

**STUDENT – PARENT  
HANDBOOK  
2010 - 2011**

**CHARTER ~ TECH HIGH SCHOOL  
FOR THE PERFORMING ARTS**

*Responsibility, Dependability, Reliability*

**413 New Road / Route 9  
Somers Point, NJ 08244  
(609) 926-7694  
[www.chartertech.org](http://www.chartertech.org)**

Expectations for Students at  
chARTer ~ TECH  
High School for the Performing Arts

- I. Come to school prepared to succeed.
  - a. Be worthy of *trust* in all endeavors.
  - b. You control your path to success – follow the right directions!
  - c. Actively participate each day.
- II. *Respect* yourself. Respect others.
  - a. Treat each other with kindness.
  - b. Treat your teachers, administrators, and staff with respect and courtesy.
  - c. Follow directions.
  - d. Be *fair* in all activities.
- III. Seek assistance when needed.
  - a. Ask for help – you will be surprised how many people *care* about you.
- IV. Take *responsibility* for your actions – both good and bad.
  - a. Be a good *citizen*. You have a job to do - do it well and you will be rewarded with self respect (and some good grades can't hurt!).

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## Integrated School Calendar

Month	Date	Event
September	9/2	School Opens Teachers Only- In-Service
	9/3	Teachers Only- Half Day In-Service
	9/6	School Closed- Labor Day
	9/7	First Day Students
	9/16	Early Dismissal- Common Planning
	9/23	Back to School Night
October	10/5,10/6,10/7	HSPA for Seniors (Regular Testing)
	10/8	Teachers Only- In Service
	10/11	School Closed- Columbus Day
	10/12,10/13,10/14	HSPA for Seniors (Make-up Testing)
	10/21	Early Dismissal- Common Planning
November	11/4, 11/5	School Closed- NJEA Convention
	11/10, 11/11, 11/12	Exams
	11/18	Early Dismissal- Common Planning, Parent Conferences
	11/24	Early Dismissal
	11/25	School Closed- Thanksgiving
	11/26	School Closed
December	12/16	Early Dismissal- Common Planning
	12/23	Early Dismissal
	12/24- 12/31	School Closed- Winter Break
January	1/17	School Closed- Martin Luther King Day
	1/20	Early Dismissal- Common Planning
	1/28	Teachers Only- In Service
February	2/17	Early Dismissal- Common Planning
	2/18	School Closed
	2/21	School Closed- Presidents' Day
	1/25, 1/26, 1/27	Exams
March	3/1,3/2,3/3	HSPA- For all Juniors and selected Seniors
	3/8,3/9,3/10	HSPA Make-up day for Juniors, Parent Conferences
	3/11	Teachers Only- In Service
	3/17	Early Dismissal- Common Planning
April	4/4, 4/5, 4/6	Exams
	4/21-26	School Closed- Spring break
May	5/17 & 18	EOC Biology
	5/19 & 20	EOC Biology Make-up day
	5/26	Early Dismissal / Field Day / Common Planning
	5/30	School Closed- Memorial Day
June	6/9, 6/10, 6/13, 6/14	Exams
	6/10, 6/13, 6/14	Early Dismissal- Exams
	6/15	Graduation / Last Day Students
	6/16	Last Day Teachers
*Days lost to inclement weather will be made up at end of year.		

## **ARRIVAL TIME**

The school is open at 7:15 am, but students should plan to arrive by 7:40 am if possible. Students must report directly to their Homeroom by 7:55 am and be seated by 8:00 am. Students arriving late must sign into the main office.

## **ATTENDANCE POLICY**

Attendance is highly valued and important at chARTer-TECH. Keep a personal record of absences. An attendance hearing will be scheduled if excessive absences occur. Although loss of credit can be appealed to a review board, favorable decisions are unlikely unless students present formal documentation that substantiates legal absences. Students who have more than nine (9) unexcused absences per semester (10% of the 90-day semester) will lose credit.

### **ATTENDANCE POLICY: IMPORTANT FACTS**

- If a student is absent, he/she is not permitted to attend or participate in school sponsored activities or events that day.
- If the student is seen outside his/her home or in the community during or after the school day, he/she could be charged with an invalid absence.
- Students who fail to explain their absences will be disciplined for failure to follow procedure or, if so determined, an invalid absence. Invalid absence = cutting school (one detention for each class cut)
- Students absent from school or classes for any reason are responsible for completing the work missed within a reasonable period of time (as determined by the teacher).
- The administration will file a truancy complaint against parents/guardians of children under sixteen years of age that are not attending school regularly.
- If a student goes to work on a day that he/she is absent from school, he/she will be charged with an invalid absence, 4 class cuts, and assigned 4 detentions.

### **ATTENDANCE POLICY: ABSENCE PROCEDURE**

NJSA: 18A:38-25 and NJAC6:20-1.3 requires attendance for children between the ages of six and sixteen. The following procedure should be followed to report a student absence:

1. Call the school office on the morning of the absence. (926-7694, Ext. 128)
2. Leave a message and specify the student's name, grade, reason, and length of absence
3. The student should bring a written excuse to the office on the day he/she returns to school.

### **ATTENDANCE POLICY: CLASSIFICATION OF ABSENCES**

#### **EXCUSED ABSENCES:**

Personal illness (need doctor's note); death in family (requires documentation); religious holiday; driver's ROAD test; suspension; school-sponsored activities (field trips); other activities approved by the Principal (medical appointments, family emergencies, full-day court appearances).

#### **UNEXCUSED ABSENCES:**

Unexcused absences are considered either invalid or general absences.

Invalid absences: Cutting school, truancy, shopping, working, oversleeping, faulty private transportation, hairdresser appointments, or obtaining a driver's permit and will result in disciplinary action (class cuts and detentions).

General absences: Family vacations are considered general absences and will count as part of the "9 days allotted" each semester. Vacations with your family are exciting and a great learning experience. While we hope that every attempt has been made to schedule vacations when school is closed, occasionally there are exceptions due to weather or changes to the school calendar (snow days). Vacations without your family are invalid absences.

