

2018 – 2019



Cape May County  
Technical High School

Student Code of Conduct

Student/Parent  
Handbook

# CAPE MAY COUNTY TECHNICAL HIGH SCHOOL

## ADMINISTRATION

Dr. Nancy Hudanich	Superintendent
Paula Smith	Business Administrator and Board Secretary
Steven Vitiello	Principal
John Longinetti	Assistant Principal
Charles Powell	Assistant Principal and Athletic Director
Denise Procopio	Director, Special Education and Guidance
Nancy Wheeler-Driscoll	Director, Curriculum and Instruction
Jacqueline McAlister	Director, Adult Education
Rich McHale	Administrative Aide

## BOARD OF EDUCATION

Alan I. Gould	President
Jane Elwell	Vice President
Anthony L. Anzelone	Board Member
Robert L. Boyd	Board Member
Ken Merson	Board Member
TBD	Board Member
Robert Bumpus	Board Member, Executive County Superintendent
Donna Groome	Ex-Officio Board Member

## BOARD OF CHOSEN FREEHOLDERS

Gerald M. Thornton	Freeholder Director
Marie Hayes	
Jeffrey L. Pierson	
Leonard C. Desiderio	
Will Morey	

### ***MISSION STATEMENT***

The mission of the Cape May County Technical School District is to produce graduates with the necessary skills to compete in the global workplace; the knowledge to pursue higher education, avocational skills for personal growth, ***achievement of the New Jersey Student Learning Standards***, and lifelong learning experiences through the combination of academic, technological, co-curricular and specialty training.

### ***A WORD FROM THE PRINCIPAL***

The Code of Conduct contained in this manual is the result of a cooperative effort on the part of the students, faculty and administration. This information has been carefully prepared and presented so as to be of great value in helping you become an integral part of our school.

Our commitment is to provide a pleasant, safe, and challenging learning environment for every student. In order for learning to take place, students must be in attendance, their behavior must not be disruptive of the atmosphere for learning, and their actions must not jeopardize the rights, property, or well being of others. The self-discipline necessary for learning and living is accelerated when students know what is acceptable in the way of behavior.

You have enrolled here by choice. You are here because you want to be here. Take every advantage of this unique opportunity to learn and successfully prepare for your future.

**Steven Vitiello**

## **Table of Contents**

<b>I-</b>	<b>Guide to Success</b>	<b>4-18</b>
<b>II-</b>	<b>Dress Code</b>	<b>18-19</b>
<b>III-</b>	<b>Discipline</b>	<b>19-22</b>
<b>IV-</b>	<b>Academics</b>	<b>24-25</b>
<b>V-</b>	<b>Activities</b>	<b>25-26</b>
<b>VI-</b>	<b>Resources</b>	<b>27-33</b>

## **A GUIDE TO STUDENT SUCCESS IN HIGH SCHOOL**

**Successful participation in school includes meeting the behavioral expectations set by the district.**

**Cape May County Technical High School Students will:**

- ATTEND ALL SCHEDULED CLASSES
- BE PUNCTUAL IN THEIR ATTENDANCE OF EVERY CLASS
- CONDUCT THEIR ACADEMIC AND SOCIAL LIVES WITH HONESTY, INTEGRITY AND TOLERANCE
- DRESS APPROPRIATELY TO THE STANDARDS SET BY DISTRICT EXPECTATIONS
- REFRAIN FROM VIOLENT, OBSCENE OR PROFANE ACTS AND WORDS
- ASSUME THE RESPONSIBILITIES DESIGNATED BY THEIR INSTRUCTORS
- ACT RESPONSIBLY WHILE PARTICIPATING IN OR ATTENDING EXTRA-CURRICULAR ACTIVITIES
- PRODUCE SCHOOL WORK REFLECTIVE OF THEIR OWN ABILITIES
- RESPECT SCHOOL PROPERTY AS WELL AS THE PROPERTY OF OTHERS
- TREAT EACH OTHER WITH CIVILITY AND RESPECT AND NOT ENGAGE IN ACTS OF HARASSMENT, INTIMIDATION, OR BULLYING

## **DEFINING EXPECTATIONS**

The following is an explanation of the student behaviors that lead to a successful school experience.

**ATTENDANCE:** A Student cannot learn unless present for instruction. Daily attendance is required by the State of New Jersey and by Board of Education Policy. Lack of consistent attendance leads to poor performance and may affect other students who depend on participation from all members of the class. Accumulating 18 absences, regardless of reason, places a student on no-credit status.

**ATTENDING CLASSES:** Students are required to attend all daily classes on their schedule. Cutting class is a sign of disrespect for the instructor and for the educational program and shows a lack of respect for authority and rules. Not attending class is a serious offense that interferes with instruction and makes it difficult for a student to achieve.

