

Somerset County Vocational & Technical High School

College, Career or Both!



2020-2021
Student Handbook
www.scvths.org

Click [here](#) to review our Code of Conduct policy.

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WELCOME FROM THE PRINCIPAL

Welcome to another exciting school year at Somerset County Vocational and Technical High School. It is my honor and privilege to be the Principal of our high school. As your Principal, I will do my best to maintain the essence that makes SCVTHS great, and at the same time, introduce new ideas, procedures and activities that will take our school to the next level.

Our high school is a fully accredited high school, under the supervision of the State Department of Education, and offers a state endorsed high school diploma and certificate in over 19 Career and Technical Education (CTE) programs. Our high school credits offered to colleges are evaluated on the same basis as those which may be presented by applicants from other high schools. It is also noteworthy to mention that college admission counselors welcome CTE graduates as they find our alumni to arrive at college more focused and prepared to continue their education.

As a staff, we continue to stress the essence of quality within our school while also striving to reinvigorate the instructional component for our entire academic and career and technical education courses. This cannot be done by just one person; it is the culmination of consistent effort by all members of our school community.

Thank you for taking the time to read this handbook. I look forward to meeting each and every one of you as the school year progresses. Have a great year!

Hector Montes

ADMINISTRATION

Somerset County Board of County Commissioners

Shanel Y. Robinson, *Director*

Sara Sooy, *Deputy Director*

Paul Drake

Melonie Marano

Douglas Singleterry

Somerset County Vocational Board of Education

William Hyncik, Jr., *President*

Gregory Lavalee, *Vice President*

Randall Burch

Nadine Wilkins

Roger Jinks, *Executive County Superintendent*

Douglas Singleterry, *Somerset County Commissioner Liaison*

Somerset County Vocational & Technical Schools Administration

Chrys Harttraft, Ed.D.

Superintendent of Schools

Raelene Sipple

School Business Administrator/Board Secretary

Patrick Pelliccia

Assistant Superintendent for Instruction

Somerset County Vocational & Technical High School Leadership Team

Hector Montes, *Principal*

Maria C. Johnson, *Director of Special Services*

Randee Holz, *Supervisor of Academics*

Chris Lemongelli, *Supervisor of Alternative Education*

Teresa A. Morelli, *Supervisor of Academics*

Jaime Morales, *Supervisor of Athletics/Student Discipline*

Robert Carrig, *Supervisor of Career Technical Education*

MISSION STATEMENT

Our mission is to provide an educational program of excellence in which all students achieve the New Jersey Student Learning Standards at all grade levels for the purpose of developing responsible graduates who are academically, technically and vocationally competent and prepared for the future.

SUPERINTENDENT'S MESSAGE

Welcome to Somerset County Vocational and Technical Schools (SCVTS). Our school is proud to provide students, residing in the county, with a variety of opportunities focused on career and college preparation. We offer a comprehensive academic and career program aligned to the core state standards. Students attending our programs are afforded individualized structured plans that prepare them for careers, post-secondary options or both. Students in our programs are able to connect conventional classroom instruction with work-linked experiences. By designing our courses of study to meet the needs of our business and industry partners, students leave with a clear pathway to a career in our global economy. Through our partnership with the Raritan Valley Community College we are able to provide high school students with access to college courses and resources, while attaining their high school diploma. Most students come to our high school highly motivated to be successful in our programs with clear career ambitions. Others come to us to become more familiar with career options and alternative pathways to academic and career success.

We pride ourselves in our ability to supplement our educational programs with support services geared to increasing emotional and social growth. These support services are crucial to engaging students in the educational environment and solidifying their career choices.

Chrys Harttraft, Ed.D.

BELL SCHEDULES

Regular Hours	
Period	Time
First Bell	7:45
1	7:50-8:30
2	8:33-9:13
3	9:16-9:56
4	10:00-10:40
5	10:43-11:23
6	11:26-12:06
7	12:09-12:49
8	12:52-1:32
9	1:35-2:15

Half Day	
Period	Time
First Bell	7:45
1	7:50-8:30
2	8:33-9:13
3	9:16-9:56
4	10:00-10:40
5	10:43-11:23
6	11:26-12:00

Delayed Opening	
Period	Time
4	10:00-10:40
5	10:43-11:23
6	11:26-12:06
7	12:09-12:49
8	12:52-1:32
9	1:35-2:15

EQUAL OPPORTUNITY ACCESS

The Somerset County Vocational Board of Education affirms its responsibility to ensure all students in the school equal educational opportunity regardless of race, creed, color, religion, ancestry, national origin, age, gender, affection or sexual orientation, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, disability, English proficiency, social or economic condition or non-applicable disability.

No otherwise disabled individual shall solely by reason of his/her disability be denied the benefits or subjected to discrimination in any activity.

The Affirmative Action Officer (AAO):

New Jersey Administrative Code 6A:7 defines an AAO as a member of the professional staff who has the responsibility to coordinate and implement the district's efforts to comply with the regulations governing Equality in Education Programs and Practices. This person also serves as the District's Title IX Coordinator as required by Title IX of the Educational Amendment of 1972. Inquiries regarding Title IX of the Educational Amendment of 1972 may be directed to:

Affirmative Action Officer / Title IX Coordinator

SCVTHS • PO Box 6350 • Bridgewater, NJ 08807 • (908) 526-8900, ext. 7157

Section 504 Coordinator:

The Section 504 Coordinator will be responsible for establishing procedures for identification, evaluation and providing accommodations to those individuals identified and or suspected of being disabled under Section 504 of the Rehabilitation Act. The Coordinator must also establish grievance procedures for the investigation of alleged 504 violations and provide student/parent with due process and procedural safeguards. In addition, the Coordinator will be responsible for ensuring facility accessibility. Inquiries regarding Section 504, Rehabilitation Act of 1973, (P.L. 93-112), may be directed to:

Section 504 Coordinator

SCVTHS • PO Box 6350 • Bridgewater, NJ 08807 • (908) 526-8900, ext. 7121

Student Grievance Procedure:

The Board of Education has established a procedure for students, or parents on the student's behalf, to follow in filing a complaint dealing with alleged violations, misinterpretations or inequitable applications of the policies and practices of the school district relative to provisions of Federal and State anti-discrimination legislation.

No Exclusion Based on Disability

Somerset County Vocational & Technical High School fully complies with Section 504:34 CFR 104.4(a), Title II 28: CFR 35.130.130(a) and Guidelines IV-N.

Board of Education policy #1530 references that no qualified person with a disability is excluded from, denied benefits of, or subjected to discrimination in any course, program, service or activity solely based on the basis of disability. Furthermore, students with disabilities must not be excluded from career and technical education, or academic programs, courses, services or activities due to equipment barriers or because necessary related aides or services are not available. The district provides aides and services for students with disabilities and does not have policies that limit participation of students with disabilities. Somerset County Vocational & Technical High School fully complies with Section 504:34 CFR 104.7(b), Title IX: 34 CFR 106.8(b) and Title II 28: CFR 35.107 (b).

Board of Education policy #1510 references the grievance procedure that provides a prompt and equitable resolution of any employee or student complaints that allege any discrimination based on sex or disability.

Non-Restrictive Career Objectives for Students with Disabilities:

Somerset County Vocational & Technical & High School fully complies with Section 504:34 CFR 104.37(b), and Guidelines V-B.

Counselors and case managers may not counsel disabled students toward more restrictive careers than non-disabled students with similar abilities and interests. Students with disabilities will have equal access to all programs and classes based on abilities and interests.

ATTENDANCE*

In accordance with the Somerset County Vocational & Technical School's Board policy and the New Jersey State Law, student attendance plays a critical role in educational success. Therefore, SCVTHS encourages daily participation in school for each student. Under New Jersey State Law, "Every parent, guardian or other person having custody and control of a child between the ages of six (6) and sixteen (16) years shall cause such child regularly to attend the public schools for children of similar grades and attainments or to receive instruction elsewhere than at school (18A: 38-25). Such regular attendance shall be during all the days and hours that the public schools are in session in the school district.

What Constitutes a School Day?

A school day is defined as "a day in which the school is open and students are under the guidance and direction of a teacher(s); and the day must be 4 hours or more to be considered a full day (N.J.A.C. 6A:32-8.3(a) and (b)). "Cumulative days in membership" describes the number of days in which a student is expected to be in school for state reporting. "Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Boards' Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed above shall be an unexcused absence counted toward truancy." Students who exceeds 10 percent or more of days out of school are considered as having chronic absenteeism or truancy.