#### ATTENDANCE POLICY: TARDINESS

Tardiness is arriving late to school. There are no degrees of tardiness, such as being "a little bit late." Late is late. Students who arrive late to school (after 8:00 am) must sign in immediately at the office using their Student Identification Card and a pass will be issued for admittance to class. If a student loses their ID card, a replacement card must be purchased from the Main School Office at a fee of \$15.00.

Students arriving late with an unexcused tardy will be assigned a half-hour teacher detention for each late occurrence to ensure all assignments are completed for that day. If a student arrives after Block 2 has started, they will be assigned a central detention for cutting Block 1 and a teacher detention for being tardy to Block 2. Teacher detentions may be served either in the morning from 7:30 am to 8:00 am, or in the afternoon from 3:00 pm to 3:30 pm.

Consequences for Tardies: The first full week of school students will be assigned a central for each instance of being tardy to school.

Students who fail to attend the teacher-assigned detention will be written up to the main office for cutting and will be assigned a central detention, which will be served from 3:00 pm to 3:45 pm. Students who fail to attend the central detention will receive increased discipline consequences that may include suspension from school. Students arriving after 11:30 AM may not participate in any after school activities or Showcases.

#### ATTENDANCE POLICY: CLASSIFICATION OF TARDINESS

Valid Excuses for Tardiness Include: Doctor or dental appointment (with note), court appearance (with documentation), driver's road test, family emergencies excused by administration.

Unexcused Reasons for Tardiness Include: Oversleeping, illness, car problems, traffic, missing the bus, obtaining driver's permit.

#### ATTENDANCE POLICY: EARLY DISMISSAL

Students who wish to be excused from school early or for part of the day must have a valid and verifiable reason.

A written note from the parent or guardian must be presented **in the morning** to the office for administrative approval. All notes will be verified. These notes, after verification, will be kept in the student's attendance file.

Students with approval to leave school early must sign or be signed out in the office.

Students who return to school after being dismissed early must sign in again immediately upon his/her return. A pass to class will be issued from the office and should be given to the teacher when he/she returns to class.

Students being dismissed early cannot participate in after-school, evening activities, practices, events, etc. without written permission from the Principal and may not return to the school property to pick up work.

## **BACK-TO-SCHOOL NIGHT**

Back-To-School Night allows parents/guardians the opportunity to follow their son/daughter's fall schedule for Semester 1 and to meet the school staff and administration. Back-to-School night will be held on Thursday, September 23, 2010. Each staff member will give a short presentation about their class because the purpose of Back-to-School night is to provide general information. It is not to conference about an individual student. If you should desire a conference with a teacher, you may arrange that through the main office or the individual staff member. If you have any questions or concerns about Semester 2 classes please contact the teachers directly.

## **CRAFT SERVICES (BREAKFAST AND LUNCH)**

chARTer ~TECH will offer both a daily Breakfast (at a standard cost) as well as hot and cold Lunch entrées (at the standard lunch cost of \$3.25). Students are expected to exhibit proper behavior in craft services during lunch including arriving on time. Students who are late will receive a detention. Lunch lines should be single file and orderly. Students should remain seated while eating. Each student is responsible for cleaning up their area and depositing trash in receptacles. Students should plan to use restrooms in craft services during Block 3. **No food or drinks are to leave the craft service area.** Students are not permitted to eat or drink in the classrooms or hallways.

## **CREDIT WITHDRAWAL**

Course credit may be withdrawn if a student has not attended a minimum of 90 percent of the class meetings. Excessive absences (more than 9 days) will result in credit withdrawal for the class(s) affected. If a student accumulates more than three invalid absences **which includes class cutting**, credit will be withdrawn. In addition, disciplinary action (detention or suspension) will be given. Students who are in Credit Withdrawal status are still required to attend classes and complete all subsequent class assignments. Students who have more than nine (9) unexcused absences per semester (10% of the 90-day semester) or (18) unexcused absences for a full year will lose credit and fail to be promoted or graduate unless the course is made up in summer school. Students in credit withdrawal are not permitted to participate in any school sponsored extracurricular activities, including but not limited to school dances and field trips.

### **CREDIT WITHDRAWAL: APPEALS**

Upon notification of credit withdrawal, a student's first avenue of appeal is to the Disciplinary Advisory Committee within 14 days from the date of the notice. Documentation must be provided for the absences to bring the student into compliance with the attendance code. If the result of this appeal is unacceptable, the student may appeal the withdrawal of credit to the Principal. A parent must contact the Principal's office to schedule a conference. If the result of this appeal is unacceptable, appeals may be filed to the Board of Trustees.

## DISCIPLINE

At work, if you don't do your work, can't get along with others, and are not well behaved, you get fired. Our job is to prepare you for life after high school. In most cases, discipline problems will be solved one-on-one by the student and the teacher. If this doesn't work, the teacher will phone, e-mail, or fax the parents. If negative behavior continues, the teacher will refer the student to the Office. At this point, disciplinary action will be taken. Central Detention and/or suspension will be assigned in accordance with the Code of Conduct. Parents/Guardians will be notified whenever formal discipline is assigned to their child. Discipline is cumulative. With increased offenses come heavier assignments of discipline. Students must always exercise self-discipline to the extent that they do not interfere with the rights of others. It is obvious that any form of behavior or conduct which is disruptive not only prevents individual learning, but almost always interferes with the learning opportunities of others. Each discipline case will be handled as rapidly, firmly, and fairly as possible. When a student is referred to the office, he/she will always be given the opportunity to state his/her side of the case. Discipline will be assigned in accordance with the school Code of Conduct.

### DISCIPLINE: CENTRAL DETENTION

Students who have been referred to the office with a "discipline referral" will be assigned a Central Detention. Central Detention is held from 3:00 pm to 3:45 pm and will be held in Craft Services. Student must report to Central Detention at 3:00 pm sharp. No homework may be done during central detention. Students must sit silently. Talking, eating and sleeping are not permitted. If a student is "kicked out" of detention for bad behavior or fails to attend, they will be suspended. **Requests to reschedule an assigned Central Detention must be presented in writing to the Vice Principal no later than Block 3 the day of the detention. Permission to reschedule a Central Detention will be made on a case-by-case basis.** (inform front desk)

### DISCIPLINE: ACADEMIC DETENTION

Academic detentions will be assigned to "at risk" students in danger of failing when requested by a teacher or administrator.