**PUNCTUALITY:** Students, as well as professionals in any field, are required to be punctual. Being on-time is critical for academic and professional success. Failure to be punctual disrupts classes. A pattern of such behavior points to an unreliable student/employee.

**HONESTY/INTEGRITY:** Students are expected to demonstrate responsibility through truthfulness, thoughtfulness and tolerance in work, language and actions, and to keep their promised word. Cheating, lying and stealing all point to a lack of character and label a person untrustworthy. Employers identify honesty as an important character trait needed for success in business. Preparation for employment can best be accomplished by honest practice in a student's academic and personal life.

**APPROPRIATE DRESS:** Dressing in an appropriate manner demonstrates a willingness to conform to industry standards, making a student more employable and reliable. Revealing, sexual or vulgar dress is never acceptable. Students will refrain from dressing in a distracting or disrespectful way. Standards for dress satisfy the need for safety and mirror industry practices. Students are required to dress appropriately for their Career-Technical Program.

**PERSONAL CONDUCT:** Physical violence, obscenity, vulgarity and profanity have no place in the school setting. Displays of affection and loud or raucous behavior distract from learning and create an unwholesome atmosphere. Students are expected to refrain from such acts and are bound by both Board policy and by law. It is the responsibility of each student to act according to the standards set by the educational community. Every student will be held accountable for his/her actions.

**APPROPRIATE CONDUCT:** Students are expected to act in an appropriate manner in all of their classes and are responsible for preparation and performance. Students who wish to achieve success in their chosen fields will do so by following the direction of their instructors in all aspects of student life including finishing class assignments, completing homework, and by participating positively in classroom activities.

**EXTRA CURRICULAR ACTIVITIES:** Students need to recognize that participation in extra-curricular activities is a privilege that must be earned and maintained by meeting District and State standards for conduct and grades. Proper conduct by both participants and spectators is expected. Failure to comply will result in denial of participation. CMCTHS expects all students, athletes and fans to conduct themselves with dignity, sportsmanship, and with compassion for our students and for those against whom we compete.

**WORK ETHIC:** Students will produce work that reflects optimum personal effort and pride in workmanship. Diligence, effort and personal honesty are characteristics of a motivated, trustworthy student. Plagiarism, copying from other students and other acts of cheating will not be tolerated.

**RESPECT FOR PROPERTY:** The physical plant and equipment represent an enormous investment made by the community for the benefit of the students. Damage to the building or to equipment represents a lack of respect toward the entire school community. Graffiti, theft, destruction of school property (or the personal property of others), carry school and, potentially, criminal penalties.

**IDENTIFICATION CARDS:** Each student is issued an identification card for use in school and at the County Libraries. Students are to have the card on their possession at all times while in the building or on the grounds.

The ID card must be presented when requested for:

- \*Arriving late for school
- \*Requesting a permit to drive to school
- \*Buying food in the cafeteria
- \*Utilizing media center services
- \*Reporting to detention/in-school suspension
- \*Entering extra-curricular activities
- \*Challenged by school security or law enforcement personnel
- \*Job skill training



## **THE SCHOOL COMMUNITY**

A successful school depends on every member of the school community. Each member, especially the student, must understand his/her role in the educational process. Each member must accept the responsibility designated by the school community and work together to assure student success.

### **ROLE AND RESPONSIBILITIES OF THE STUDENT**

Accept responsibility for your actions.

Work diligently and enthusiastically toward achieving success in school.

Meet the expectations of the school community.

### **ROLE AND RESPONSIBILITIES OF DISTRICT ADMINISTRATION AND BOARD OF EDUCATION**

Inform the community of the behavioral expectations for students and the consequences for violations of the student code of conduct.

Support the staff members in the challenge of educating the young people of their community.

Support the staff members whose task is to enforce the code of conduct.

Make fair and consistent decisions regarding student behavior and disciplinary penalties.

Become acquainted with the school's students, staff and parents.

## **ROLE AND RESPONSIBILITIES OF PARENTS**

Ensure that your child attends daily as required by New Jersey State law.

Help your child develop socially acceptable standards of behavior and to accept responsibility for his/her actions.

Teach your child respect for law, for the authority of the school, and for the rights and property of others.

Take an interest in every aspect of your child's school life. Encourage your child to learn and to explore.

Participate in parent groups and attend school functions.

Support teachers and administrators in their efforts to help your child develop educationally and socially.

## **ROLE AND RESPONSIBILITIES OF TEACHERS**

Demonstrate enthusiasm for teaching and learning and a genuine concern for each student.