Participation in After School Activities

Students must be present in school for four continuous hours to be eligible to participate in any school-sponsored activities. Students who are not present in school for four continuous hours, will be considered absent from school for the day or will be considered late to school. The student’s attendance record will be so charged and they will not be allowed to attend school sponsored activities such as dances, competitions, presentations, the Prom, etc... A list of excused absences is provided below.

What reasons are considered a “school day” or day present and are not counted toward chronic absenteeism or truancy?

Attendance Quick Reference		
Reason for Absence Students must provide written documentation within 72 hours (3 days) of returning to school	Counts Towards Loss of Credit 16+ days/Chronic Absenteeism 18+ days	Counts Towards Truancy (10+ days)
Religious observance (N.J.A.C. 6A:32-8.3(h))	No	No
A college visit, interview with a prospective employer or with an admissions officer of an institution of higher education (up to 3 days per school year, only for grades 11 & 12 (note must be on college/employer letterhead and signed by the college/employer representative hosting the visit))	No	No
“Take Our Children to Work Day” (pursuant to the memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner	No	No
Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33)	No	No
The closure of a busing district that prevents a student from having transportation to the receiving school	No	No
Class trip/school sponsored event (with note from sending district)	No	No
Student’s required attendance in court (documentation required-court subpoena letter)	Yes	No
The student’s suspension from school	Yes	No

Family illness or death (documentation required-5 days max)	Yes	No
Examination for a driver's license (1st attempt only)	Yes	No
Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day (excused w/dr. note)	Yes	No
Parent note/Dr. note	Yes	No
Family travel/vacations (with parent note)	Yes	No
Absence without appropriate documentation listed above	Yes	Yes
Cutting class	Yes	Yes
Performance of household or babysitting duties	Yes	Yes
Leaves class because of illness and does not report to nurse	Yes	Yes

Students absent from school for any reason are responsible for the completion of assignments missed because of their absence.

According to NJ State Sanitary Code, no student, staff member, or visitor may attend or visit school if he/she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV or any other communicable disease.

Attendance Officer

The attendance officer is responsible for reviewing all student absences and taking an active role in communicating with students, parents and staff. The attendance officer responsibilities include but not limited to review of student daily attendance, participate in attendance contract meetings, and attend truancy court hearings.

Making Up Work Following Absences

A student may make up work following any absence. Upon returning to school after an absence, the student will have two (2) days for each day of absence to make up work unless the student makes other arrangements with his/her teachers. However, all work should be made up within a maximum of ten (10) school days, following the student's return. In the event that illness or recovery limits a student's workload, at the conclusion of the absence, parents may petition in writing to the Director of Pupil Services in charge of attendance for an extension beyond the ten (10) days.

Unexcused absences from school or from classes within the school day constitute truanancies and shall be subject to the disciplinary rules of the Board. Repeated truanancies that interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of

classroom instruction may result in the suspension or expulsion of any student from the course of study during which absences have occurred or the suspension or expulsion from school of a student over sixteen years of age, in accordance with Board policy 5610 and 5620. Before any such action is taken, every effort shall be made to identify the habitual truant, investigate the cause or causes of the student's behavior, and consider the modification of the student's educational program.

Periodic communications concerning unexcused absences will be given to the parents/guardians with one or more of the corresponding results:

Number of Days Absent	Communication
4-7 days	Letter and counselor intervention
8-11 days	Letter and Attendance Officer follow up
12-13 days	Letter and contract
14-16 days	Letter, Attendance Officer follow up and referral to family crisis
17 days	Letter, loss of credit and attendance appeal initiated by student
18+ days	Municipal court

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate is below ninety percent for the district or below eighty-five percent in any one school, the Superintendent shall develop and implement an attendance improvement plan. The attendance rate shall be calculated by dividing total student days present for all students by the total possible student days for all students and multiplying the result by one hundred.

Upon loss of credit, the student must initiate an appeal by completing the "Attendance Appeals Form." The form may be obtained from the Pupil Services Office or from the student's school counselor. After completing the form, the appeals committee will convene to review the details of the appeal. The student will be invited to the meeting to state his/her case. A determination of reinstating credit or upholding the loss of credit will be communicated in writing after a decision is finalized.

GRADUATION REQUIREMENTS

A full time graduating student must have earned a minimum of 127.5 credits in courses designed to meet all of the New Jersey State Minimum Graduation Requirements including, but not limited to, the following credits:

New Jersey State Minimum Graduation Requirements by Content Area (N.J.A.C.6A:8-5.1)

Content Area	Number of Years	Credits
English Language Arts	4 (one for each year enrolled in high school)	20
Physical Education/Health	4 (one for each year enrolled in high school)	20
Mathematics	3 (minimum)	15
Science	3 (minimum)	15
Social Studies	3 (minimum)	15
Visual and Performing Arts	1	5
World Language	1 (minimum)	5
21st Century Life and Careers	2 (minimum)	10-20 (per year depending on the program)
Financial Literacy	1 semester	2.5
Technology	Integrated throughout all courses	

Credit means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C.6A:8-5.1(a). In addition, students must meet the PARCC testing requirement as per the NJ Department of Education.

REPORT CARDS

Report cards will be posted to the parent portal, mailed, or emailed approximately ten days after the end of each grading period. The fourth grading period report cards will be posted to the parent portal, mailed, or emailed after the close of school. Numerical grades are used to report student progress on the report card

90-100
80-89
70-79
65-69
0-64

Honor Roll:

At the end of each quarter, honor roll is calculated and letters signed by the principal are sent to students indicating the student's honor status. The categories include:

High Honors – an average of 90 or above

Honors – an average of 80 or above

Valedictorian and Salutatorian Determination:

Using numerical averages there will be **one** recognized Valedictorian and **one** recognized Salutatorian for the SCVTS and AHMS programs.

PROGRESS REPORTS

Progress reports, which indicate a student's current academic status will be posted to the parent portal, mailed, or emailed at the midpoint of each grading period. While every attempt will be made to inform the parent of the student's progress, this does not relieve the student or the parent of the responsibility to comply with the assignments of the school. All teachers have email, voicemail and are available for in person conferences.

REPORT CARDS

Report cards will be posted to the parent portal, mailed, or emailed approximately ten days after the end of each grading period. The fourth grading period report cards will be posted to the parent portal, mailed, or emailed after the close of school.

Family Crisis Intervention (FCIU)

FCIU directly addresses matters in which students demonstrate behaviors of truancy, runaway, incorrigibility, and other acting out behaviors. Referrals made to FCIU may come from the police, SCVTHS, parents, and other social service agencies. FCIU is staffed with trained family counselors. Their role is to provide immediate, short-term crisis intervention counseling and then refer the family to an appropriate social service agency. Participation with FCIU is voluntary; however, if the family fails to cooperate with FCIU recommendations and serious circumstances continue, FCIU will petition the matter to the county court. For more information, call FCIU at (908) 704-6330.

HOME INSTRUCTION

Students confined to their home or hospital because of illness or injury will receive an appropriate educational program at their place of confinement upon the determination and written notification of the Director of Pupil Services by the physician that such confinement is expected to extend through a period of at least two weeks.

RELEASE OF STUDENT INFORMATION TO MILITARY AND OTHER RECRUITERS

Federal public law 107-110 sections 9528 of the “No Child Left behind Act” requires Somerset County Vocational & Technical High School to release student names addresses and phone numbers to military recruiters upon their request. Recruiters may then contact students at home. The law also requires the Somerset County Vocational & Technical High School to notify you of your right to “Opt-Out” from this requirement by requesting that we do not release your information to military recruiters. As a student you have the right to request that your private information is not released to military recruiters and others. The completion and return of the Notice of Student’s Right to “Opt Out” form serves as your request to withhold your private information. You may request a form from the Pupil Services Office in person, by calling (908) 526-8900, ext. 7243 or by downloading a form from our website at <http://www.scvths.org> (under “Parents”). After completing the “Opt-Out” form, turn it into the high school main office.