### DISCIPLINE: EXPULSION

Certain acts of violence or terrorism, possession of weapons or vandalism and / or theft will result in a meeting by the Disciplinary Advisory Committee for review and possible referral to the Board of Trustees for expulsion.

### DISCIPLINE: OUT OF SCHOOL SUSPENSION

Failure to follow the school discipline policies will result in out of school suspension. This is a severe disciplinary measure and will also be used for fighting, vandalism, drug abuse, weapon charges or other illegal actions. The number of days is determined by the severity and number of offenses. Out of school suspension can only be imposed by the administration. Students having accrued three suspensions will be reviewed by the Disciplinary Advisory Committee.

### DISCIPLINE: SCHOOL BUS SAFETY

School bus safety is a matter for parent and pupil cooperation. Safety on the school bus is not solely the responsibility of the administration and the bus driver. Safety is a matter of teamwork and requires the constant support and attention of the pupils and the parents as well as the school's personnel. Chapter 175, Laws of 1969, read in part "The driver shall be in full charge of the school bus. If unable to manage any pupil, the driver shall report the unmanageable pupil

to the principal or the school which he/she attends. A pupil may be excluded from the bus for disciplinary reasons by the Principal, and his parents shall provide for his transportation to and from school during the time of his exclusion." (Title 18A25-2)

#### **DISCIPLINE: STUDENT SUBSTANCE ABUSE**

The use of drugs/alcoholic beverages in school is prohibited. Violations of this prohibition will subject a student to severe disciplinary action, which may include but is not limited to suspension, expulsion, and police charges. The nurse will arrange for treatment services as defined in N.J.A.C.6.29-9 for pupils who are affected by drug and alcohol abuse, including: instruction and counseling services and referral and support services for pupils who are in care or returning from care from drug/alcohol dependency.

#### **DISCIPLINE: CHEATING, PLAGIARISM**

Incidents of copying, cheating, plagiarism, including the use of computers to commit these offenses, or any act of dishonesty is considered a serious infraction of conduct and will be reported to the School Administration for appropriate action.

#### **DISCIPLINE: TEACHER DETENTION**

For certain incidents, a teacher may choose not to refer the student to the office and will assign a "Teacher Detention." Students will be given 24 hour notice. If a student fails to attend a teacher detention he/she will be referred to the Vice Principal and given a central detention in addition to the "teacher detention". The student must serve both the teacher detention and the central detention. Failure to serve either of the assigned detentions will result in suspension from school.

#### **DISCIPLINE: PROPER LANGUAGE**

Students are required to use appropriate language at all times during, before and after school hours or during any involvement with school sponsored activities. The use of profanity to address others will be met with stern discipline consequences including suspension.

#### **DRIVER'S EDUCATION**

Students will be offered the opportunity to complete a Driver's Education Course during their Grade 10 Health class. Students who successfully complete the course and pass the written test will be issued a certificate of completion.

## E-MAIL COMMUNICATION WITH TEACHERS

It is easy to keep the lines of communication open with our staff. Each teacher at chARTer~TECH has an e-mail address and voice mail extension. You are welcome to e-mail a teacher by using his or her first initial and last name @chartertech.org.

### chARTer~TECH STAFF ROSTER

NAME	POSITION	VOICE MAIL	EMAIL
Allison, David	English	7331	dallison@chartertech.org
Booth, Beth	Secretary	128	bbooth@chartertech.org
Brisbin, Carrie	English	7313	cbrisbin@chartertech.org
Brisbin, Matt	Social Studies	7328	mbrisbin@chartertech.org
Caine, Robert	Grounds Supervisor	7305	
Carew-Sturgis, Amy	Theatre Arts	7334	acarewsturgis@chartertech.org
Carroll, Jason	Instrumental Music	7330	jcarroll@chartertech.org
Cooker, Thomas	Health & Physical Ed.	7312	tcooker@chartertech.org
Decker, Paul	Theatre Arts	7340	pdecker@chartertech.org
Erickson, Jim	Theatre Arts	7315	jerickson@chartertech.org
Field, David	English	7310	dfield@chartertech.org
Friel, Monica	Science	7307	mfriel@chartertech.org
Gove, Karyn	Spanish	7335	kgove@chartertech.org
Grimes, Katie	Secretary	100	kgrimes@chartertech.org
Hagerthey, Wendy	Bookkeeper	134	whagerthey@chartertech.org
Henry, George	Health & Physical Ed.	7314	ghenry@chartertech.org
Horgan, Bridget	Special Education	7342	bhorgan@chartertech.org
Immmler, Jean	Vocal	7306	jimmmler@chartertech.org
Johnson, Mary	Guidance	147	mjohnson@chartertech.org
Kassick, Carrie	Science	7333	ckassick@chartertech.org
Krieger, Mary	Mathematics	7332	mkrieger@chartertech.org
Lieberman, Gari	Nurse	130	glieberman@chartertech.org
London, Lew	Artistic Coordinator	7329	llondon@chartertech.org
London, Phyllis	Business Office	177	plondon@chartertech.org
McGuire, Brian	Vice Principal	100	bm McGuire@chartertech.org
Pasquarello, Tara	Dance	7308	tpasquarello@chartertech.org
Roehm, David	TV	112	droehm@chartertech.org
Showers, Terry	Vocal	7336	jshowers@chartertech.org
Spencer, John	Information Technology	7309	jspencer@chartertech.org
Stablini, Amy	Science	7337	astablini@chartertech.org
Strigh, Janice	Principal	100	jstrigh@chartertech.org
Szeker, Jeffrey	Social Studies	7311	jszeker@chartertech.org
Troilo, Kristen	Special Education	7338	ktroilo@chartertech.org
Tubbs, Arthur	Vice Principal	128	atubbs@chartertech.org
Vavra, John	Mathematics	7341	jvavra@chartertech.org
Warren, Kyle	TV Production	7343	kwarren@chartertech.org
Wittenwiler, Donald	Instrumental Music	7304	dwittenwiler@chartertech.org
	Mathematics	7339	

## EMERGENCY SCHOOL CLOSING

In case of inclement weather, a "Snow Day" message will be on the school answering machine. This will inform you if school has been cancelled. The closing will also appear on KYW – TV and assorted local radio stations. A connect-Ed phone message will be sent to each home as early as possible.

