the specific activity at all times.
4. Do not engage in fighting, running, throwing and other types of horseplay.
5. Equipment is of industrial grade and not of hobby quality. Respect all equipment.
6. Report all safety violations and accidents immediately to your teacher.
7. Before using a tool or machine, the student must receive proper operating instruction and training. If not, do not use the equipment.

5. Students absent from school three (3) or more consecutive days will report directly to the school nurse upon their first day returning to school. **Students are not to report to their first period class/shop without clearance from the school nurse and the attendance office.**
6. After an absence(s) from school it is the student's responsibility to make contact with his/her teachers for missed assignments, quizzes and tests. Time allotment for all missed work will be equal to the number of school days the student has been absent.
7. **EXCEPTION:**
A student absent at the end of the marking period may be allowed a maximum over-run of 10 days into the next marking period to complete the missed assignments, tests, etc. If required coursework is not made up in the allowable time, the issued "incomplete" grade will be changed to an appropriate numerical grade for that marking period.
8. **ABSENCES THAT MAY BE EXCLUDED:**
Students may have certain absences excluded from the maximum allowable number of absences upon the presentation of acceptable evidence to the Review Committee. Absences for the following reasons may be excluded:
 - a. Periods during which students receive bedside instruction.
 - b. All absences for religious holidays as approved by the Commissioner of Education or those accepted by the Review Committee.
9. Students who exit school prior to sixth period will be charged with a full day absence regardless of the reason for departure. The following criteria will determine whether the absence is excused or unexcused:
Unexcused Absence: Leaving for non-school related activities with the exception of those noted below.
Excused Absence: Medical and dental appointments-verifiable documentation must be provided, Administrative dismissal

ABSENCE WARNING NOTIFICATION

In keeping with the Board of Education's policy regarding student attendance, the following warnings and notifications will be implemented:

1. A daily telephone call to parent/guardian via Connect Ed (automatic telephone calling service). Calls will go out twice daily, morning and evening.
2. Fifth (5th) absence: Parents notified via regular mail. Parent contacted via phone or home visit by the Truant Officer. The Guidance Counselor is notified.
3. Tenth (10th) absence: Parent notified via regular mail. Students 16 years and under will automatically be referred to the local Municipal Court of each district for not regularly attending school (Title 18A:38-25). The Attendance Officer will hold a conference with the parent and student. The Guidance Counselor and Supervisor of Attendance are notified.
4. Fifteenth (15th) absence: Parent notified by the Attendance Officer via phone and regular mail. A mandatory in-school parent conference is required. The Attendance Officer will develop an attendance contract for the student. The Guidance Counselor and Supervisor of Attendance are notified.
5. Eighteenth (18th) absence: Parents notified by the Attendance Officer via phone (if possible) and regular mail for warning of loss of credit for the school year for any additional unexcused absences. The Attendance Officer will hold a conference with the parent and student. The Guidance Counselor and Supervisor of Attendance are notified.
6. Students who exceed the maximum number of days absent without valid documentation will lose credit for the year and be placed in an alternate educational setting for all periods for the remainder of the school year. Without valid documentation on file no appeals process will be granted. Students that are 16 years of age or older may also be dropped from the rolls or referred back to district.
7. Students who exceed the maximum number of days absent without valid documentation will lose credit for the entire year. A letter will be sent to the parent informing that the child has been placed in "no credit" (NC) status. The parent will have five days from receipt of the letter to appeal the decision with evidence, e.g. approved medical notes, legal documentation, etc. No further appeals will be granted beyond this 5 day timeline; students will be placed in an alternate educational setting for the remainder of the school year as a result. Students that are 16 years of age or older may also be dropped from the rolls or referred back to their sending district.

THE STATE EDUCATION LAW

18A:37-1 Submission of Pupils to Authority.

Students in the public schools shall comply with the rules established in pursuance of the law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them.