INTERVENTION AND REFERRAL SERVICES (I&RS)

SCVTHS has coordinated a system for planning and delivery of intervention and referral services designed to assist students who are experiencing learning, behavior or health difficulties. Parents and/or adult students who feel that they may be experiencing difficulties in the identified areas should see or call a member of the Pupil Services Department.

LINKAGES – SCHOOL BASED PROGRAM

LINKAGES is a school-based program funded by The Division of Children and Families which places support services in schools designed to help students graduate and to be physically and mentally healthy. With funding from the state, the school hires and subcontracts with community agencies which place staff members in the school to provide the services of their agency on-site, free of charge, year-round to all SCVTHS students. Parental consent is required for a student to receive services. Services include, mental health, substance abuse and employment counseling, education and referral, crisis intervention, conflict resolution, anger management, life skills, job readiness and employability skills education, job placement and follow up, community outreach, and recreation. Students may seek assistance from the program on their own or may be referred by a parent, faculty member, or a school administrator.

Parents and students are encouraged to seek further information from the LINKAGES Director at (908) 526-8900, extension 7286.

WORKING PAPERS

Students under 18 years of age are required to obtain working papers before going to work. Full-time students may pick up a form at the Pupil Services Office or download them from our website at <https://www.scvths.org/domain/27>. The form consists of several sections. Section A is to be completed by the SCVTHS student; SCVTHS will complete section E.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day SCVTHS receives a request for access. Parents or eligible students should submit a written request to the Director of Pupil Services that identifies the record(s) they wish to inspect. The Director will make arrangements for the access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask SCVTHS to amend a record that they believe is inaccurate. They should write the Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it is inaccurate. If SCVTHS decides not to amend the record as requested by the parent or eligible student, SCVTHS will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by SCVTHS as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, SCVTHS discloses education records without consent to officials of another school district in which a student seeks or

intends to enroll. SCVTHS will make a reasonable attempt to notify the parent or student of the record request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

EMERGENCY SCHOOL CLOSING

In case of inclement weather (snow, icy roads, flooding conditions, heat advisory etc.), school closings or delayed openings will be broadcast via a telephone call, text message, and email through the Honeywell Instant Alert notification system. The announcements will be broadcast between 6:00 am and 9:00 am. Information regarding school closings or delays will also be posted on the district website: www.scvths.org.

All parents are encouraged to go to the school website and register for the Honeywell Instant Alert system. This will enable you to receive instant alerts in the form of voice mail, e-mail and text messages. You may register as many devices as you wish.

For those without computer access: to ensure you receive emergency school closing notifications please make sure you have your current contact information on file by calling the Pupil Services Office at 908-526-8900, ext. 7243.

ANTI-BULLYING BILL OF RIGHTS (HIB)

On January 5, 2011, Governor Chris Christie signed into law P.L.2010, Chapter 122, known as the Anti-bullying Bill of Rights (HIB). The law includes new requirements for school districts, charter schools, the New Jersey Department of Education (NJDOE), other state agencies, professional associations and institutions of higher education.

As of September 1, 2011, a district policy is in effect that addresses and supports the goals of the new HIB law. It is important for all members of our school community to be aware of and adhere to this new policy.

HARASSMENT, INTIMIDATION AND BULLYING

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

Definition "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L. 2010, c.122 (C. 18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property;
2. Has the effect of insulting or demeaning any student or group of students; or
3. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student

Somerset County Vocational & Technical High School is dedicated to providing a safe and nurturing learning environment for all students. As a school community, we will strive to address these issues in both a proactive and reactive manner, thereby ensuring a secure and civil learning experience for all students.

Incidents of **Harassment, Intimidation and Bullying will be handled on a case by case basis. Consequences may include remedial action and discipline that may range from detentions to out of school suspensions, etc.

PUPIL CODE OF CONDUCT

Positive conduct cultivates inner growth, understanding, and self-governance and improves academic success. In an effort for the code of conduct that is used in our school to be truly effective, it must be reinforced by our parents and guardians and understood by all the members of our community.

A school community that fosters a firm, fair and consistent code of conduct will result in:

1. The creation of a school climate in which the teaching and learning process will result in academic success for all students
2. Preventing damage to our school property and community
3. Making us aware that, in our society, we must take ownership and responsibility for all of our actions
4. A powerful sense of school pride will be created, developed and nurtured

Code of Conduct Expectations

SCVTHS students are expected to conduct themselves in a mature, responsible and professional manner. Student anticipations and behavioral rules have been established in conjunction with the Six Pillars of Character:

1. Trust - Being a person of your word builds character
2. Respect - Following the authority of all adults and interacting positively with peers
3. Responsibility - Regular and prompt attendance at all classes and assigned areas
4. Fairness - Exhibiting appropriate behavior in all classes at all times
5. Caring - Courteous behavior and displaying exemplary manners at all times
6. Citizenship - Taking pride in our school and our building

It is the responsibility of all students at Somerset County Vocational & Technical High School to know and obey all the rules and regulations as set forth in the student handbook. Definitions are offered after each offense in an effort to assist students and parents/guardians in having a more thorough understanding of our Code of Conduct.

All school rules apply at all times! This includes on the bus, bus stops, field experiences, after school activities, nighttime activities, and any other school related function. Students who violate any of the established rules will be held accountable for their actions.

The school leadership team reserves the right to use administrative discretion and impose the most severe consequence, as outlined in this handbook, dependent upon the circumstances of the violation.

EXPECTATIONS FOR PUPIL CONDUCT

The Somerset County Vocational & Technical School Board of Education believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of pupils. The Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other pupils, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The Board of Education believes that standards of pupil behavior must be set cooperatively by interaction among the pupils, parent(s) and/or legal guardian(s), staff and community, producing an atmosphere which encourages pupils to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior, and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary action and place emphasis on the pupils' ability to grow in self-discipline.

The student body shall be encouraged to develop a code of conduct to which all pupils may subscribe. This code shall recognize democratic values, the rights of the individual, and the rights of the group to the best education the district can provide.

Every pupil is expected to comply fully with all local, state, and federal laws and regulations.

The District will not condone plagiarizing or cheating during tests, examinations, or in independent work. Pupils found violating this will be subject to disciplinary action.

IDENTIFICATION CARDS

Each student will be given a laminated student identification card. This card will have the student's picture on it. The card will be used for one or more of the following purposes:

- Athletic events (admittance)
- Control of literacy circulation (Media Center)
- Cultural events (concerts, play, etc.)
- Social events (dances)
- Recognition (upon request)

All students must be in possession of, and present a Student ID card, upon request. In the event of a lost ID badge, please visit the main office. Replacement badges cost \$2.

ONLINE LEARNING EXPECTATIONS

To ensure a positive, productive and enjoyable learning experience for all participants, it is important that all students adhere to these online learning expectations, which include online behaviors for students.

- This is a virtual classroom, therefore, appropriate classroom behavior is expected.
- Students are expected to conduct themselves in school appropriate ways, even when not in a school building.
- Profanity or inappropriate language is prohibited.
- Please take care of your personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in your home, etc.) prior to entering a Zoom/Google Meet classroom.
- Maintain respect in both speaking, writing and appearance.
- Log into your class or meeting from a distraction-free, quiet environment.
- Please keep your audio on mute until you want to speak. This will help to limit background noise.
- Consider using a headset with an external mic for best hearing and speaking capabilities.
- If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on by your teacher.
- If you would like to use the chat box, remember that it is public, and a record of the chat is kept and archived.
- It is prohibited to take photos of, screenshot or video record teachers and/or classmates during Zoom/Google Meet sessions.
- Keep paper and a pen or pencil handy to take notes.
- Make sure your video is on (if you have camera capabilities) so your teacher and peers can see you.
- Meet deadlines as assigned by teachers. This will allow teachers to provide feedback in a timely manner.
- Attendance will be taken daily. The Somerset County Vocational & Technical School’s Board policy and the New Jersey State Law remain the same.
- Students, without a school approved excuse, will be held responsible for all work not completed by each assigned deadline.

INFRACTIONS

ATTENDANCE RULES: Students who arrive at school before 11:30 a.m. will be considered tardy. Students who arrive at school between 11:30 a.m. and 1:00 p.m. will be considered absent for one-half day. Students who arrived after 1:00 p.m. will be considered absent for one full day. Students who leave school before 11:30 a.m. will be considered present for one-half day. Students who leave school after 11:30 a.m. will be counted present for the full day. Students who participate in extracurricular activities (i.e. athletics, plays, band, etc.) must be in attendance from 11:30 a.m. on. In the event of a half day dismissing at 11:55 a.m., an athlete must be in school by 9:25a.m.