## EXTENSIVE AND RESPONSIBLE USE OF TECHNOLOGY

To the greatest extent possible, academic instruction will be based on Internet, CD-ROM or other interactive automated curriculum programs. Each student will have daily access to a networked computer in every class. At the beginning of each school year, the student must sign an Acceptable Use Policy. Student access to the Internet will be governed by the Acceptable Use Policy. This is meant to maximize each student's potential benefit from Internet access, while limiting the use of materials that have no educational merit. Students who violate the Acceptable Use Policy will be subject to disciplinary action, which will include restrictions on computer use. Protect your password. Administrators have the ability to observe students by "shadowing" and will randomly monitor correct usage of the computers.

This is your copy of the form you and your child will sign before your child can use the school computers.

## POLICY REGARDING ACCEPTABLE USE OF SCHOOL TECHNOLOGY & PARTICIPATION ON SCHOOL WEBSITE PARENT/GUARDIAN AND STUDENT AGREEMENT

### Part One: Acceptable Use of School Technology

**General Information:** chARTer~TECH provides computer equipment, software, computer services, communication services, and Internet access to students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources.

**Access Rights:** Access to this technology is a privilege, not a right. The purpose of this agreement is to set out rules that students must follow to retain the privilege of using chARTer~TECH computer resources at school or from home, through the school. The rules are designed to ensure student and school compliance with all State and Federal laws and regulations and with standards of decency consistent with the chARTer~TECH mission.

**Violations of Policy and Agreement:** Students who violate this policy and agreement will face consequences including but not limited to:

- Financial consequences (e.g., imposition of monetary fines to pay for damages)
- Academic consequences (e.g., withdrawal of computer privileges, detention, suspension, or expulsion)
- Legal consequences (police will be notified in all cases of illegal activities)

**Objectionable Materials:** chARTer~TECH will make reasonable efforts to supervise computer and Internet use and have installed blocking software. Parents also are responsible for supervising their student's use of school-provided computers and communication resources. However, it is not chARTer~TECH's intention, nor is it within chARTer~TECH's capabilities to entirely restrict, monitor or control the communications of individuals utilizing the network.

While most of the content available on the Internet is innocuous and much of it is a valuable educational resource, some objectionable material exists. Consequently, parents are advised that students may have access to some information that is defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal. chARTer~TECH does not condone the creation or use of such materials except in the rare instances when such materials serve bona fide educational purposes.

**Privacy:** Network storage areas and individual student web pages may be treated like school lockers. chARTer~TECH staff may review student files, web pages, and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on school servers are private.

**Code of Conduct:** General school rules of conduct pertain to use of computer resources. In addition, students are specifically prohibited from:

- Sending or displaying offensive messages or pictures or using obscene language.
- Using chat rooms (real-time on-line communications) for non-educational purposes.
- Harassing, insulting, or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Game playing and painting, unless related to a bona fide educational objective.
- Using another's password
- Giving an assigned password to someone else.
- Trespassing in another's folders, work or files.
- Intentionally wasting limited resources (i.e. saving non-educational files in personal folder).
- Installing, uploading, or downloading software without express prior consent.
- Conducting any business or soliciting performance of any activity that is prohibited by law.
- Employing the network for commercial purposes.
- Employing the network for personal purposes, without express prior approval.
- File Maintenance: Students are to comply with system requirements for naming files and are to manage files in accordance with procedures established to optimize utilization of file space. Students who do not archive or back up in accordance with published schedules are subject to losing their files.
- Illegally entering administrative file areas.

## **Part Two: Participation on School Website**

**General Information:** chARTer~TECH maintains a state-of-the-art website [www.chartertech.org](http://www.chartertech.org) which is comprised of:

**Public pages:** Part of the website is open to the general public, and provides access to enrollment information, policies, educational programs, links to relevant web addresses, a school wide calendar, a staff profile, etc. In the routine course of school operations, we post student accomplishments by name. Sometimes these accomplishments are accompanied by photographs. In no event is the student's residential address, phone, or other personal characteristics posted on the public pages. The school calendar shows marking periods, field trips, board meetings, special events, etc.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a website. Global access to the Internet does not allow us to control who may access the information. These dangers have always existed, however, we want to celebrate our students' accomplishments and make information about the school easily accessible to parents, students, and the community. New Jersey law requires that parents grant

permission for schools to post certain information on our website. We are not seeking your permission to post your child’s residential address, email address, phone number, or other personally identifiable information. We are seeking your permission to post the information shown in the list below.

Please signify with your initials your agreement or lack thereof for each information type shown below:

Photographs of your child engaged in school-related activities  
Agree \_\_\_\_\_ Do Not Agree \_\_\_\_\_

Photographs of your child that identify your student by name  
Agree \_\_\_\_\_ Do Not Agree \_\_\_\_\_

Lists (e.g., Honor Roll), brief narrative descriptions of your child’s academic and artistic accomplishments and activities  
Agree \_\_\_\_\_ Do Not Agree \_\_\_\_\_

A schedule ((location and times) of school events, including field trips  
Agree \_\_\_\_\_ Do Not Agree \_\_\_\_\_

Private pages on which my student will post strengths and weaknesses, goals and objectives, and accomplishments under teacher supervision  
Agree \_\_\_\_\_ Do Not Agree \_\_\_\_\_

A Parent/guardian may rescind or modify Part Two of this agreement by written request, return receipt requested, to the school Principal.

-----  
I have read both parts of this policy. I hereby agree to Part One, Acceptable Use of School Technology, and I hereby agree to Part Two, Participation on School Website, to the extent indicated by my initials above.