Guide students in their quest to learn, to think and to reason, and to accept responsibility for their actions.

Be firm, fair and consistent when enforcing classroom or school rules.

Offer positive reinforcement for acceptable behavior.

Model appropriate social behavior and teach students respect for law.

Communicate constantly with students and parents concerning achievement and behavior.

Stay current in subject knowledge and challenge students to adapt to an ever-changing world.

### **ROLE AND RESPONSIBILITIES OF THE PRINCIPAL**

Create the best teaching/learning environment possible.

Provide teachers with opportunities for professional growth.

Establish reasonable rules and regulations for the well-ordered operation of the school.

Enforce disciplinary regulations that are fair, humane, and in keeping with accepted practices in society.

Model appropriate social behavior and encourage students to respect authority.

Demonstrate a genuine concern for all students and staff members.

### **HALL PRIVILEGES/PASSES**

Students are not to be outside of their assigned classes without a pass signed by their teacher and/or a return pass from their point of destination. Students entering the media center must have a pass signed by the teacher to whom they are assigned that period.

### **COMPUTER USE**

District computers are intended for curriculum approved activities and for district approved software. Students are prohibited from using any personal software without prior approval from the district Network Administrator. Access to the Internet is limited to classroom activity and is subject to district internet policy.

## **DISPENSING OF MEDICATION**

All medication must be dispensed by the school nurse. Students are not permitted to possess or use any prescription or over-the-counter medication outside of the nurse's office. All medication must be in the original container and have the prescribing physician's orders including diagnosis, name of medication, dose, and time(s) to be given. Students who are capable and need to utilize medication for asthma or anaphylactic reaction to bee stings, etc., may self-administer medication upon submission of written physician's orders. All questions concerning use of medication must be directed to the school nurse.

## **SCHOOL LAW AND DISTRICT POLICY**

The following are specific guidelines for school life as directed by New Jersey State Law and Administrative Code and by District Policy.

## **HARASSMENT, INTIMIDATION OR BULLYING (HIB)**

Students are to treat each other with civility and respect, and will not tolerate acts of harassment, intimidation and bullying, including cyber-bullying or intimidation through use of electronic technologies. Like other disruptive or violent behaviors, this conduct interferes with a student's ability to learn and the schools ability to educate its students in a safe environment.

HIB 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 an 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;
- Takes place on school property, at any school-sponsored function, or on a school bus; or off school grounds, as provided for in N.J.S.A. 18A:37-15.3,
- Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
- 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 person or damage to his property; or
- Has the effect of insulting or demeaning any student or group of students; or
- 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.

### **SMOKING/POSSESSION OF TOBACCO**

State law prohibits possession of tobacco by minors and prohibits smoking on State property. The goal of CMCTHS is to ensure a smoke-free campus and all State guidelines will be followed. Board of Education policy allows for referral to the Department of Health upon repeated violation of the

smoking policy. Parents are encouraged to speak to their children concerning the dangers of smoking and of the consequences for violating the law. All smoking infractions will result in a referral to the Student Assistance Counselor for information about health risks and about smoke-ending programs. Suspension for this infraction ranges from In-School Suspension for the first offense to a five day Out-of-School Suspension and referral to the Department of Health for citation for the third offense. Penalties include fines and community service for the offending student and, potentially, for the parents of minor students.

### **ELECTRONIC SMOKING DEVICES**

The use or possession of electronic smoking devices and/or e-liquids is prohibited. “Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo or pipe.

### **VIOLENT ACTS**

Acts of physical or verbal violence will not be tolerated and may be subject to civil or criminal penalties. Board policies concerning hate and bias prohibit students from engaging in prejudicial or inflammatory verbal or physical activity. Penalties for such acts range from a three day Out-of-School Suspension for the first offense to a five day Out-of-School Suspension and possible criminal charges for continued offenses. Egregious offenses may result in immediate criminal charges and a possible recommendation for expulsion.

## **REMOTE PAGING DEVICES & CELLULAR PHONES**

Student use of cell phones is strictly monitored by District administration. During the school day, cell phone use is restricted in all hallways and common areas and is prohibited in classrooms unless use is directed by the teacher for an educational purpose.

## **PROTECTION OF DISTRICT PROPERTY**

Students and parents are accountable for all books and material distributed for educational purposes. Additionally, students are liable for any destruction of district property and State law empowers the district to fine offending students for the fair value of repair or replacement, and to withhold transcripts, diplomas and occupational certifications until all obligations are satisfied. Destruction of school property carries disciplinary penalties as well, ranging from suspension to a parent-approved beautification detail.