Cutting and Tardiness

Cutting Class	Unexcused Tardy to School or Class
<p>Students are expected to attend school whenever it is in session. In addition to school-imposed discipline, students who are truant are subject to fines and other civil penalties through the municipal court. Please see the Attendance Policy on page 21 for further details. Consequences for each of the same class cut are as follows:</p> <ol style="list-style-type: none"> 1. 1st cut--one after school detention 2. 2nd cut--one day of in school suspension and behavior contract 3. 3rd cut--one day out of school suspension 4. 4th cut--loss of credit for the class 	<ol style="list-style-type: none"> 1. One to three unexcused tardies to school/class--counselor intervention 2. Four to seven unexcused tardies to school/class—Attendance Officer intervention and parent phone call 3. Eight or more unexcused tardies to school/class—detention and attendance contract with a parent meeting.

Rules for Electronic Devices	Consequences for Inappropriate Use of Electronic Devices
<ul style="list-style-type: none"> • If there is reasonable suspicion that a phone has been used in an activity prohibited by the code of conduct, for bullying, or in violation of the computer-use agreement, its contents may be reviewed and searched • For all permitted times, the use of only one ear bud at a time is acceptable 	<ol style="list-style-type: none"> 1. 1st offense--Device is confiscated until the end of the school day; student receives 1 in school/after school detention 2. 2nd offense--Device is confiscated until the end of the following school day; student receives two in school detentions/after school detentions

<ul style="list-style-type: none"> • In Class/Instructional Time--Do not use unless permitted by the teacher for instructional purposes • In Study Hall--Do not use unless permitted by the study hall teacher for instructional purposes • In the hallway during passing time <ul style="list-style-type: none"> ○ Okay while standing against the wall and not blocking traffic ○ No distracted walking • In the Cafeteria during lunch period-- Okay as long as not causing a disturbance 	<p>3. 3rd offense--Device is confiscated until a parent meeting is held; device returned to parent/guardian; behavior contract; student receives two Saturday detentions</p>
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ACADEMIC INTEGRITY

Cheating: Cheating is recognized as intentionally using or attempting to use any unauthorized materials, information, or study aids during an academic activity. It is also considered cheating if an individual copies answers or any other information during an academic activity without the consent of the instructor to work with others. If the instance of cheating created a disturbance during an academic activity, the student involved may face disciplinary action.

Plagiarism: Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper, to cutting and pasting paragraphs from different websites or a peer's work, to handing in a paper downloaded from the Internet. Plagiarism can be evident in written, audio, or visual material.

Academic Dishonesty/Cheating	Academic Dishonesty/Plagiarism	Consequences
<p>Level 1</p> <ul style="list-style-type: none"> • sharing/revealing information contained on a quiz/test/exam paper or answer sheet verbally, electronically, or in writing with a person who has not yet completed the assessment 	<p>Level 1</p> <ul style="list-style-type: none"> • Submitting the same paper/presentation/project /academic work for credit in more than one course without prior authorization • Relying upon/letting a project partner do all of the required work and falsifying participation in order to receive credit 	<p>Level 1</p> <ul style="list-style-type: none"> • Teacher will contact parent/guardian • Teacher will submit office referral for filing in student's record • Student will receive a zero grade
Academic Dishonesty/Cheating	Academic Dishonesty/Plagiarism	Consequences
<p>Level 2</p> <ul style="list-style-type: none"> • Looking at/copying a quiz/test/exam paper or answer sheet of another student • Collaborating on a test, quiz, exam, paper, study-guide, homework assignment, oral presentation or project with others without authorization • Copying, taking, stealing, using and/or sharing/allowing for another person to copy, take, use any assignment • Falsifying research or laboratory results/information • Using prohibited electronic and non-electronic materials--including books, notes, translator, Internet, information programmed into graphing calculators, palm pilots, cell phones--to send and/or receive 	<p>Level 2</p> <ul style="list-style-type: none"> • Citing information improperly such as: false identification of source, citing sources not actually consulted • Fabricating, falsifying, misrepresenting, or selectively reporting research, information, and data 	<p>Level 2</p> <ul style="list-style-type: none"> • Teacher will contact parent/guardian • Teacher will notify counselor • Teacher will submit office referral for filing in student's record • Student will receive a zero grade • Student will receive a 1 after school detention

information to complete an assignment		
Academic Dishonesty/Cheating	Academic Dishonesty/Plagiarism	Consequences
<p>Level 3</p> <ul style="list-style-type: none"> Using prohibited electronic and non-electronic materials--including books, notes, translator, Internet, information programmed into graphing calculators, palm pilots, cell phones--to send and/or receive information to complete a quiz, test, exam, paper, presentation, or project, using without authorization any teacher test materials, answer sheets, computer files, or grading programs Defacing, altering, or otherwise interfering with the scoring of assessments 	<p>Level 3</p> <ul style="list-style-type: none"> Copying, with or without consent, computer files from another person for submission as one's own Presenting the ideas, language, writing or other intellectual property--including artistic and technical work--of another individual, be it published, unpublished, posted electronically, attributed, or anonymous, as one's own Paraphrasing, summarizing, or revising the work of another in written or oral form without proper citation Failing to recognize with quotations and/or citations (in a written or spoken work presented as one's own) as original author for "borrowed" phrases, sentences, and ideas 	<p>Level 3</p> <ul style="list-style-type: none"> Teacher will contact parent/guardian Notify counselor Administrator will arrange a student/parent/teacher/counselor conference Teacher will submit office referral for filing in student's record Possible withdrawal of college recommendations by all recommenders Student will receive a zero grade Student will receive 2 after school detentions Three office referrals in the same course will result in a loss of credit and removal from that course

OTHER INFRACTIONS

Fines

Loss of any school property (e.g., textbooks, sports uniforms), damage of any equipment/textbooks or unpaid lunch accounts or parking permits will result in the following actions:

1. Delay of grades and /or promotion / graduation
2. Delay of transcripts for college or transfer
3. Restitution (repayment) for items

Listed below are the various levels of action that are followed in a disciplinary case for all infractions, regardless of where they occur (i.e. school grounds, school busses, field trips, etc.). The seriousness, frequency, and aggravating circumstances of an infraction will be taken into consideration in the application of these consequences. These levels are a guide. A student will move to succeeding steps for a subsequent occurrence of misconduct which requires disciplinary action. **Lack of knowledge regarding school rules will not be accepted as an excuse for breaking school rules.**

Level 1:

Infractions	Order of Consequences
<ul style="list-style-type: none"> • Profanity/vulgarity of the incidental type • Failure to follow school rules and procedures/disruptive behavior/recklessness or horseplay • Littering/not cleaning lunch table when finished eating • Dress code violation--see dress code policy • Failure to present a student ID • Removing food from the cafeteria • Driving/parking violation--first offense 	<ol style="list-style-type: none"> 1. Counselor intervention 2. In school/after school detention (1 day) 3. Saturday detention (1 Saturday) 4. In school suspension (1 full day) 5. Out of school suspension (1 full day) 6. Behavior contract 7. Dismissal

Level 2:

Infractions	Order of Consequences
<ul style="list-style-type: none"> • Disruptive behavior • Violation of ACCEPTABLE USE OF COMPUTER NETWORKS/COMPUTERS AND RESOURCES Policy • Accessing an unauthorized area • Failure to follow directions/requests of teachers, administrators, or other supervisory personnel • Disrespectful behavior toward staff or other students • Profane gestures or words directed at another person • Forgery of signatures, notes, passes or other official documents • Defacing of school property not considered vandalism • Driving/parking violations--second offense 	<ol style="list-style-type: none"> 1. In school/after school detention (1 day) 2. Saturday detention (1 Saturday) 3. In school suspension (1 day) 4. Out of school suspension (1 full day) 5. Behavior contract 6. Dismissal

Level 3:

Infractions	Order of Consequences
<ul style="list-style-type: none"> • Driving/parking violation--third offense • Major safety violation • Profane gestures or words directed toward staff • Leaving school grounds without permission-- First Offense • Possession of tobacco products, including electronic cigarettes, lighters, or matches • Truancy--unexcused or unexplained absences • Bus Discipline: see page 29 	<ol style="list-style-type: none"> 1. Loss of driving/parking privileges for third offense driving/parking violation 2. In school/after school detention (2 days) 3. Saturday detention (2 Saturdays) 4. In school suspension (2 full days) 5. Out of school suspension (2 full days) 6. Behavior contract 7. Dismissal

Level 4:

Infractions	Order of Consequences
<ul style="list-style-type: none"> • Use of tobacco products, including electronic cigarettes and vaping devices, on campus, field trips or during any school function (Discipline in addition to reporting to municipal court as per board policy) • Insubordination • Vandalism--willful or malicious defacing or damage of school property (restitution for damages will also be assessed) • Theft--the unlawful taking of another's possessions without his or her consent • Gambling • Leaving school grounds without permission--second offense • Endangering the welfare of students • Inciting and/or creating a disturbance • Reprisal against anyone who has reported harassment, intimidation, or bullying • Refusal to wear a face covering 	<ol style="list-style-type: none"> 1. Drug Screening 2. Saturday Detention (2 Saturdays) 3. In school suspension (2 full days) 4. Out of school suspension (2 full days) 5. Behavior contract 6. Dismissal 1. Warning and parent contact 2. Detention (TBD by administrator) and parent conference

	3. Remote instruction only with contract/possible dismissal
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Level 5:

Infractions	Order of Consequences
<ul style="list-style-type: none"> • Tampering with defibrillator/AED • Tampering with fire alarm, fire doors or fire extinguishers • Tampering with security cameras • Threatening behavior or language directed at students or staff • Hazing other students • Endangering the welfare of staff • Possession of fireworks • Confirmed Harassment/Intimidation/Bullying (HIB)--first offense • Fighting--first offense • Threat of assault/aggravated assault • Possession of pornography 	<ol style="list-style-type: none"> 1. Out of school suspension (3-5 days) 2. Behavior Contract 3. Dismissal

Level 6:

Infractions	Order of Consequences
<ul style="list-style-type: none"> • Premeditated fight • Fighting--second offense • Gang or group fighting • Hate crimes/bias acts • Possession and/or use of substances not prescribed to the student • Possession and/or use of alcohol, illegal drugs or drug/vaping paraphernalia • Providing/selling controlled or illegal substances to other students, including alcohol • Possession of a weapon (knife of any type, or gun--real or facsimile, or other object readily capable of causing bodily harm, or creating the impression of causing bodily harm) • Possession or use of explosives including fireworks • Arson 	<ol style="list-style-type: none"> 1. Out of school suspension (10 days) 2. Drug/alcohol screening 3. Counseling may be required 4. Legal action may result 5. Law enforcement may be involved 6. Behavior Contract 7. Dismissal

<ul style="list-style-type: none"> • Setting a false fire alarm • Assault/aggravated assault • Confirmed Harassment/Intimidation/Bullying--second offense • Repeat threats toward students or staff • Bomb threat 	
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Bus Discipline

Students are to ride to and from school on the buses assigned and get on and off the bus at the designated bus stops. Any change in bus assignment must be first approved by the building principal.

1. Students should practice social distancing and wear face coverings.
2. Show respect for the driver at all times.
3. Enter and leave the bus in an orderly fashion. No pushing or crowding.
4. Be seated while the bus is in motion and wear the seat belt.
5. Talk in a reasonable tone of voice. No calling out to passers-by. No profane or abusive language is allowed.
6. Keep the bus clean – no littering and no vandalism.
7. Remain in their seat. No extension of any part of the body out of a window, no jumping over the seats, and no throwing of objects is permitted.
8. Smoking is **not permitted** on school buses.

New Jersey State Law Chapter 18A: 25-2 states: The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends.

In keeping with that statute, the Board of Education adopts the following procedure for students deemed unmanageable:

1. **First Offense** – A letter will be sent to the student’s parents informing them of the problem as well as what procedure will be followed if a second or a third offense occurs during the school year.
2. **Second Offense** – The student will be excluded from the bus for a period of five (5) school days, and his parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy.
3. **Third Offense** – The student will be excluded from the bus for a period of thirty (30) school days, and his parents shall provide transportation to and from school during that period. Absence from school during this period will be considered truancy. Any further infractions will be subject to an additional thirty (30) school days’ suspension of bus privileges. Suspensions will carry from year to year.

Dress Code

Appropriate dress and grooming can help to create a positive learning environment. Other attire may be allowed for special activities with approval of the school administration. Possible consequences for violating the dress code are found in the student handbook on page 16. Change in clothing trends will not override the dress code regulations. Students have a right to wear stylish clothes of their choice as long as those clothes are appropriate for school, are not dangerous to health and safety, and do not create a substantial or material disruption of the school. Students have a responsibility to dress neatly and appropriately, to be clean, and well groomed.

1. All dress code rules apply any time a student is at school or at a school related function.
2. All coats should be placed in lockers upon arrival; if cold, please dress in layers.
3. Appropriate dress will be required for every career major area with safety being the biggest concern. The wearing of expensive jewelry or expensive clothing is strongly discouraged. **Somerset County Vocational Technical Schools is not responsible for any personal belongings.**
4. Physical Education clothing may not be worn in classes other than PE.
5. Appropriate footwear (shoes, boots, sneakers): Steel tip boots are required for some CTE programs. **Shoes that students are prohibited from wearing during school hours:** bedroom slippers, roller sneakers, or heels higher than three (3) inches. Loose fitting shoes are **NOT ALLOWED** due to safety reasons.
6. School leadership reserves the right to have any student change clothing that is found to be inappropriate or disruptive to the school environment.

Examples of inappropriate or disruptive clothing may include but are not limited to:

- Clothing (including headwear and footwear) with obscene, violent or offensive innuendo, language, symbols or pictures, including those with advertisements for tobacco, alcohol, firearms or drugs. Accessories that contain vulgar, derogatory or suggestive diagrams, pictures, slogans or words that may be interpreted as racially, religiously, ethnically, or sexually offensive and which cause or are likely to cause a disruption within the school environment
- Clothing symbolic of gangs or disruptive groups associated with threatening behavior, harassment or discrimination and which cause or likely to cause a disruption within the school environment
- Clothing with excessive holes or gaps
- No revealing necklines
- Tank tops with spaghetti straps
- Cropped tops, halter tops, tube tops, strapless outfits, swimwear, pajamas, see through tops
- Dresses, skirts, shorts, and skorts that are shorter than the extended tip of the longest finger with arms hanging naturally at the sides. Undergarments are not to be seen
- Dog collars, chains, wallet chains, safety pins, spike jewelry or fishhooks worn as jewelry, accessories or ornamentation

7. Sunglasses are not permitted in school unless prescribed by a doctor and verified by the nursing staff
8. Must follow the dress codes established within each CTE program which will be set by the CTE instructor

The administration will make the final determination as to whether clothing in question is in violation of the dress code. Parents/guardians have a responsibility to assist students in being compliant with the dress code before they leave home for school. **Share time students are expected to follow our dress code regardless of the dress code at their sending district.** Teachers are expected to model the behaviors that we expect from students. All staff is expected to dress professionally.

THEFT

All students are urged to be extremely careful with personal items. Please do not leave lockers unlocked, personal possessions unwatched and, most importantly, do not give anyone your locker combination. Furthermore, please do not “share” your locker with anyone. The best policy for prevention of theft is to please leave all valuables home. Please note that our school is under 24-hour camera surveillance. If you steal, your actions will be recorded and possible legal action may follow. By registering at SCVTHS, you release and discharge the school from all liability for any loss or damage of any personal property. This includes automobiles, electronic devices, money, etc.

Student Complaints and Grievances--Student complaints are to be discussed by the student directly with the staff member involved in an attempt to immediately resolve the issue. However, when a formal complaint or grievance is presented by a student, information on the proper procedure can be obtained from the Disciplinarian.