Student’s Name: (please print) \_\_\_\_\_ Student’s Grade \_\_\_\_\_

Signature of Student: (sign) \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: (print) \_\_\_\_\_

Signature of Parent/Guardian: (sign) \_\_\_\_\_ Date: \_\_\_\_\_

Relation to Student: \_\_\_\_\_

This policy is subject to change in accordance with resolutions passed by the Board of Trustees or as required by applicable law and regulation.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

FERPA guidance and regulations can be found on the website of the Office of Family Compliance which is [www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc).

Schools must annually notify parents of students in attendance of their rights under FERPA, including:

- Right to inspect and review education records;

- Right to request amendment of education records;
- Right to consent to disclosures, with certain exceptions;
- Right to file a complaint with U.S. Department of Education
- Procedure to inspect and review education records;
- A statement that education records may be disclosed to school officials without prior written consent, including:
  - Specification of criteria for determining who are school officials and
  - What constitutes a legitimate educational interest.

All requests regarding records should be sent in written form to Janice Strigh, Principal.

## **FIELD TRIPS**

During the school year the students will have the opportunity to participate in numerous field trips. A student who goes on a field trip is marked present for school. Prior to all field trips, the student must have each of his/her teachers sign a field trip "eligibility" form. The forms must be returned no later than 5 days prior to the trip date. A student who requests not to go on a field trip must present a note (from a parent/guardian) with a valid reason for not attending. This note must be approved by the administration in advance of the trip. It is the teacher's prerogative to prohibit students from participating in a specific field trip. These decisions are usually made because the student is behind in class work, has poor grades or poor attendance, has unserved detentions, or owes book or other fines. The teacher will inform the student of the situation and the condition that caused the action. Students not in "Good Standing" due to discipline issues will be prohibited from participating in field trips. If a student is independently participating in a performance and feels that it may qualify as an excused field trip, he/she must fill out the necessary forms and be approved by the Principal to attend. A follow-up written assignment will be required.

## **OVERNIGHT FIELD TRIPS - PUPIL GUIDELINES**

- All school rules will be in effect from school through return to school and those rules that apply to the specific overnight field trip will be distributed to students prior to the trip and will be followed throughout the entire trip. Using common courtesy and your best manners will assure you of having a most pleasant trip. Parents will be provided with a written document describing all rules and regulations and clearly defined consequences. This document must be signed by parents and returned to the advisor.
- The Board of Education has designated chaperons with the responsibility to supervise pupils and carry out the necessary details to provide a safe trip from the time of departure to the time of return to school.
- In the interest of maintaining the good name and integrity of CHARTER-TECH High School, it is expected that all members of the organization conduct themselves in a creditable manner at all times.
- Students are expected to travel in appropriate attire. Specific guidelines will be provided by your advisor.
- Prior to the trip, all pupils will be given an itinerary listing all events and times; pupils are expected to be prompt for all events listed.
- All luggage is subject to a check by the chaperons and should be tagged with appropriate tags before departure.
- Any pupil taking medication of any kind must report this to the advisor before leaving the school by means of providing written approval from a parent or guardian. The role of the advisor or designee will be limited only to supervising the storage and taking of any medication by the student – not the administering of the medication.

- In the event transportation is by plane, plane boarding passes will be given to each student. Upon arrival at the airport, pupils will proceed to the departure gate as announced upon arrival.
- The participants will travel together and must remain together except upon specific instructions from the advisor.
- Before leaving buses, pupils must check to see that no litter or personal belongings are left on the bus.
- Students are to report any accidents or illness immediately to the chaperons.
- It is agreed that in case of any accidents resulting in personal injury to any student during the trip, the Board of Education, Administration and chaperons will not be held responsible.
- The Board of Education, Administration and chaperons will not be held responsible for any loss or damage to personal property.
- In the event of illness or a family emergency at home which would require a student to be sent home by the best available means of transportation, it will be the responsibility of the parent/guardian to make the arrangements for the transportation home.
- A student guilty of a serious violation of school policy, such as a drug or alcohol incident, may face the following consequences: A chaperon will accompany the pupil home, The pupil's parents will be notified of the incident and of the travel arrangements, Both the pupil and the chaperon will be returned home at the parents' expense.
- **NO ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND WILL BE TOLERATED. POSSESSION, PURCHASE AND/OR DRINKING OF ALCOHOLIC BEVERAGES OF ANY KIND, AS WELL AS POSSESSION AND/OR USE OF DRUGS OTHER THAN THOSE PREVIOUSLY REPORTED BEFORE LEAVING THE HIGH SCHOOL FOR MEDICAL PURPOSES, WILL REQUIRE SEVERE DISCIPLINARY ACTION AS DESCRIBED ABOVE. THIS PERTAINS TO ALL STUDENTS, REGARDLESS OF AGE, GOING ON THE TRIP.**
- In the case of an accident, the parent/guardian will be notified as quickly as possible. Should it be necessary that a student require hospitalization, which would require a student to be sent home after the termination of the trip, it will be the responsibility of the parent/guardian to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (pupil and chaperon) required, will rest with the parent of the pupil involved.
- Prior to leaving the hotel the last day, each room will be inspected by the advisors and/or chaperons. All students sharing a room will be held responsible for missing items or any damage to the room or furnishings. Cost will be shared equally by those who occupy the room unless the responsible person or persons assume the responsibility.
- Curfew will be strictly enforced. Each student must be in his or her room at the time designated by advisor. No one will be permitted to leave his or her room after that time. Specifically, boys are not to be in the girls' rooms nor girls in the boys' rooms at any time without prior permission from the advisor. Also, **OUTSIDERS ARE NOT PERMITTED IN ANY PUPIL'S ROOM AT ANY TIME.**
- The Administration reserves the right to deny the participation of any student on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern. Reference our Students in Good Standing policy.
- When an administrator is assigned to attend the overnight field trip, the sponsoring organization or activity shall provide for the administrator's expenses for travel, lodging and meals.
- All overnight field trips, including foreign trips and exchange trips, must follow the same established administrative procedures as all field trips which are planned as educational enrichment opportunities and require formal board of education approval.

- In view of present world tension that may impact the travel abroad of Americans, a moratorium may be placed upon foreign trips and will remain in effect until lifted by the Board of Education based upon administrative review.