18-A37-2 Causes for Suspension or Expulsion of Pupils

Pupils who are guilty of continued and willful disobedience, open defiance of any teacher, use of obscene language, cutting class, defacing and/or damaging school property, shall be subject to punishment, suspension or expulsion from school.

TECHNICAL /VOCATIONAL SAFETY

Students found to be in violation of established safety rules and regulations or engage in horseplay in class/shop will be subject to disciplinary action. All students are expected to conduct themselves and use equipment in a safe manner as dictated by school policy.

Safety in a vocational course is a very important concern for everyone. Specific vocational safety rules and regulations provide safety standards to govern the use of tools, machines, equipment and protective devices. The vocational teacher is held responsible for the condition of the vocational tools and equipment, and he/she shall have full authority for its uses for instructional purposes. Accident prevention is everyone's concern and as such, requires every student participating in vocational education to be responsible for his/her safety. Students must carefully follow teacher instructions. Students cannot engage in "horseplay" or other atypical behavior, which may endanger themselves or those around them. Students are required to wear all prescribed safety protective devices whenever vocational activities warrant their use.

EXPULSION

Expulsion is the most severe form of disciplinary action a school may enforce. The action bars a student from further attendance at the school. Expulsion requires formal action of the Superintendent of Schools and the Board of Education. Probable recommendation for expulsion will result for students who sell drugs on campus, carry a weapon on campus, assault a school staff member, are responsible for a bomb threat, or are chronic offenders of the school discipline policy.

DISCIPLINE APPEALS

Disciplinary actions and short-term suspensions (up to 10 days) may be appealed in the following order:

Action taken by

Discipline Coordinator

Appeal to

Assistant Principal of Discipline

Assistant Principal of Discipline

Building Principal or grade level AP
(as Principal's designee)

Long term suspensions, over 10 days may be appealed in the following order:

Action taken by

Building Principal

Appeal to

Superintendent

Superintendent

Board of Education

ADMINISTRATIVE PENALTY OPTION

The Board of Education, in the interest of the educational welfare of its students and the integrity of its program, will not grant credit for courses when a student has not met attendance requirements as prescribed in the attendance policy and regulations.

Students who have exceeded the maximum number of unexcused absences allowed by the attendance policy will be subject to one or more of the following:

Students accumulating 19 days unexcused absences:

Lose all credit for the school year, receive no final grade, or will not be promoted or graduated. Students accumulating a total of 35 absences (a combination of unexcused and excused absences) may lose credit for the entire school year.

Students under 17 years of age will be referred to the Passaic County Municipal Court under the existing provisions of Title 18A, Chapter 38, Article 3.

Students 16 years of age and older may be dropped from the PCTI school roster for non-attendance.

ATTENDANCE APPEAL

Within five school days from the receipt of notification of the 18th day of absence, a student/parent/guardian who wishes to appeal an attendance decision must:

Notify the student's assigned Attendance Officer in writing of the appeal. The student must also continue to attend class/shop and demonstrate responsible conduct until the appeal is conducted.

APPEALS COMMITTEE

The Appeals Committee shall consist of the following persons:

Assistant Principal of Discipline/Attendance/Transportation
Attendance Officer
Guidance Counselor of appealing student
School Nurse/Social Worker (if required)
Case Manager for student with disabilities (if required)

NOTE:

Students sixteen years of age or older may be dropped from the rolls for the remainder of the school year and/or returned to their local school district. **A non-attendance complaint to the local Municipal Court will automatically be filed against the parents of students under 16 years of age as a result of chronic truancy.** Parents/Guardians are encouraged to contact the school regarding any attendance concerns.

Students under the age of sixteen who receive a Loss of Credit due to excessive absences will be assigned to an alternate educational setting for the full school day for the remainder of the school year. Students will be required to have approval from the guidance office prior to enrolling for after-school or summer make-up courses for loss of credit courses.

The Appeals Committee shall convene at the request of the Attendance Officer or the Assistant Principal of Attendance. The Committee's decision will be submitted in writing to the Principal within two (2) school days of the meeting.