PARKING

1. Driving to and from SCVTHS is a privilege, which may be extended to you in accordance with school district policies and procedures.
2. All students electing to drive to school must apply for a parking permit **each** school year. Cost is \$40 per school year** (cash only). License, registration and insurance card are needed to register your vehicle.
3. All permits must be displayed on driver's side back window, or if a two door vehicle, in lower right hand corner.
4. Vehicles must be parked in their assigned white lined space. **Students may only park in the student parking lot next to the Gym. Students are PROHIBITED from parking under the solar panels.**
5. All vehicles must have a valid inspection sticker.
6. Five (5) mph is the maximum speed limit in the parking lot.
7. Students must leave vehicle immediately upon arrival; no loitering
8. Smoking or use of tobacco products in car is strictly prohibited.
9. At dismissal time, all drivers are to leave immediately; no loitering.
10. Any vehicle may be searched according to the laws of New Jersey.
11. School buses have right-of-way; all drivers must yield to school buses.
12. No pupil shall use his or her vehicle to contain or conceal anything illegal.
13. Failure to register your vehicle can result in disciplinary actions/suspension of parking privileges.
14. It is understood that students bringing their own vehicles to school do so at their own risk. The school is not responsible for any damage to, theft of, or vandalism of any student vehicle.

****Please Note:** *All monies collected are deposited into a general student activities account to be applied towards field trips, dances, and other special events.*

DETENTION GUIDELINES

In school detention may take place during a lunch period and/or during the CTE program. After school detention is held Mondays through Thursdays from 2:20pm to 4:20pm. Saturday detention is held from 8:00am to 12:00pm. Students are to report to the high school main office to check in for detention unless otherwise instructed. Students/parents are responsible for transportation.

The following rules will govern all detentions:

1. All students must report promptly with assignments, books and school related materials sufficient to stay engaged during the entire session.

2. All students must work in silence. No eating, sleeping, drinking, cell phone use or disruption of any kind will be tolerated.
3. Students who do not follow the rules or who miss detention will be subjected to additional consequences.

OUT OF SCHOOL SUSPENSION

1. Students on Out of School Suspension are not permitted on school grounds. This includes all field experiences, sporting events and activities such as dances, plays, shows, clubs, prom, etc.
2. Arrangements for instructional assignments are made through the Pupil Services Office.
3. Students have one day to complete work for every one day of suspension.

CAFETERIA

Our cafeteria offers well-balanced meals and a la carte items as outlined by the New Jersey nutrition guidelines. You are welcome to purchase these items or bring your lunch from home. SCVTHS uses a biometrics charge system; therefore, you do not need to carry any lunch money. You will have the opportunity to sign up for this system during the first week of school.

A few simple rules will help make our cafeteria a safe and pleasant place to enjoy your lunch and take a break before your next class.

1. Please eat only in the cafeteria. You may not eat anywhere else, unless invited to eat with a staff member. All food is to be consumed in cafeteria unless given a pass by the cafeteria monitor.
2. When you are finished with your lunch, please clean up your area, and place your items in recyclables or trash containers respectfully.
3. Please cooperate with lunch monitors and follow directions.
4. School Counselors may be available to you. If you would like to visit one you must come with a pass from the counselor, or they will need to be called to see if they are available.
5. All CTE areas are off limits during lunch.
6. You may go outside on the patio at the discretion of the monitor, weather permitting.
7. You may not leave the school grounds during lunch time unless permission has been obtained through administration.
8. During any time of the day, food may not be ordered/delivered by an outside restaurant for students.

DISTRICT POLICY: 8550- UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

Section: Operations

Date Created: July, 2015

Date Edited: August, 2017

The Board of Education understands a student may forget to bring breakfast or lunch, as applicable, or money to purchase breakfast or lunch to school on a school day. When this happens, the food service program will not provide a student a breakfast or lunch and will immediately inform the Principal or designee, who will contact the student's parent to arrange for breakfast or lunch or money for breakfast or lunch to be brought from home to school for the student.

A parent's refusal to provide lunch or breakfast for their child or money to purchase lunch or breakfast may be indicative of more serious issues in the family or household. In these situations, the Principal or designee shall consult with and seek necessary services from both the County Board of Social Services and the Department of Children and Families, Division of Child Protection and Permanency, as appropriate.

When a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

In accordance with the provisions of the United States Department of Agriculture, this Policy shall be provided in writing to all households at the start of each school year and to households transferring to the school or school district during the school year. The school district may post this Policy on the school or school district's website provided there is a method in place to ensure this Policy reaches all households, particularly those households without access to a computer or the Internet.

This Policy shall also be provided to all school and food service staff responsible for the enforcement of this Policy, including school administrators to ensure this Policy is supported.

The food service program will comply with all meal charge policy requirements of the United States and New Jersey Department of Agriculture and N.J.S.A. 18A:33-21.

PLEDGE OF ALLEGIANCE

The Board of Education requires that the pledge of allegiance to the flag of the United States be conducted during each day's opening exercises in each school classroom in accordance with law. A pupil who has conscientious objections that interfere with his/her full participation in the salute to the flag and the pledge of allegiance shall be exempted

from the exercise but shall maintain a respectful attitude/silence throughout the ceremony.

ADULT STATUS

Students reaching their 18th birthday may notify the Principal in writing. At that time, students will have the option of having their records mailed directly to them. These records include, but are not limited to, progress reports, report cards, letters of recommendation, notification of honor roll, and other awards and achievements. A student 18 years old or older is responsible for following all school rules and regulations as indicated in the student handbook. The Principal reserves the right to deny adult status.

LOCKERS

Lockers are provided for students at their own risk. Students will receive a combination to their locker(s). Students must not change lockers without administrative approval. **Lockers are NOT to be shared.**

Hall lockers are issued to students by their homeroom teachers. Physical Education teachers assign gym lockers. The CTE instructor assigns lockers as needed.

SCVTHS does not assume responsibility for any lost or stolen property. It is highly recommended that students do not leave any valuable items in lockers. Items such as these should not be brought to school. **Lockers are property of the Board of Education even when used by students. SCVTHS reserves the right to search any locker at any time.**

LOST AND FOUND

Lost items, books, clothes, and other possessions found by students and staff is to be turned in to the high school main office. Lost items may be claimed in the high school main office during school hours. If lost and found articles are not claimed within a reasonable amount of time, they will be discarded or donated, if appropriate.

Note: The school will not be responsible for stolen articles.

STUDENT LIFE

Athletics

Somerset County Vocational and Technical High School district athletic department seeks to provide a dynamic program that enhances the educational development of each student athlete.

Studies show that, on average, high school students who are involved in athletics maintain a higher GPA. Additionally, student athletes have a more positive self-image, understand the value of perseverance and hard work, and tend to view failure not as a setback, but rather as an important step in their road to success.

Through positive role modeling and exemplary coaching, the SCVTHS athletic leadership team is committed to running an athletic program where students learn how to harness their own innate leadership skills, form strong social bonds and work as a team to achieve common goals.

SCVTHS participates in the following NJSIAA athletic programs on a varsity and junior varsity level:

- Fall
 - Soccer (Boys, Girls)
- Winter
 - Basketball (Boys, Girls)
 - Cheerleading (*Varsity only*)
- Spring
 - Baseball
 - Softball

Athletic Eligibility

Student eligibility to participate in athletic opportunities shall be established and monitored according to the following guidelines:

- **In accordance with NJSIAA:**
 1. To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) [30 beginning with the Class of 2014] required by the State of New Jersey for graduation (110) [120 beginning with the Class of 2014], during the immediately preceding academic year.
 2. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12.5% of the credits (13.75) [15 beginning with the Class of 2014] required by New Jersey for graduation (110) [120 beginning with the Class of 2014] at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-

half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester.

- **SCVTHS adds the following requirements:**

1. The Athletic Supervisor is directly responsible for monitoring eligibility of all athletes.
2. The Principal, or designee, upon recommendation of the Athletic Supervisor, will be responsible for granting or denying eligibility to play sports.
3. Any student who earns two or more “F’s” during the marking period immediately preceding the start of the sport will be denied eligibility. This includes the fourth marking period from the previous year. Students who receive one “F” will need to show improvement two weeks prior to the start of the season. A review of grades for all students will be conducted after the first quarter to determine eligibility for winter sports. A review of the second quarter grades will determine a student’s eligibility for spring sports. A review of third quarter grades will determine if a student needs academic probation during the spring season.
4. Students must maintain a cumulative GPA of 2.0. If the student falls below a 2.0 within a season, he/she is removed from the team roster until the grades improve.
5. Discipline infractions may result in a suspension from a practice, a game and/or the team.
6. No more than 4 unexcused daily or class absences are allowed per quarter. Failure of an athlete to comply with the SCVTHS attendance policy may result in a suspension from a practice, from a game and/or from the team.
7. Weekly emails will be sent to both the academic and the CTE instructors requesting updates on each athlete’s academic and CTE progress during each sport season.