## **POSSESSION OF FIREARMS OR DANGEROUS WEAPONS**

Students are prohibited from bringing a firearm, other explosive devices, or any instrument that may be construed as a weapon, on the school campus or to any school-related activity. State law requires immediate, long term suspension and board review of the students participation. Any student who threatens use of a weapon toward a member of the faculty, administration, support staff, or toward another student will be suspended pending review by the Board. Charges will be filed with local law enforcement.

## **ACTIVATION OF FIRE ALARMS**

Fire alarms are designed to save lives. Pulling an alarm when no emergency situation exists is a criminal offense in New Jersey. A student found in violation will face a long-term Out-of-School suspension and charges will be filed with local authorities.

## **TRADING/PLAYING CARDS – GAMBLING**

School is an environment for learning. Use of trading cards, card games etc., in school or in the workplace, is unprofessional conduct and is prohibited. Trading cards can constitute an enormous investment that may be lost or stolen. Students must refrain from bringing cards to school. Cards will be confiscated and returned to parents.

## **FALSIFICATION OF RECORDS**

Falsifying written/electronic documents is dishonest and indicates intent to deceive or mislead. Records include (but are not limited to):

Hall passes, parent notes, test scores, report cards, student records, permission forms, computer passwords.

Penalties for falsification will include suspension, possible loss of grade, and/or loss of extra-curricular privileges. Computer infractions will result in a loss of computer privileges.

## **POSSESSION, USE OR DISTRIBUTION OF MARIJUANA, ALCOHOLIC BEVERAGES AND CONTROLLED DANGEROUS SUBSTANCES**

Students found in violation of laws pertaining to marijuana, alcohol and controlled dangerous substances will be



suspended immediately and charges will be filed. Upon return to school, students will be enrolled in substance abuse counseling for the remainder of the school year. Repeat offenses will be considered grounds for expulsion and continued prosecution.

### **POSSESSION OF PORNOGRAPHY OR LEWD MATERIALS**

Pornography is degrading and disrespectful and is unlawful for students. District policy prohibits possession and/or distribution of pornographic materials including, but not limited to, printed materials, clothing, computer software, artifacts and video/audio materials. Attempts to access pornography on the Internet are prohibited. Students found in violation will face suspension. Continued violations may result in a recommendation for expulsion.

### **LUNCH PERIOD RULES, INFORMATION, AND GUIDELINES**

The Cafeteria is our school dining room and the following regulations are to be observed by all students to ensure an appropriate cafeteria atmosphere for lunch periods:

- Students are not permitted to leave school property for lunch
- Students buying a school lunch are to wait patiently in line and have student ID card ready for lunch payment
- Cutting into line or disturbing the line in any way is prohibited
- Food and drinks are not allowed in the hallways, lavatories or classrooms at any time during the school day
- Students are expected to follow the directions of the school personnel on duty each day in the school's cafeteria
- Skylarking, confrontations, fighting, loudness, inappropriate language, the throwing of any item or other distractions will not be tolerated

- When finished eating, leftover food and trash should be put into containers provided for that purpose
- Trays and plates are to be returned to the dishwashing area
- During lunch periods, students may not leave the cafeteria area without the approval of a staff member assigned to cafeteria supervision
- Students are to remain seated at their cafeteria table until the appropriate bell sounds
- Students are requested to push in their chairs after being dismissed from the cafeteria to help keep aisles clear

### **FIELD TRIPS**

Students sometimes have the privilege of participating in an educational event off-campus, under the direct supervision of the instructional or athletic staff. Parental permission is required for all field trips and students are subject to all school rules and regulations. Students and parents are reminded that, while on a trip, our students represent not only their families but also the entire school community. Inappropriate behavior will result in exclusion from future trips.

### **SAFETY AND HEALTH**

Safety is a critical issue and students are expected to assume the responsibility for their own safety and for the safety of those around them. In order to reduce the potential for accidents, students are expected to follow all safety procedures as instructed by their teachers. Students must obey all safety rules and signs, and need to seek advice from their instructor if they are unsure of any safety practice. In the event of an injury, students are instructed to immediately inform the teacher or staff member in charge.

## **ALCOHOL/DRUG ABUSE POLICY**

The school is concerned about the community problem of alcohol and drug abuse, and further recognizes that the illegal or inappropriate use of alcohol, narcotic drugs, depressants, and other controlled dangerous substances constitutes a hazard to the positive development of the student, and other students in the school, as well as present physical danger in the shop. All students are subject to county, state and federal laws pertaining to alcohol and drugs as presented in the Federal Drug Free Schools and Communities Act (public law 101-226), our State Substance Abuse Code - N.J.A.C. (6:29-9 through 9.6), and our State Comprehensive Drug Reform Act both on and off school grounds. School disciplinary action will be imposed independently of court action; however, the school will cooperate with local law enforcement agencies. Students having possession of, using, or selling drugs or alcohol in school buildings, on school property, or during any school activity (on site or off site) are in violation of the Board of Education policy.