DETENTION

Teachers or administrators may assign detention for inappropriate classroom, lunchroom, or hall behavior deemed to be inconsistent with proper school behavior. Students will be given twenty-four hour notice of detention. It is the student's responsibility to notify his/her parents' of detention assignments.

SUSPENSION: IN-SCHOOL AND OUT-OF-SCHOOL

In-school and out-of-school suspension will be imposed on students in accordance with (NJS-18A:37) for students who fail to comply with school regulations, fail to attend classes, fail to submit to the authority of a teacher or are chronic offenders of the discipline policy. Every action on the part of the administration and faculty will be directed to promote an environment conducive to learning. When certain individuals are unable to exercise their responsibility to behave appropriately, they will be removed from the mainstream of the school. **Students who are suspended are excluded from all activities, including co-curricular programs and athletics.** Parents will be notified by phone, if possible, and in writing of the cause of the suspension and the length of time involved and the following procedures. **All students are responsible for make up work missed during suspension.** Immediate suspension will be imposed for:

- Continued and willful disobedience
- Refusal to attend in-school suspension
- Disorderly conduct (fighting, assault)
- Open defiance of the authority of a teacher or staff member
- Smoking
- Commission of a crime or act of delinquency
- Vandalizing school property
- Habitual use of profanity or abusive language
- Use, sale, transfer or possession of controlled, dangerous substances (including drugs, alcohol, and weapons)
- Gang activity (Criminal in Nature)

The Grade Level Discipline Coordinator will collect and forward home all assignments submitted by teachers for out-of-school suspensions.

Each student will be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. **Any student who is suspended on (3) occasions during the year may be considered a chronic offender and as such, may be considered for return to district.** Students that are considered chronic offenders may be required to meet with his/her parents and the principal.

Level Two Infractions	CELL PHONE visible and/or audible includes phones worn on beltclips tial and in carrying cases	1st Offense - 1 day OSS - pick-up by the parent 2nd Offense - 2 days OSS - pick-up by the parent 3rd Offense - 3 days OSS - pick-up by the parent
	CUT IN SCHOOL SUSPENSION MISUSE OF COMPUTERS DISRESPECT (major) FORGED PASS/ABUSE OF HALL PASS/ UNAUTHORIZED POSSESSION OF PASS GAMBLING HORSEPLAY IMPROPER LANGUAGE INSTIGATION INSUBORDINATION LEWD BEHAVIOR LEAVING SCHOOL W/O PERMISSION SMOKING ON SCHOOL GROUNDS SAFETY VIOLATION/HAZARD REPEATED CUT OF ASD	Consequences #1-7: To be deter- mined by High School Administration
Level Three Infractions	ALCOHOL/DRUG (distribution / possession / use of) BOMB SCARE CAFE DISRUPTION (major) DISRESPECT (w/ abusive language) ISS DISRUPTION FAILURE TO COMPLY W/ ASD/ISS FIGHT FILING A FALSE REPORT WITH SCHOOL OFFICIALS FIRE ALARM FIREWORKS (possession / use of) GANG ACTIVITY GRAFFITI HARASSMENT PROFANITY PROVIDING FALSE INFORMATION TO SCHOOL AUTHORITIES SEVERE DISRUPTION THEFT THREATS (against staff / student) UNASSIGNED AREA/HALL SWEEP UNAUTHORIZED VIDEO + AUDIO TAPING VANDALISM	Consequences #5-8: To be deter- mined at the discretion of the High School Administration
Level Four Infractions	CHRONIC OFFENDER REPEATED LEVEL THREE SUBSTANCE ABUSE (uncooperation) WEAPON POSSESSION INTENTIONALLY SUPPLYING FALSE INFORMATION DURING AN ADMINISTRATIVE INVESTIGATION	Consequences #7-8: To be deter- mined by High School Administration

Students who fail to meet disciplinary obligations including but not limited to detentions, will have the initial consequence doubled. Continued insubordination will result in students being deemed chronic offender and as such, liable to level three infractions determined by the high school administration.