## **FINAL AND MID-TERM EXAMINATIONS**

In a full year course (i.e., Math, Health & P.E.), Mid-Term and Final Examinations are administered. The Mid-Term Exam, which counts as 10% of the final course grade, is given after Marking Period Two, and the Final Exam, which counts as 10% of the final course grade, is given after Marking Period Four.

In a semester course (i.e., the Academic courses), Mid-Term and Final Examinations are also administered. For semester one courses, the Mid-Term is given after Marking Period One and the Final after Marking Period Two. For semester two courses, the Mid-Term is given after Marking Period Three and the Final Exam is given after Marking Period Four. Mid-Term and Final Exams each count as 10% of the final course grade.

No exam make-ups are allowed without an excused absence or prior-obtained administrative permission.

## **FIRE DRILLS**

Fire drills are necessary for the safety of the students and faculty. Your child will participate in 20 fire drills during the school year. Everyone will know the specific directions for reaching a point of safety from those areas of the building in which he/she may be. For fire drills, this information is posted near the door of each room.

### **FIRE DRILLS: GENERAL FIRE DRILL RULES**

- Students must follow the designated exit instructions and leave the building in an orderly manner.
- Students are to be silent throughout the fire drill.
- Students must remain with the class and teacher.
- Teachers will be signaled when it is time to return to the building.
- Students referred to the office for any violation of the above rules will be subject to disciplinary action for disobedience and insubordination.

### **FIRE DRILLS: FALSE ALARMS**

A student who pulls a false alarm will be subject to serious disciplinary action, including suspension from school and a possible referral to the Board of Trustees with a recommendation for expulsion. In addition, a police complaint will be filed.

## **FLAG SALUTE / PLEDGE OF ALLEGIANCE**

New Jersey law requires students to show respect for the flag of the United States of America. Students who are conscientiously opposed to the pledge or salute may abstain from these ceremonies, but are required by law to not cause a disturbance during the flag salute. In Homeroom, students are asked to stand and recite the Pledge of Allegiance.

## **FIFTH BLOCK AFTER-SCHOOL "EXTRA HELP"**

All academic teachers at chARTer~TECH are available from 7:30 am – 7:55 am and 3:00 P.M.- 3:30 P.M. on a daily basis to offer extra help to students. This may be one-on-one assistance or in small groups based on the need. Students should contact the teacher to arrange this. If you feel your child needs extra help call the teacher to schedule a help session.

## **GENESIS**

Genesis is our student data management system. Parents and guardians have access to individual student data by signing up for an account. Parents and guardians can sign up at any time during the school year, however, it is suggested that this takes place during “Back to School” night. Please contact the main office for sign up procedures.

Parents and guardians who have an active Genesis Parent account have access to student data including attendance, grading, discipline, progress reports, and report cards. Parents and guardians who have an account will NOT be required to sign and return progress reports and report cards to school.

## **"GOOD STANDING"**

Students will be considered in "Good Standing" when they are in compliance with the discipline code, attendance, and have a "C" or better in every class. Participation in school activities and privileges will require that a student be in "Good Standing". Any student who has received more than three suspensions during the school year will be ineligible to participate in school sponsored activities and field trips. Upon receiving their third suspension, students will undergo a review by the Disciplinary Advisory Committee.

## **GRADING POLICY**

Report cards are issued quarterly and indicate a numerical and alpha grades, the number of absences, mid-term or final examination grade (if applicable) and, at the end of the course, the credits earned. Progress reports are issued midway through each quarter. These consist of indicators and do not include the student's numerical grades. Progress Reports also state the number of absences and if a teacher requests a parent conference. If a comment indicates that the teacher is requesting a conference, please call the school and dial the teacher's voice mail extension as soon as possible to arrange this. Report cards and progress reports will be issued to students during Block 1. Students sign a form indicating that they received their report card. ChARTer~TECH requires a student's parents / guardians sign the form on the bottom of the report card. Students are to detach and return the form to their homeroom teacher within three days of issuance. Failure to comply with chARTer~TECH's policy, requiring timely return of a properly-signed student report card will result in a student detention. Each student's first report cards will be distributed at their Parent/Teacher conference.

### **GRADING POLICY: GRADE RANGES**

A = 93 to 100  
B = 85 to 92  
C = 77 to 84  
D = 70 to 76  
F = 0 to 69

INC = Incomplete  
M = Medical  
CW = Credit Withdrawal

All incompletes must be satisfied within three weeks of the issuance of report cards. **As a general rule late class work will not be accepted. Students will receive a zero for work not turned in on time.**

There are no study halls at chARTer~TECH. Consistent with the high academic standards at chARTer~TECH, it will be recommended that a student disenroll and return to his/her sending school district if the student: 1) fails two or more academic courses, or 2) fails his/her Performing Arts major. Credit for all failed courses must be made up during the summer months at approved summer school sites. Throughout the school year, parents may verify their child's grades over the internet utilizing the Genesis program. Parents must verify their contact information in person at school to register to use the parent module of Genesis. Parents will be able to sign up for the parent module during Back to School night or during the school year by contacting the front office.

## **GRADUATION**

Graduation will be on Wednesday June 15, 2011 at 6:00 pm. Information will be given out during the school year.

## **HALL PASSES**

For school safety and attendance accountability reasons, students are not allowed out of their scheduled classroom and class block time without teacher or administrative permission. When any student needs to leave a class for any reason, the student should ask the supervising teacher for permission to leave class and state the reason. Normally, the classroom teacher determines when it is appropriate for a student to leave the classroom, as well as determining the strictly limited number of students allowed out of class at any time.

When allowed to leave the classroom, students must sign out on the classroom's posted sign out/in sheet and have their hallway pass page signed in their student planner by his/her teacher. The supervising teacher or staff member will verify the completeness and accuracy of the sign out/in sheet information.

## **HALLWAY PASSING TIME**

Students have two minutes to change classes. Students may not loiter in the hallways or in the lavatories and must report directly to the next class or the cafeteria. Students who are late for class will be given a warning by the classroom teacher on the first offense; thereafter the student will be given detention in accordance with the individual teacher's classroom policy for lateness. Students who are chronically late for class will be referred to the Vice Principal for disciplinary action. Students are not permitted to leave the classroom for the first ten minutes into the class and the last ten minutes of the class. Lavatory passes are not permitted during block three.