## **DRESS CODE**

Students must be dressed appropriately according to board approved standards. Students are permitted to express individual taste while maintaining personal responsibility for their attire. Clothes must be neat and clean. The following represent guidelines for students and parents:

- Clothing displaying obscene, vulgar or offensive words or graphics is strictly prohibited.
- Hats or other head attire may not be worn in the building, such attire may be confiscated.
- Footgear must be worn at all times.
- Shorts are prohibited in some shops. Cover-ups are permitted in these shops.

- All shirts must have sleeves and may not be revealing. The bottom of the top garment must meet or overlap the top of the bottom garment.
- Overly short dresses or shorts are inappropriate. Overly baggy pants may also be restricted due to safety issues.
- Clothing may not be soiled, torn, ripped, damaged or deteriorated.
- Clothing should be worn appropriately. No exposure of under garments is permitted

Disciplinary procedures generally are:

- verbal warning, first offense
- parent called to deliver appropriate attire
- discipline infraction

Parents and students are encouraged to use good judgment in choosing clothing for school. Students in violation will be required to arrange for appropriate clothing before they are permitted back in class.

## **FACIAL-BODY PIERCINGS**

Facial and body piercing present a health and safety hazard in a school/work setting. Visible piercings on the face or body are prohibited. Ear piercing must be removed for Physical Education class and for Technical classes in which the jewelry presents a safety hazard.

## **DISCIPLINE STRATEGIES**

(District Policy Manual 5131)

**Teacher Assigned Detention** for an infraction in a class room, such as excessive late to class or improper conduct or disruption of instructions, etc. requires the student to report to a supervised area after school and remain until 3:25 pm. Notice of the assignment is submitted to the after school detention monitor. Activity participation and/or athletic team practice does not excuse the student from this obligation.

**Notice of Infraction** is an account of an incident or behavior that is recommended to be further addressed by an administrator. The form is used to document an occurrence and the results are then sent home to notify parents, as well as to the sending district or any other party for notification. The form will identify a behavior modification assignment as determined by the adjudicating administrator.

**In School Suspension** withholds a student from the regular routine during the school day. The student is required to complete a behavior modification assignment and work from their regular classes. When a student is assigned to In-School Suspension he/she is also excluded from all activities during the school day. Upon completion of the ISS, and with administrative permission, the student may participate in after-school activities.

**Out of School Suspension** prohibits the student from entering the campus for any reason through the duration of the suspension. The student may not participate in after-school activities, including athletic events scheduled on or away from the campus. Those restrictions end upon return to school, and all privileges are restored unless penalties continue as assigned by an Administrator. Students are given time to make up any missed work.

**Long Term Suspension/Expulsion** may be issued for serious disciplinary infractions. These infractions include but are not limited to:

- Possession of a weapon
- Possession of drugs/alcohol
- Assault
- Terroristic threats

## **DISCIPLINE CODES AND POLICIES/ ASSOCIATED DISCIPLINARY ACTIONS**

New Jersey State law establishes the teacher as the authority in the classroom and mandates student compliance with all classroom and school rules and regulations. Faculty members are authorized to maintain order and to insist on mature student behavior in areas of direct student management responsibilities, such as in the cafeteria or hallways. Students are expected to understand and accept rules and procedures as outlined in the Student Code of Conduct. The aim of student discipline is to promote a positive educational experience, free from danger or distraction that teaches respect, a love of life-long learning and citizenship. Adherence to the code of conduct will help assure future success in any chosen field.

### **ELECTRONIC DEVICES**

iPods and other music reproduction devices may not be used during school hours. Students must stow out of sight players and accessories until the end of the school day.

### **RIGHT OF APPEAL**

Students have the right to appeal any action taken against them by a staff member. The order of an appeal is assistant principal, principal, superintendent and board of education.