PERFECT ATTENDANCE RECOGNITION

Students who achieve perfect attendance during their high school years shall receive a **CERTIFICATE OF ACHIEVEMENT** and appropriate recognition at an awards ceremony.

STUDENT TRUANCY POLICY (UNAUTHORIZED ABSENCES)

Unauthorized student absences and student truancy, as defined by the state law, are subject to the following procedures:

1. Notification to parent/guardian via the telephone.
2. The habitual unauthorized absences of a student may result in the following: disorderly person charge, parent/guardian fined/penalized by the court, student dropped from school rolls (if 16 years of age or older)
3. Truancy policy violators are subject to disciplinary sanctions which may include Afterschool Detention, In School Suspension and Out of School Suspension.
4. Student may be placed on daily report with the Attendance Office.

STUDENT TARDINESS POLICY

1. A student arriving to school after 8:10 a.m. is considered tardy and must report directly to the Attendance Office.
2. **Students reporting to school/class tardy (20 minutes or more) per period will be charged with a cut for each period missed.**

3. Students driving to school and arriving tardy may have his/her parking privileges suspended on the 3rd tardy.
4. Each student will be held fully responsible for class/shop/school attendance. A student who obtains four (4) cuts will not receive credit for that particular course (full year course).

***The attendance and the discipline offices will enforce the tardy/cut policy for these incidents.**

TARDY TO PERIOD 1

Late students will not be permitted to enter their period one class/shop without one of the following:

1. A valid pass from an Administrator.
2. A late bus pass from the Attendance Office.
3. An “Admit Pass” from the Attendance Office.
4. A hall-sweep Admit Pass from the Discipline Office.

TARDY TO PERIOD 2-9

Students are not to be tardy to any class/shop. Students who arrive to their scheduled class/shop after the passing bell rings, signaling the start of the period, without a valid pass will be considered tardy. **THREE (3) LATES TO CLASS/SHOP ARE EQUAL TO ONE (1) CUT . TWELVE (12) LATES OR FOUR (4) CUTS WILL EQUAL A LOSS OF CREDIT FOR THE CLASS/SHOP.**

NOTE: A student may be granted an excused late upon proper presentation of evidence indicating valid cause.

7. Expulsion is reserved for chronic offenders or those students who have committed a serious infraction as determined by the Administration.
8. In the interest of maintaining a safe and orderly educational environment that is conducive to learning, administration will exercise broad and reaching discretionary authority over the students under the care and charge of this school. Such authority and related actions may include matters that are not specifically outlined in this handbook.

WEAPONS

The Board of Education, administration, and professional staff of the Passaic County Technical School District stand united in their expression of intolerance for the presence of weapons in school. This includes items considered to be weapons or items that resemble weapons (Zero Tolerance for Guns Act, NJSA 18A:37-7). Schools must be safe and free from the danger that the presence of a weapon creates.

HIGH SCHOOL DISCIPLINE CODE

Violations of school discipline policy will carry consequences that may range from:

1. Student conference
2. Parent conference
3. Teacher detention
4. Administrative detention
5. In school suspension
6. Out of school suspension
7. Civil/Criminal complaint filed with the police/prosecutor’s office
8. Recommendation of long term suspension (10 days or more), out of district placement, expulsion or return to sending district.

Level One Infractions	iPod, mp3 Player, video game and other electronic entertainment/leisure/communication devices not specifically described elsewhere	1st Offense - parent to pick-up from discipline - 1 day ASD 2nd Offense - parent to pick-up - 3 day ASD 3rd Offense - parent to pick-up - 1 day ISS
	DRESS CODE VIOLATION DISHONESTY (academic or personal)	ISS to be determined
	CLASS DISRUPTION (minor) FOOD/BEVERAGE IN CLASS/HALLWAY HAT/HEADGEAR VIOLATION ID BADGE VIOLATION NOT IN ASSIGNED AREA	1st Offense - 1 day ASD 2nd Offense - 2 days ASD 3rd Offense - 3 days ASD