## **HELPLINE**

The New Jersey Youth Helpline, 2NDFLOOR, is a toll free, anonymous and confidential helpline available 24 hours a day, 7 days a week, 365 days a year to all New Jersey young people, ages 10 to 24. Youth can call 2NDFLOOR at 1-888-222-2228 to speak with professionals and trained volunteers who listen attentively, non-judgmentally and compassionately to issues and problems they are facing. Visit [www.2NDFLOOR.org](http://www.2NDFLOOR.org) for more information and try the message board!

## **HOMEWORK REQUESTS**

If a student is absent and/or knows that he/she will be absent, it is the student's responsibility to contact teachers via email or voice mail and request class and homework assignments. Please refer to teacher contact information found in chARTer~TECH's Staff Roster found on page 11 of this Handbook.

## **HONOR ROLL AND CLASS RANK**

High Honor Roll status will be awarded to students with a 4.0 in all subjects. Honor Roll status will be awarded to students with a 3.0 or better in all subjects. Any student with an Incomplete (I) or Credit Withdrawal (CW) grades will be precluded from the Honor Roll.

Class rank is determined by the grade point average and is computed twice a year at the end of each semester. Students are ranked within their own grade level only. Honors courses will carry more weight in determining class rank.

## **HONORS COURSES**

Students who wish to work at the honors level will apply at the beginning of each semester. Applications are available from teachers and must be approved by the students' parent, the course teacher, and the administration. Students will be required to produce additional, high quality work to obtain honors credit. Applications must be submitted by the designated deadline or consideration will not be given. A student must have earned an "A" in that subject area the previous year to be eligible and must have no grades lower than a "C" during the previous marking period. To maintain Honors status students must hand work in on time, earn a C or higher in all other courses, and do "A" work in the honors class. Applications for semester one are due September 17<sup>th</sup> and semester 2, February 11<sup>th</sup>.

## **INDIVIDUAL CAREER AND ACADEMIC PLANS / STUDENT RESUMES**

Consistent with the New Jersey Core Curriculum Content Standards for Career Education and Life Skills, each student at chARTer~TECH will create and periodically update their professional resume. The goal of the resume is to create a career focus for students to work toward as they complete the high school curriculum and NJ state requirements for graduation. It will also help to foster ongoing communication among student, faculty, and parent. The resume will evaluate personal strengths and weaknesses, short term goals, career goals, educational plans and community involvement. The student resume will be reviewed by the Performing Arts teachers during midterm and final exam periods. Completion of a student resume is mandatory and an integral part of the Midterm and Final exam grades for Performing Arts courses.

## INTERMISSION

Intermission is a 28 minute advisory block between Blocks 3 and 4. Students will be assigned to a faculty advisor and scheduled activities will be done in advisory groups. This will include Sustained Silent Reading (SSR), Character Education lessons, Individual Advising, and other student centered activities for which students will receive 2 credits for successful completion.

## LAB HOURS

All students in every artistic major are required to perform a MINIMUM of five lab hours per marking period outside of their classroom time. Lab hours are required to provide students the experience of working in a semi-professional environment. During lab hours, students will develop pre-production skills working with equipment and techniques, in teams, and working on productions that are not available during class time. Students must have all lab hour projects approved by their artistic major instructor.

Students are responsible for documenting their lab hours in two ways:

1. Signing in and out of work on the Lab Hour Sign-In Roster posted in each artistic classroom.
2. Keeping their own Lab Hour Sheet signed by the approved supervisor. Lab Hour Sheets must be signed contemporaneously (this means each time the work is actually done). Lab Hour Sheets can be obtained from the artistic teachers.

Students will not receive credit for lab hours that are not properly approved and documented.

The MINIMUM of five lab hours per marking period will count for 10% of every student's grade in their artistic major. Students who fail to complete the MINIMUM of five hours per marking period by the end of the marking period will not be allowed to make-up the hours missed. Lab hours are not transferable from one marking period to another.

Many projects require more than five hours. Students who maintain a passing grade point average may receive one additional grade point for every five additional lab hours on the marking period grade. For example, if a student works 25 hours on a project, the following would apply:

25 Total lab hours worked - 5 required hours = 20 surplus hours

20 surplus hours / 5 = 4 additional grade points

Marking period grade before surplus lab hours	+	Additional grade points	=	Student's grade
90	+	4	=	94

## LAST DAY OF SCHOOL

The school year will be extended as needed to accommodate closings due to inclement weather and to complete 180 days of school. Students should plan summer vacation and work schedules with enough flexibility to accommodate additional school days. Note that final exams are on

the last 3 days of school. Please consult the current school calendar for dates of exams, dates off from school, school closings, etc.

### **LEAVING THE BUILDING**

Students are not allowed outside of the building at anytime during the school day. They may not leave the building during the change of classes or to go to the parking lot. Once a student leaves the school property, he/she should not return for the day. Students are not permitted to go to McDonalds or local stores and then return to school grounds unless their parents sign a permission form and they have permission to do so from school administration. No fast food may be brought back to the school building or property.

### **LOCKERS**

Students are required to use a school locker in which to keep their personal items. Students are to leave all book bags, hats, coats etc. in their lockers each day. A \$5.00 fee will be charged for the replacement of lost or stolen school combination locks. To maintain school security, these locks can be opened by a master key. Students are required to use the school provided combination lock provided to them and may not use their own personal lock. Lockers are the school's property and not private. They are subject to inspection or searches at any time.

It is the student's responsibility to exercise great care in securing lockers to protect public and personal property from theft. Lock valuable clothing and items in a locker. Students should not share lockers or tell other students their combination. Never leave belongings unattended. Students should report thefts to the administration.

### **LOST AND FOUND**

The school is not responsible for the care or security of student's personal items and students are advised not to bring I-Pods or MP3 players to school. Students who have lost any personal or school articles should check with the lost and found located in the main office. Anyone who finds a lost or misplaced article should turn it in to the office. Articles that are not claimed within a reasonable period of time will be donated to charity.