### **ADMINISTRATIVE ACTIONS**

The table on the next page details potential actions taken when a student is found in violation of the code, district

policy and/or law. The following key indicates the actions required by policy or at the discretion of the principal:

M = Mandatory      X = Discretion of Principal

- A: Parent Notification
- B: Administrative Detention
- C: Saturday Behavior Modifications
- D: In-School Suspension
- E: Out-of-School Suspension
- F: Parent Conference
- G: Charges Filed with Police
- H: Restitution

VIOLATION	A	B	C	D	E	F	G	H
Academic Dishonesty	M	X	X	X	X	X		
Assault	M				M	M	M	
Assault and Battery	M				M	M	M	
Cut Class	M		X	M	X	X		
Defiance/Insolence	M	X	X	X	X	X		
Dress Code Violation	M	X		X		X		
Driving Violation	M	X	X	X		X		
Fighting	M				M	M	X	
Forgery	M			X	X	X		
Harassment	M		X	X	X	X		
Improper Conduct	M	X	X	X	X	X		
Leaving Campus	M		X	M	X	X		
Possession/Use of Alcohol/Drugs	M				M	M	M	
Possession/Use of Weapon	M				M	M	M	
Profanity	M	X	X	X	X	X		
Safety Violation	M	X	X	X	X	X		
Smoking/Possession of Tobacco	M			M	X	X	X	
Tardiness	M	X	X	X	X	X		
Theft	M			M	X	X	X	M
Truancy	M		X	M	X	X	X	

Vandalism	M		X	X	X	X	X	M
-----------	---	--	---	---	---	---	---	---

### **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The Cape May County Technical School District is an equal opportunity educational system. We do not discriminate on the basis of race, color, creed, sex, age, handicap, national or ethnic origin in the administration of employment, contract practices, educational policies, student enrollment and admission policies, scholarships, loans, grants, and other school administered programs. Inquiries regarding compliance and handling of complaints should be directed to the District Affirmative Action and 504 Officer, 380-0200 ext. 692.

### **MINIMUM ATTENDANCE REQUIREMENTS**

Students are required to attend school a minimum of 180 days. Students who accumulate nine (9) absences during one semester will have their attendance reviewed before course credit and/or promotion is recommended. To earn credit for a full year course, no more than eighteen (18) absences may be accumulated. For verification purposes, a note explaining an absence must be submitted to the attendance office immediately upon return to school.

### **LATE TO SCHOOL/LATE TO CLASS**

Students who arrive late to school should report directly to the high school office to request a pass into class. Disciplinary action will be taken against students who are habitually late to school. Tardiness to class will be handled by the individual teacher. Chronic tardiness to class may be referred to the grade level administrator. Students are not to



loiter in the hallways, bathrooms or cafeteria areas while in school.

### **PERMISSION TO LEAVE EARLY**

Requests to have a student dismissed from any part of a school day must be written, signed by the parent/guardian and presented for approval to the Main Office. No high school student regardless of age may leave campus without administrative permission.

### **SCHOLASTIC ACHIEVEMENTS/STUDENT RECORDS AND SERVICES/GRADING SYSTEM**

The curriculum for each technical program is based on the concepts of students learning to satisfactorily perform job-related tasks that will eventually enable the student to gain employment in their chosen occupational area. Copies of course description, academic proficiencies, task lists, and grading criteria are distributed to students at the beginning of each course. The following grading scale has been authorized by the Cape May County Technical School Board of Education:

<u>Grade/Explanation</u>	<u>Percentage Equivalent</u>
A Superior	93-100
B Above Average	85-92
C Average	76-84
D Below Average	70-75
F Failing	below 70
I Incomplete	
M Medical	

### **GRADES AND REPORT CARDS**

Grades are posted at the end of each marking period. A final report card is mailed upon completion of the school year. Parents are encouraged to monitor daily student progress via Power Parent.

### **HONOR ROLL**

The Technical High School recognizes achievement at two levels: a First Honor Roll for students with grades of A in all courses taken, and an Honor Roll for students with grades of B or higher in all courses taken.

### **PRINCIPAL'S LIST**

In addition to the Honor Roll, special recognition is given at the end of the year to students who have achieved the Principal's List status, which is being on the First Honor Roll all four periods during the school year.

### **STUDENT FUNDRAISING**

Students may actively participate in approved class, team or activity fund raising. Students are reminded that they are raising funds on behalf of their organization as a member. Students must also be aware that they are responsible for the appropriate management of fund raising money and must deposit that money with his/her advisor in a timely manner. Fundraising for non-school related activities is prohibited.

### **SCHOOL COLORS AND MASCOT**

The Cape May County Technical High Schools colors are green and white. The mascot is the hawk; its name is Squawk.

## **CLUBS AND ACTIVITIES**

The school district encourages students' participation in extracurricular activities. The following clubs and activities are an important part of student life at Cape May Tech:

- |   |  |
|---|--|
| <input type="checkbox"/> Skills USA             | <input type="checkbox"/> Yearbook            |
| <input type="checkbox"/> National Honor Society | <input type="checkbox"/> Robotics            |
| <input type="checkbox"/> Student Council        | <input type="checkbox"/> Key Club            |
| <input type="checkbox"/> ACT                    | <input type="checkbox"/> Strategy Games Club |
| <input type="checkbox"/> Cheerleading           | <input type="checkbox"/> Tennis Club         |
| <input type="checkbox"/> FFA                    | <input type="checkbox"/> Archery Club        |
| <input type="checkbox"/> Flying Fishing         | <input type="checkbox"/> Surf Club           |
| <input type="checkbox"/> Peer Leadership        |  |

\* Ideas for new clubs and activities are welcome.

