



# **STUDENT HANDBOOK**

## **SCHOOL YEAR**

**2023-2024**

The purpose of this Handbook/Student Code of Conduct is to provide descriptive information and practical guidelines to new and returning students and their families. The handbook also provides an overview of applicable policies, regulations, and procedures of the district. It is every student's responsibility to become familiar with the information in this handbook because its primary goal is to help ensure their success. This handbook supersedes any prior edition. Please be advised that all district policies and regulations are available online. This handbook is available on the CMT website

**ADMINISTRATION**

Jamie Mascony	Superintendent
Lauren Flynn	Business Administrator and Board Secretary
Steven Vitiello	Principal
John Longinetti	Assistant Principal
Denise Procopio	Director Special Education and Guidance
Kristen Schafer	Director of Curriculum and Instruction
Anthony Volpe	Director of Technology & Network Operations
Dave Smith	Director of Athletics
Sharon DeNafo	Child Study Team Supervisor
Don Nelson	Director of Security
Megan Thompson	Supervisor of Humanities

**BOARD OF EDUCATION**

Alan Gould	President
Chris Kobic	Vice President
Lauren Reed	Board Member
Kenneth Merson	Board Member
Nancy Ramundo	Board Member
Casey Halverson	Board Member
Judith DeStefano-Anen	Executive County Superintendent

**COUNTY COMMISSIONERS**

Leonard C.Desiderio,	Director
Andrew Bulakowski	Commissioner
Will Morey	Commissioner
Jeffrey L. Pierson	Commissioner

**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, 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 and meet with success throughout your time here.

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

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# **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.

**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 will do so by following the directions 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.

**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 and lanyard for use in school. Students must wear their ID card and lanyard at all times while in the building or on the grounds. The ID card must be presented when requested for: *Policy - 5517*

- \*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
- \*Requested by school security or law enforcement personnel
- \*Work Based Learning

## **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.

## **ROLES AND RESPONSIBILITIES:**

### **STUDENT:**

- Accept responsibility for your actions.
- Work diligently and enthusiastically toward achieving success in school.
- Meet the expectations of the school community.

### **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.

**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.

**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.

**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.

**COMPUTER USE *Policy - 2361***

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.

### **DISPENSING OF MEDICATION *Policy- 5330***

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 nurse

### **HARASSMENT, INTIMIDATION OR BULLYING *Policy - 5512***

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 school's ability to educate its students in a safe environment.

Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

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

### **SMOKING/POSSESSION OF TOBACCO *Policy - 5533***

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.

### **CELLULAR PHONES**

Cell Phones are 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 *Policy - 5613***

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 student’s 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.

### **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.

### **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.

### **ALCOHOL/DRUG ABUSE *Policy - 5535***

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 policy. The use of Breathalyzer wands may be used at all school events.

### **FIELD TRIPS** *Policy - 5850*

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 their families and the entire school community. Inappropriate behavior will result in exclusion from future trips. *Policy- 2340*

### **DRESS CODE** *Policy - 5511*

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.
- 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.

## **PIERCINGS**

Piercings must be removed for Physical Education class and for Technical classes in which the jewelry presents a safety hazard.

## **DISCIPLINE STRATEGIES**

**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.

## **DISCIPLINE CODES AND POLICIES/**

### **ASSOCIATED DISCIPLINARY ACTIONS *Policy - 5600***

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.

## **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 Alcohol/Drugs	M				M	M	M	
Possession/Use Weapon	M				M	M	M	
Profanity	M	X	X	X	X	X		
Safety Violation	M	X	X	X	X	X		

Smoking/Possession 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 Policy - 1550**

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, 465-2161.

**MINIMUM ATTENDANCE REQUIREMENTS Policy - 5200**

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 Policy - 5230/5340**

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 *Policy - 2622***

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>
<i>A Superior</i>	<i>93-100</i>
<i>B Above Average</i>	<i>85-92</i>
<i>C Average</i>	<i>76-84</i>
<i>D Below Average</i>	<i>70-75</i>
<i>F Failing</i>	<i>below 70</i>

### **GRADES AND REPORT CARDS**

Grades are posted at the end of each marking period. Parents are encouraged to monitor daily student progress via Power Parent.