Extracurricular Activities

- Engineering and Robotics Club
- FFA (Future Farmers of America)
- HOSA (Health Occupations Students of America)
- National Honor Society
- National Honor Society for Dance Arts
- National Technical Honor Society
- Red Cross Club
- Rotary Club
- SkillsUSA
- Student Council
- The Humanitarian Club
- Weight Training and Fitness Club
- Yearbook Club

For additional information on SCVTHS athletics, clubs, and extracurricular activities, please refer to our website at www.scvths.org.

COOPERATIVE EDUCATION

Somerset County Vocational & Technical High School's Cooperative Education Program offers placement for students at local businesses and industries throughout Somerset County. Students participating in the Cooperative Education program will receive academic instruction during the morning at SCVTHS, and then spend the remainder of the day working at a paid experience in a supervised jobsite environment.

The Cooperative Education Coordinator, will inspect the worksite, supervise the placement of students, and provide worksite visitation for each student.

For more information about Cooperative Education, please contact (908) 526-8900, ext. 7218.

PUBLIC NOTICES AND NOTIFICATIONS

Public Notice of Contact for Special Education

Somerset County Vocational & Technical High School fully complies with Title II/ADA Federal Code, Subpart E. Public comment is invited regarding the existence and locations of services, activities and location facilities that are accessible to and usable by individuals with disabilities at the November 2012 Board Meeting at 5:00 pm in the Tech Conference Center, 14 Vogt Drive, Bridgewater, NJ 08807.

Annual Public Notification

This public notice will serve as an advisement that on November 22, 2010 at the Board of Education meeting, during public session, that all students, parents and employees of the Somerset County Vocational & Technical School district are hereby informed that all career and technical programs are offered to all students regardless of race, color, national origin, sex or disability. Somerset County Vocational & Technical High School is a fully accredited, four-year high school serving all students through the delivery of 17 challenging programs that combine training in career and technical skills and academic subjects.

The program is in full compliance under Title IX and Section 504, Title IX 34 CFR 106.8(b), Section 504:34 CFR 104.7(a), Title II: 28 CFR 35.107(a), Guidelines IV-O. For questions regarding Section 504, please call the Somerset County Vocational & Technical High School, located at 14 Vogt Drive, Bridgewater, NJ 08807. Telephone: (908) 526- 8900, ext. 7121. For questions related to Title IX, please call (908) 526- 8900, ext. 7157.

Employee Safety and Health Bulletin #29

Improper operation/maintenance and lack of training in the proper use of Golf Cars, Personal Transport Vehicles, and Low-Speed Vehicles can result in operator/passenger ejection, vehicle rollover, serious injury, or death.

In order to maintain a safe work environment, employees and students must train in, and follow safe work practices and maintain vehicles in safe working order. Additional safety and health information can be obtained from the following website:

<http://www.nj.gov/health/workplacehealthandsafety/peosh/> and from the NJ Department of Labor and Workforce Development at 800-624-1644 and 609-292-7036. The entire bulletin will be posted in all CTE Program sites.

HEALTH OFFICE/SPORTS PARTICIPATION POLICIES

General Information:

Parents are primarily responsible for student health. The school assists the parents in fulfilling this responsibility without assuming it from them. The aims of the school health office are: 1) to discover and initiate treatment of remediable conditions that impair the child's health and his ability to learn. 2) To service an educational means of creating a favorable attitude toward health maintenance throughout life.

MISSION: The mission of the Health Office is to enhance the educational process by the modification or removal of health related barriers to learning and by promoting an optimal level of wellness. The parents/ guardians assume primary responsibility for student health.

The school nurse is available to all students and staff for illness, injuries and any health concerns. They can be contacted via phone at 908-526-8900 ext. 7222 or 7347. Our fax number is 908-252-3465. All faxes arrive directly in the nurse's office.

All health related forms are available in the health office. They can be also be obtained on the school web site at www.scvths.org, in the pupil services - health office forms section.

Emergency Forms for all students are required to be updated and submitted to the health office annually, the first day of school. Please make sure the parental permission to share medical information on a need to know basis at the bottom of the form is signed. This allows the nurses to assist teachers with any health concerns that might affect your child in the classroom. Also, provide two emergency contacts that will be available within a half hour for student pick up in the event of illness or injury.

To come to the health office students must have their photo ID and a pass from their teacher. If the nurse is not in, the student should report to the high school main office immediately. Parents/guardians will be notified of all accidents that occur in school as well as for students that are assessed for illness and need to be sent home.

Medical referrals will be made, with parental consent, to various community agencies that are available for families with financial need.

The health office follows state policy requiring that students do not return to school until they are symptom free for twenty-four (24) hours after an illness with fever and vomiting or diarrhea.

Illness/Injury

A certified school nurse will assist with illness, injuries or health related issues. In the case of serious injury or illness, the parents/ guardians will be notified. If parents/ guardians cannot be reached, designated emergency contacts will be notified to transport the student for medical follow-up or home. Please update these contacts annually. If the need for an ambulance/ emergency care occurs, the parent/ guardian will be contacted and the student will be transported to Robert Wood Somerville Emergency Room via rescue squad.

Students suspected of being **under the influence of alcohol or a controlled dangerous** substance will be escorted to the health office to have their vital signs taken prior to their being evaluated by a physician.

Accidents

Accidents that occur in the school building, on school property, or at any school-sponsored activity must be reported to the School Nurse immediately. The injured student must report the accident to the staff member who was in charge of the student at the time of the incident. The school nurse will be notified immediately to follow up with the injured student. All accidents that occur on campus will have an incident report on file and parent/guardian notification will take place. To avoid an accident in career classes, students must follow all shop safety guidelines and be prepared to dress appropriately in their protective equipment.

Annual Physical Examination

Part A & Part B State generated health examination forms **MUST** be completed for the following students:

- a) Grade 9 full-time students
- b) Students in Health Occupations/Culinary Arts CTE programs
- c) Any new full time students to the school
- d) Students with health problems in any grade
- e) Candidates for interscholastic sports

The physical forms can be obtained in the health office, the school website and in the sports participation packets.

CTE & Physical Education Exemption Policy

Any request for an exemption from a CTE (shop) or Physical Education Program, for an extended length of time, must be accompanied by a written communication from the student's doctor with the reason and duration of the excuse. If a student is permitted by their physician to participate in shop, the medical note must state if there are any limitations/restrictions. If there are no limitations or restrictions, the note must also state that before the student will be admitted to their shop. The medical note must be presented at the time of the onset of the illness or injury, or upon the student's return to school. A student's school counselor and PE instructor shall be notified of all extended medical

excuses. Students who are exempt from CTE or Physical Education programs will be assigned independent study and will be required to complete the appropriate assignments. If a student needs to be exempt from Physical Education or CTE programs for the day, the student should report to the school nurse and the appropriate paperwork will be completed. A one-day excuse from gym will be granted with a parent note on an as needed basis. Any requests for additional days must be accompanied by a doctor's note.

Students returning from an exemption, due to illness or injury must submit to the school nurse written documentation from a physician for medical clearance to resume participation in the CTE, Physical Education or athletic program.

Immunization Policy

All students enrolled at Somerset County Vocational & Technical High School are required to meet all the immunization requirements as set forth in Chapter 14 of the New Jersey State Sanitary Code entitled, "Immunization of Pupils in Schools". Any immunization being administered during a student's high school career is to be documented, with the date and type of immunization by their physician, and submitted to the health office within five days' post administration. This is vital to the update of the student's record and is needed in the event of any communicable disease outbreak in the school or community.

Share time students are responsible to supply their immunization updates to both their sending district and to the Somerset County Vocational & Technical High School.

Medication

Students **may not carry** any medication on school grounds. This includes all over the counter (OTC) medications, i.e. - Advil, Tylenol, Seasonal allergy decongestants. All medications must be given to the school nurse, with physician orders, to keep locked in the health office, with the exception of: **Asthma inhalers and Epinephrine (Epipens)** for severe allergic reactions, as well as **Diabetic supplies**. These are the only medications that may be carried in school by a student. Epinephrine and diabetic medications require an **Administration of Prescription Medication form** that is completed by the doctor and signed by the parent/guardian. Students with asthma must have an **Asthma Action Plan** completed by the doctor as well as being signed by the parent/guardian.