## **INTERSCHOLASTIC ATHLETICS**

Hawks Athletics competes as a member of the Cape Atlantic League National Conference in the following varsity sports:

- |   |  |
|---|--|
| <input type="checkbox"/> Boys Cross Country | <input type="checkbox"/> Girls Cross Country |
| <input type="checkbox"/> Boys Soccer        | <input type="checkbox"/> Girls Soccer        |
| <input type="checkbox"/> Boys Basketball    | <input type="checkbox"/> Girls Basketball    |
| <input type="checkbox"/> Baseball           | <input type="checkbox"/> Softball            |
| <input type="checkbox"/> Boys Swimming      | <input type="checkbox"/> Girls Swimming      |
| <input type="checkbox"/> Golf               |  |

Cape May Technical High School also offers a variety of intramural athletic programs including:

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Volleyball | <input type="checkbox"/> Floor Hockey |
|-------------------------------------|---------------------------------------|

- Fitness and weight training
- Badminton
- Senior/Faculty Games

## **LOCKERS**

Each individual student is assigned a locker in school. All students are expected to keep their lockers neat and orderly. Lockers are not to be exchanged with another student. Lockers are the property of the school, and the administration reserves the right to enter a locker at any time. Under no circumstances should a student share his/her locker combination with another student. Repairs for damage to school lockers will be assessed to the student to whom the locker has been assigned.

## **STUDENT RECORDS**

In accordance with requirements of the State of New Jersey, the Cape May County Technical School District maintains records on students enrolled in the district. These records are confidential. All mandated student records are kept in the guidance office or main office. No information is released from student records without the written consent of the student who is 18 years of age or older or from parents/guardians of students who are under 18 years of age. If a student has any questions or desires to examine his/her permanent file at any time, he/she may arrange to do so by making an appointment in the guidance office as may the parent/guardian of students under 18 years of age.

## **STUDENT SERVICES AND GUIDANCE COUNSELOR INFORMATION**

All students are assigned to a guidance counselor to clarify questions regarding student services, scheduling, shops and

job placement. Additionally, student assistance counselors through the School Based Youth Services program are available. Students experiencing crisis situations including the use of chemical substances are urged to make an appointment through their guidance counselor.

### **ADDRESS AND PHONE NUMBER CHANGE**

Students are required to keep the Guidance Office informed of their correct address. Please report any change of address or telephone number as soon as it is known.

### **FREE/REDUCED LUNCH**

Free and reduced price meals are available to those students who qualify. Applications are available in the Guidance Office.

### **EMERGENCY SCHOOL CLOSING**

In the event it becomes necessary to close school for any reason, announcements will be made via the following:

**WCMC - 1230 AM WCZT – 98.7 FM  
WILL – 94.3 FM WFPG - 96.9 FM  
TV STATIONS, 3, 6, 10 AND 40  
[capemaytech.com](http://capemaytech.com)  
Global Connect System**

### **DRIVING PRIVILEGES FOR SECONDARY STUDENTS**

No high school student, full-time or shared-time, may drive to the Technical High School without receiving prior approval from the grade level administrator.

A. Full-time students who wish to drive to school must secure an application and have parent permission before submitting the application to the grade level administrator for approval. A copy of the valid drivers' license, registration card and proof of insurance must accompany the application.

B. Shared-time students may be permitted to drive to school with permission from the home school. The application must be signed by the parents, student and home school administrator before being submitted to the Technical High School grade level administrator. Permission, if granted, will be for the driver only.

All students who have been given permission to drive to school will park in the designated area in front of the gymnasium and upon arrival will enter the school immediately. No student will be permitted to go to a vehicle during the school day without administrative permission. A parking sticker will be issued to students approved for campus parking. This sticker must be displayed at all times while the vehicle is on campus.

## **KISTLER MEDIA CENTER PROCEDURES**

Any student may borrow printed material for a period of two weeks. Materials may be requested for a longer period with media center permission. The media center is available for research during the school day. Students must obtain instructor permission, present a pass and valid I.D. card to the media center specialist, and follow all rules and regulations while utilizing the facility. Access to the Internet, in accordance with school policy, is available in the media center.