### **DUAL, ARTICULATED, & CONCURRENT COURSES**

Cape May Technical High School offers the opportunity for students to obtain college credit through articulation agreements, dual credit and concurrent course offerings with the following post-secondary institutions:

- ACCC
- Rutgers
- Rochester Institute of Technology
- Stockton
- Delaware Valley
- University of Northwestern Ohio



## **EXCUSED ATTENDANCE FROM SPECIFIC CURRICULAR TOPICS**

In accordance with the Cape May County Technical Schools Excused Attendance From Specific Curricular Topics – *Policy 5250*, a student may be excused from any part of the instructions in health education, family life education, sex education, or instruction that includes dissection of animals that is in conflict with the conscience or sincerely held moral or religious beliefs of the student’s parent(s) or legal guardian(s) or the adult student. A request for exclusion must be presented in a signed statement and submitted to the building Principal. An excused student shall be assigned to an alternate program of independent study on a substitute topic within the particular topic area. No excused student will be penalized by loss of credit as a result of their exclusion, but a student will be held accountable for successful completion of any alternate work assigned.

## **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.

## **PRINCIPALS LIST**

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

## **Work Based Learning Experiences**

All students who meet eligibility criteria may participate in various Work Based Learning Experiences during their tenure at the Cape May Technical High School including Job Shadowing, Internships, and Cooperative Educational Experiences. Information for these opportunities will be shared through their CTE instructor. Students may also contact the Work Based Learning Coordinator, Mr. Longinetti, for additional information.

## **STUDENT FUND RAISING *Policy - 5830***

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. Fund raising 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.

### **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:

Skills USA	Mock Trial
National Honor Society	
Student Council	Yearbook
Ducks Unlimited	Theater
Cheerleading	Key Club
FFA	ASL
Peer Leadership	Tennis Club
	Archery Club

\* 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:

- Boys Cross Country
- Boys Soccer
- Boys Basketball
- Baseball
- Boys Swimming
- Golf
- Girls Cross Country
- Girls Soccer
- Girls Basketball
- Softball
- Girls Swimming
- Boys and Girls Volleyball

## **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 or parent 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.

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

All students are assigned to a guidance counselor to clarify questions regarding student services, scheduling, and college and career readiness. You can contact our Guidance Department by stopping by the Guidance Offices or calling extension 2801

## **THERAPY DOGS *Policy - 5337***

Certified and board approved therapy dogs may be present on school grounds. All Therapy dogs will be used as per district policy and with the approval of district administration.

## **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**  
**Blackboard System**  
**District Social Media**

## **DRIVING PRIVILEGES FOR SECONDARY STUDENTS *Policy - 5514***

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

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 administration. Permission, if granted, will be for the driver only.

B. 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.

All students who have been given permission to drive to school will park in their designated parking spot number 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 permit will be issued to students approved for campus parking. This permit must be displayed at all times while the vehicle is on campus.

## **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.

## **VISITORS AND GUESTS**

Visitors are required to report to the school office immediately upon entering the building and present Identification. 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.

# Cape May County Technical High School

## TEACHER-STUDENT DAILY SCHEDULE

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Teacher Sign-In . . . . .	7:45 a.m.
Student Arrival . . . . .	7:40 - 7:50 a.m.
Warning Bell . . . . .	7:51 a.m.
Period    1 . . . . .	7:55 - 8:46 a.m.
2 . . . . .	8:50 - 9:30 a.m.
3 . . . . .	9:34 - 10:14 a.m.
4 . . . . .	10:18 - 10:58 a.m.
5 . . . . .	11:02 - 11:31 a.m. Lunch 11:02 - 11:42 a.m. Class
6 . . . . .	11:35 - 12:15 p.m. Class 11:46 - 12:15 p.m. Lunch
7 . . . . .	12:19 - 12:59 p.m.
8 . . . . .	1:03 - 1:43 p.m.
9 . . . . .	1:47 - 2:27 p.m.
Student Dismissal . . . . .	2:27 p.m.
Teacher Sign-Out . . . . .	2:45 p.m.
Student Activity/Tutoring/Detention Dismissal . . . . .	3:25 p.m.

**CAPE MAY COUNTY TECHNICAL HIGH SCHOOL  
2023-2024 STUDENT CALENDAR**

**September**

4 – Labor Day  
5 – School Year Begins  
20 – Back to School Night

**October**

9 – Columbus Day - School Closed

**November**

9, 10 – NJEA Convention - No Classes  
22 – Early Dismissal  
23, 24 – Thanksgiving Recess - School Closed

**December**

22 – Early Dismissal  
25-29 – Winter Break - School Closed

**January**

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

**February**

16-19 – Presidents' Weekend - School Closed

**March**

15 – Staff In-Service – School Closed  
28- Early Dismissal  
29- Spring Break School Closed

**April**

1-5 – Spring Break - School Closed  
8 – School Reopens

**May**

27 – Memorial Day - School Closed

**June**

11, 12 – Early Dismissal  
12 – Last Day of School, Commencement

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