The physician orders and parental permission forms are only valid for **one school year**. Therefore, all medication forms must be completed on an **annual basis**.

If a student is going to play a sport, he or she will not be medically cleared by our school physician until the valid forms are in the health office.

Likewise, a student will not be cleared to go on any class trips/functions until the forms are on file. Students going on field trips are required to show the school nurse their prescribed medications before being allowed to leave the school building for their trip. If the medications

are not with the student, they may be prohibited from going on the trip. In this case, the parent/guardian will be contacted.

Students with other medical issues that require them to take medication in school must also have their physician complete the Medication Order form. Parents must sign the administration permission form. Students are not permitted to carry and administer their own medications. The medication must be given to the school nurse in a prescription bottle with the pharmacy label in place. Students are not permitted to bring the medication in. The prescription will be locked in the medication cabinet in the nurse's office for daily administration. It is the student's responsibility to come to the health office at the assigned time for their meds. If the student misses their appointed time the parent/guardian will be notified.

Over the Counter ibuprofen, acetaminophen and Tums can be administered with a signed parent **Over the Counter Administration** form. This form is valid for the entire time at SCVTHS unless you notify the health office of any changes. All forms are available in the Health Office website.

A student absence for illness, injury or any other reason is addressed in the pupil services section of the student handbook. All notes must be handed into the nurse's office or main office within 10 school days of return to school or they will not be accepted. It is the share time student's responsibility to bring us a copy of any medical notes from their sending district within the 10-day time frame. **It is not the sending school's responsibility to send us copies of notes.**

Annual NJ State Health Screenings will be take place as follows:

Scoliosis Screenings

- Full time 9th and 11th grade students
- Those parents who choose to exempt their child from the scoliosis screening must submit their request in writing.
- Any parent who would like to be present during the scoliosis screening can contact the health office at 908-526-8900, ext. 7222/7347

Vision and Hearing

- Full time 10th grade students
- Any parent/guardian or staff member making a request for any grade level
- Any parent/guardian making a request for any grade level

Height, Weight and Vital Signs

- Full time 9th, 10th, 11th and 12th grade students
- Any parent/guardian making a request for any grade level

Health Insurance

New Jersey State Law now requires all children to have health insurance. NJ FamilyCare Health insurance information and applications are available at facts_english.pdf and FC_APP-en.pdf.

Please contact the nurses for dental, immunization, eye glasses and annual physical assistance. We have many referral sources available.

All Sports

Physical exam dates for sports must be valid for **365 days** prior to first day of practice. If your physical expires during the sport season, you must have a new one completed before you are allowed to continue to practice or play.

Part A of the physical, the **Health History** form, is to be completed by the parent/guardian. It must be signed 90 days prior to the first day of practice. If you tried out for a fall sport (which means you completed a sports packet), and your physical is up to date (valid for 365 days prior to the first day of practice), the only form you will need to complete for the next sport season of the present school year, is Part A – the Health History form. Call the health office with any questions.

Concussion, Impact Testing, will be done prior to the first day of practice. This is a standardized computer test to obtain baseline information in the event the athlete suffers a concussion during the sport season. After the first test has been administered, it will be repeated every other year prior to the first day of practice.

All sport forms can be downloaded from the Health Office webpage or the Athletics/Clubs webpage on the school website (www.scvths.org).

Student Insurance

The Somerset County Vocational Board of Education has selected the Student Accident Insurance Plan offered by Bollinger Specialty Group for those parents who desire accident insurance for their children. This is a voluntary service made available to all parents. If you have other medical insurance, you may determine it to be sufficient. If you decide to take advantage of this accident insurance, we urge you read the information carefully. Please keep in mind that the policy is a contract between the parents and the insurance company. The Board of Education is involved only to the extent of making the plan available to you. PLEASE DO NOT RETURN THE APPLICATION OR PAYMENT TO THE SCHOOL.

Any questions regarding coverage or claims are to be directed to Bollinger, Inc. at 1-800-526-1379. Contact information was mailed to parents. Please mail the application and appropriate payment to:

Bollinger Specialty Group
115 South Jefferson Road – Building 200
Whippany, New Jersey 07981
For more information, contact: 973-467-0444
www.bollingerschools.com

SAFETY

The rules of safety must be constantly emphasized in our school. Industry places a premium on safe employees. Many lives are lost and many workers suffer countless injuries when the rules of safety are ignored or flaunted. Our CTE classes are equipped exactly like those in industry; consequently, student behavior must resemble that of the worker in industry. You will receive individual instruction in every class regarding detailed safety rules and regulations.

A student who has a head injury, stitches, eye patch, or any extremity partially or totally immobilized by an ace bandage, splint, cast, arm sling, etc.; or requires the use of a cane or crutches, must get medical clearance from the school nurse before attending class or gym. The nurses must be presented with a (verifiable) doctor's note advising them of the student's condition, and participation limitations in the vocational program.

SCHOOL SECURITY

SCVTS subscribes to the New Jersey State Board of Education Association's Task Force findings and recommendations for "What Makes School's Safe". We have modeled our emergency planning and implementation to reflect the recommendations of this task force wherever possible. Updates are continually made based on recommendations from local law enforcement entities and other experts in the field of school safety and security. Our building access procedures, exclusionary practices, staff / student security drills and training, emergency communications and notifications, and security staff responsibilities, have been put in place to accommodate the most current thinking and best practices in the field. Most importantly we have increased our support services and intervention efforts to identify indicators of unrest or instability among students and staff.

Students and parents are encouraged to communicate any information that could potentially put our organization or individuals at SCVTS at risk of harm by calling the Bridgewater police if imminent danger is suspected. Parents and students are asked to alert the school administration of potential threats or suspicions that could jeopardize our school's safety. Furthermore, residents are encouraged to utilize the Somerset County Prosecutor's Office STOPIT app.

<https://www.co.somerset.nj.us/government/affiliated-agencies/prosecutor-s-office/stopit-crimestoppers> or contact the Crimestoppers tip line for suspected Criminal activity 1-888-577-TIPS(8477).

JAGUAR SUPPORT

We are here to help

YOUTH 24-HOUR CRISIS INTERVENTION

IMMEDIATE DANGER THREAT → CALL 9-1-1

SUICIDE PREVENTION HOTLINE 1-800- 273-8255

2ND FLOOR YOUTH HELPLINE..... 1-888- 222-2228

(call or text)

STOPit App for reporting SOMERSETNJ

(danger and/or crimes)

EMERGENCY SERVICE PHONE NUMBERS

AL-ANON/ALATEEN – (973) 744-8686

ALCOHOL HOTLINE – (800) 999-9951

AA HOTLINE (24 HOURS A DAY): 1-800-245-1377

CHILD ABUSE – (877) 652-2873 Hotline • 1-800-792-8610 • Local Office – (800) 392-2734

CHILD FIND – (800) 322-8174 COCAINE

GLBT NATIONAL YOUTH TALK LINE – (800) 246-PRIDE

HOTLINE – (800) COC-AINE

FAMILY CRISIS – (908) 704-6330

FOOD BANK – 732-560-1813

NARCOTICS ANONYMOUS – (800) 992-0401

NATIONAL AIDS HOTLINE – (800) 624-2377 • Spanish: (800) 344-7432 / (800) 448-0440

NATIONAL RUNAWAY HOTLINE – (800) RUNAWAY

NATIONAL STD HOTLINE – (800) 227-8922

PREGNANCY INFORMATION – (908) 526-8121

PSYCHIATRIC EMERGENCY – (908) 526-4100

RAPE CRISIS SERVICES – (908) 526-7444

RESOURCE CENTER OF SOMERSET – (908) 359-0003 • 24 HOUR HOTLINE – (866) 685-1122

SEXUAL ASSAULT (24 HOUR HOTLINE) – (908) 526-7444

STREET SMART (Serves youth who are in danger of becoming homeless) – (908) 526-6605, ext. 321, 323

YOUTH HELPLINE – 2nd Floor – (888) 222-2228

ZUFALL HEALTH CENTERS – (908) 526-2335