## **WORKING PAPERS**

New Jersey State law requires every person under 18 who is employed full-time or part-time to obtain working papers. Persons between the ages of 18 and 21 are required to obtain an age certificate. A birth certificate, baptismal certificate, passport or insurance policy is required for proof of age. The necessary forms may be obtained from and must be returned to the High School Office.

During June, July and August when school is not in session, working papers may be obtained weekdays between 9:00 and 2:00 p.m. only.

## **LOST AND FOUND**

Articles and books that are found on the bus, in the building or on the grounds should be brought to the nurse's office. Lost items should be reported to the main office as soon as possible. Lost items may be claimed in the nurse's office upon identification.

## **SCHOOL TO CAREERS COOPERATIVE EDUCATION EXPERIENCE**

Cooperative Educational Experience placement services are provided to qualified Technical High School students in their senior year. Students must contact the coordinator, through their CTE instructor, and meet all eligibility requirements.

## **VISITORS AND GUESTS**

Visitors are required to report to the school office immediately upon entering the building. A visitor's pass will

be issued upon approval by an administrator. Visitors are reminded to follow all rules and regulations and to not disrupt the educational process during their visit. Classroom visitation is prohibited until the end of the school day.

## **TUTORING**

Our Tutoring Program is a supportive method to help students succeed during their high school experience. The Tutoring Program is comprised of both Mandatory and Optional tutoring.

**Mandatory:** Any student who is completing assignments, yet receives a report card failure in any academic subject for the marking period will be required to attend a weekly tutoring session for each subject failed until the next marking period.

**Optional:** Students who need extra help may request weekly tutoring to strengthen skills in an academic area, or improve study skills. Teachers, students or parents may make the request. Students who are not completing work must first participate in weekly progress reports from Guidance.

Alternatives to mandatory tutoring include private tutoring by a credentialed teacher at student's own expense and district acceptance of documentation.



**Cape May County  
 Technical High School  
 Standardized Assessments Schedule 2018-2019**

<b>Assessment</b>	<b>Grades</b>	<b>Administration Window</b>
ASVAB	Grades 10 & 11	October 24, 2018
PSAT	Grade 10 & 11	October 10, 2018
PARCC Regular Administration	Grades 9, 10 & 11	April 8 - May 28, 2019
PARCC Appeal	Grade 12	January 7 - May 10, 2019
PARCC Summer Administration	Grades 9, 10 & 11	July 29 - August 9, 2019
Science Assessments Administration	Grade 11	May 6 - June 7, 2019
AP Testing	Grade 12 AP classes only	May 6 - May 17, 2019

**SAT Test Dates 2018-19 (US)**

Test Date	Normal Deadline	Late Registration*	Online Score Release
August 25, 2018	July 27, 2018	August 15, 2018	September 7, 2018
October 6, 2018	September 7, 2018	September 26, 2018	October 19, 2018
November 3, 2018	October 5, 2018	October 24, 2018	November 16, 2018
December 1, 2018	November 2, 2018	November 20, 2018	December 14, 2018
March 9, 2019**	February 8, 2019	February 27, 2019	March 22, 2019
May 4, 2019	April 5, 2019	April 24, 2019	May 17, 2019
June 1, 2019	May 3, 2019	May 22, 2019	July 10, 2019

**As of 2018, there is no longer a January test date.** This date has been replaced by an earlier **August** test date, which is only available in the US.

***\*The late registration deadline is about one week earlier if you are registering by mail.***

***\*\*Regular SAT only.***

**CAPE MAY COUNTY TECHNICAL HIGH SCHOOL  
2018-2019 STUDENT CALENDAR**

**August**

28 – New Teacher In-Service - No Classes  
29,30 – Teacher In-Service - No Classes

**September**

3 – Labor Day  
4 – School Year Begins  
26 – Back to School Night

**October**

8 – Columbus Day - School Closed

**November**

7 – Teacher In-Service - No Classes  
8,9 – NJEA Convention - School Closed  
15 – Open House

21 – Early Dismissal  
22,23 – Thanksgiving Recess - School Closed

**December**

21 – Early Dismissal  
24-31 – Winter Break - School Closed

**January**

1 – Winter Break - School Closed  
2 – School Reopens  
21 – Dr. Martin Luther Kings' Birthday - School Closed

**February**

15-18 – Presidents' Weekend - School Closed

**March**

8 – Teacher In-Service - No Classes

**April**

18 – Early Dismissal  
19-26 – Spring Break - School Closed  
29 – School Reopens

**May**

27 – Memorial Day - School Closed

**June**

10-14 – Early Dismissal  
14 – Last Day of School, Commencement

**State law mandates 180 student school days.  
Make-up days for emergency closings will extend the school year.**