RESPONSIBILITIES – STUDENT

In order to provide an educational environment in which a student can develop to his/her fullest potential, students are expected to:

- Fulfill the behavioral expectations of the school, and community.
- Prepare themselves mentally and physically for the process of learning.
- Demonstrate respect for people, property, and their environment.
- Take responsibility for their own behavior, learning, and decisions.
- Share responsibilities when working as a member of a group.
- Meet the unique responsibilities of each class.
- Monitor their own progress toward objectives.
- Communicate with parents and school personnel about school related matters.
- Demonstrate honesty, integrity, trustworthiness, caring, citizenship and responsibility for all members of the school community.

PRINCIPLES OF DISCIPLINE

To be effective, that is to make the greatest impact on students and to modify behavior, discipline should include the following:

1. Consequences should occur as quickly as possible after the infraction.
2. Detention is seen as a valid form of consequences for a student as they involve personal time.
3. Family/school conferences are necessary tools in developing a cooperative effort between the school and home.
4. Consequences are assigned by infraction. **Each infraction is listed as a type of offense that will carry with it a set of consequences ranging from teacher intervention, in-school suspension, suspension and/or expulsion. The degree of the consequence is at the discretion of the administrator and will be based on the severity and frequency of the infraction.**
5. Detention – **students are responsible for notifying their parents of detention assignments.** Jobs or appointments are not excuses for missing detention. Misconduct and/or failure to attend detention will result in a reassignment of additional detention and additional consequences.
6. When the law is broken at school or during school activities, law enforcement officials shall be contacted.

CLASS CUTTING

PCTI will consider any unauthorized or unexcused absence of 20 minutes or more during an assigned class, shop or lunch period as being a cut. It is considered to be a deliberate action on the part of the student to avoid his/her scheduled responsibilities.

Each student will be held fully responsible for his/her attendance.

A student who has cut a class/shop four (4) times will not receive credit for that course and must complete a 120-hour make-up course to qualify for course credit.

NOTE:

A half-year course will have a maximum of two (2) cuts prior to the loss of credit for the course. Physical Education will have a maximum of three (3) cuts and Health/Driver's Education courses will have a maximum of 2 cuts prior to loss of credit.

The following procedures will be followed regarding cuts:

FIRST CUT

Student/Discipline Coordinator meeting and parent notification via letter home.

SECOND CUT

Student/Discipline Coordinator meeting and parent notification via phone call or letter home.

THIRD CUT

Student/Discipline Coordinator meeting. The coordinator establishes parent conference and notifies Guidance Counselor of time/date. Intervention meeting follows. Notification sent home to parent from the Assistant Principal of Discipline concerning the possible loss of credit if one more cut is accrued.

FOURTH CUT

Student/Discipline Coordinator meeting. Guidance notified. Student is issued Loss of Credit for the course, removed from the class/ shop and placed in In School Suspension for that period for the remainder of the school year.

Notification is sent home to parent by the Director of Guidance. Student must attend an accredited high school and enroll in a course of 120 hours duration, which will provide for the Loss of Credit.

A student cannot make up a loss of credit course in a summer school program. The course must be made up in a certified after-school or night program totaling 120 hours. Make-up programs will charge a fee to attend.

EARLY DISMISSAL REQUESTS

A written note from the parent/guardian must be presented to the Attendance Office prior to 8:10 a.m. on the day a student is to be excused early.

Students should not request early dismissal from school for purposes of Medical/Dental appointments or other such personal appointments which can be made on the student's own time.

Students signing out to leave school for the day prior to 11:30 a.m. will be charged with an unexcused absence.

A Parent/Guardian picking up a student during the school day is required to present official identification (driver's license and/or picture I.D.). A student will not be released from school without presentation of valid identification.

UNAUTHORIZED DISMISSAL

Under no circumstances may a student leave school without the permission of the Attendance Office, School Nurse or Administration.

SCHOOL DISCIPLINE

School discipline begins with a sound instructional program and a dedicated, involved professional staff. The teacher is by far the primary disciplinarian in any given situation whether it be in the classroom, hallway, cafeteria, athletic event or any other area or activity where the teacher may be present. Discipline may be required to correct inappropriate behavior that is preventing students from doing their best in school or adversely affecting others.

The staff members' actions may include one or more of the following: individual student-counselor-teacher conferences, teacher-parent conferences, administrator-teacher conferences or After School Detention. More serious infractions of the rules may require In-School Suspension, Out-Of-School Suspension or Expulsion.

After School Detention is used to address less serious infractions while keeping students in school and classes. Students are to report to After School Detention no later than 3:05 p.m. and remain until dismissed. Students are required to complete a prepared detention assignment.

In-School Suspension is to be used for those infractions of school policy and procedure which do not require immediate removal from school. A student is suspended from his/her regular schedule to attend corrective instruction in a classroom setting. Students complete assignments in order to remain up to date in each class.

Out-Of-School Suspension is assigned for major infractions and for continued misconduct. A hearing is conducted with the student prior to suspension. A student assigned Out-Of-School Suspension may not come to school for any reason during the length of the suspension and may not take part in any school activity. A parent conference is required and students will not be admitted to any class without a "Readmit from O.S.S." pass from the Assistant Principal in charge of Discipline. Long Term Suspension or Expulsion may be called for when the Assistant Principal and staff have exhausted all means of correcting misconduct. The student may be brought before the Principal with a recommendation for expulsion. Specific disciplinary penalties are list on the following pages.

CODE OF CONDUCT

PHILOSOPHY

The short-term goal of the discipline policy is to create and maintain an orderly environment by providing students with a clear understanding of expectations and consequences for their behavior. The long-term goal is to help students mature into responsible citizens who make responsible choices and take ownership of their decisions. Order and discipline are essential to an effective environment. Every member of the school community plays a role in contributing to an orderly environment. To be effective, a code must:

1. Be preventative in nature.
2. Promote self-discipline.
3. Concern itself with the welfare of the individual as well as that of the school community.
4. Promote a close-working relationship among parents, students, and the school staff.
5. Provide disciplinary responses that are appropriate to the behavior.
6. Be administered in a fair, firm, reasonable and consistent manner.
7. Provide for procedures for due process.
8. Comply with the provisions of federal, state, and local law, as well as, with the guidelines and directives of the New Jersey Department of Education.

THE PCTI WAY

At PCTI, we pursue excellence in scholarship and character.

We celebrate and honor each other by being respectful, honest, kind, and fair.

We show our cultural appreciation for each other in all that we do.

We give our best in and outside the classroom and take responsibility for our actions.

This is who we are, even when no one is watching.

PASSAIC COUNTY TECHNICAL INSTITUTE

45 Reinhardt Road

Wayne, NJ 07470



Student-Parent Handbook 2009-2010

DIANA C. LOBOSCO
Chief School Administrator

Principal – **JOSEPH M. DIGISE**

PASSAIC COUNTY TECHNICAL INSTITUTE

MISSION STATEMENT

We are a diverse, progressive learning community that promotes educational excellence by challenging our students to become knowledgeable, productive and socially conscious members of a global society through quality educational programs delivered by a highly skilled and dedicated staff in a nurturing environment.

PCTI ALMA MATER

*There is a high school on the hill,
up above the city,
Where we have been given tools for life,
Passaic County, we thank you today
'Cause now we can make our way through this life,
PCT, we thank you today.
There is a heartbeat in the school,
up above the city,
It is the teachers giving us tools for life,
It is the staff helping us to grow,
Administrators helping us to know how to live,
PCT you taught us to give.
We've had our share of joy and laughter;
We've had our share of hard work and tears,
But PCT, we'll never forget you,
Throughout all our years.
There is a vision in our hearts for
further achievement,
It is a vision for success in our lives,
Passaic County, we thank you today,
'Cause now we can make our way in this life,
PCT we thank you today.*