### **MEDICAL EXCUSES FOR PHYSICAL EDUCATION:**

A grade of M is assigned in Physical Education only to indicate that a student has been medically excused (doctor documentation) for that marking period. Absences of three days or more require a doctor's note. Medicals issued require a beginning and end date on the script issued by the doctor. The student may return to PE class only if allowed by a physician.

### **PARENT CONFERENCES**

If a parent/guardian wishes to contact a teacher, a request should be made through the teacher's email or voice mail. When calling the main number for the school, a directory will be given. A request can also be made through the secretary in the main office.

## **PERFORMANCE OPPORTUNITIES FOR STUDENTS**

Each student will be required to participate in numerous performances throughout the year as part of their performing art's grade. This will entail practices after school and on the weekends. Students are expected to support the overall production performance by being involved in music, costumes, props, staging, public relations and other administrative and support details essential to every performance.

## **PERFORMING ARTS MAJOR**

Upon entering chARTer~TECH High School; each student must declare a "performing arts major". The areas offered are Dance, Instrumental Music, Theatre Arts, TV Production, and Vocal Music. A student should have a prior background in one of these areas and a "passion" for it, before choosing chARTer~TECH as their high school. If for some reason, a student wishes to change their major, he or she must do the following:

1. Have passed the prior year in their initially-selected performing art. (If they attended CT)
2. Fill out a "Change of Major Form" and meet with the Principal for approval by May 1.
3. Have approval of current performing art teacher and the teacher of the program for which they are applying for change.
4. Have the change approved by administration if there is room available in that major.

## **POST-SECONDARY VISITATION**

Students should schedule college visitations outside the normal school day. Students who must make a college visit during school hours must submit verification of the appointment time/date to the administration at least 24 hours in advance. Only juniors and seniors with an official college invitation (on the college letterhead) will be excused for college visitations.

## **PROHIBITED ITEMS AT SCHOOL**

### **Weapons**

Weapons of any type are prohibited on school property. Students in violation of this school policy will be reported to the police.

### **Cell Phones and Electronic Devices**

Students are prohibited from carrying electronic communication devices with them during the school day. Electronic communication devices will be confiscated from students during regular school hours. The student must serve a central detention and the device will not be returned until the student's parent comes to retrieve the device. Students who are chronic repeat offenders of this policy will be disciplined on a case by case basis.

**Head Phones:** Head phones may be used for educational purposes during class under the direction of the teacher.

Head phones may only be used for educational purposes as directed by a teacher or staff member. Using head phones for non-instructional use during school hours will result in discipline action and confiscation of the head phones.

Students are advised not to bring the following items: I Pods, disc players, stereos (boom boxes), beepers, skateboards and personal CD players. These items are targets of theft and the school is not responsible if they are brought to school and stolen.

## **PROMOTION AND GRADUATION REQUIREMENTS**

To graduate from chARTer~TECH, students must pass 28 courses. The suggested curriculum includes:

- 4 Performing Arts, 10 credits each
- 2 Performing Arts Electives, 5 credits each
- 4 Mathematics, 5 credits each
- 4 English, 5 credits each
- 4 Social Studies, 5 credits each
- 4 Physical Education/Health, 5 credits each
- 2 Spanish, 5 credits each
- 4 Science, 5 credits each

Late transportation required for lab hours will be the student's responsibility.

All courses are aligned with NJ State Core Curriculum Content Standards. Students also must pass the High School Proficiency Assessment (HSPA) and comply with the attendance policy of the school.

Students who fail 2 or more academic subjects or PE/Health will not be promoted to the next grade, unless he/she successfully passes the course(s) in summer school. The student may attend summer school (if available) for the course or may extend his or her high school career beyond the customary four-year period.

Students failing their performing arts courses will be advised to transfer back to their sending district or another school of choice.

## **REMOTE ACCESS TO CHARTER~TECH'S COMPUTER NETWORK**

Remote access to the chARTer~TECH computer network can be accomplished using Windows XP (Start, All Programs, Accessories, Communications, Remote Access). Remote access directions are available in the main office.

## **SCHOOL DANCES AND OTHER EVENTS**

Only chARTer~TECH High School students will be admitted unless otherwise specified before the dance or activity.

When visitors are permitted to attend dances or events, students must sign up their guest prior to the dance or event in the main office and will be responsible for their guest's behavior.

If a student leaves the dance or event, he/she may not re-enter the building. The student must leave the grounds.

Students are not permitted to congregate or loiter on the grounds while a dance or event is in progress.

Dress should be appropriate to the affair and reflect good taste. Any student judged to be inappropriately dressed will not be allowed to enter the dance or event.

Students who are in possession or judged to be under the influence of drugs or alcohol will be denied admission. Parents and the proper authorities will be contacted. Appropriate disciplinary action will also be taken.

Students who are absent, arrive after 11:30 AM or leave school early on the day of the dance or event may not attend.

Students on suspension cannot attend dances or other events.

The supervising staff members will have the authority to ask any person to leave the dance or event, or to forbid a person admission.

## **SCHOOL HEALTH SERVICES & STUDENT HEALTH INSURANCE**

Gari Lieberman, R.N., School Nurse 926-7694, Ext. 130: all students who become ill during the school day should report to the Nurse's Office after having their pass signed by their regularly assigned teacher. Do not go to the lavatory if you are ill, except in an emergency. Students who remain in the lavatory, rather than the Nurse's Office, because they are ill will be subject to disciplinary action. Students who report to the Nurse's Office must sign in and out. The school nurse will decide whether the student should be sent home or rest in the nurse's office. If the school nurse determines that the student is to be sent home, she will contact the parents. Only the school nurse will determine if a student is to be sent home from school due to injury or illness. Students who do not report to the nurse, but call their parent(s) to pick them up from school, will be given a disciplinary action.

### **SCHOOL HEALTH SERVICES: HEALTH SERVICES PROVIDED BY THE SCHOOL:**

- Emergency care of accidents and illness at school.
- Vision and hearing screening for 9<sup>th</sup> & 11<sup>th</sup> grade students.
- Height, weight and blood pressure for 9<sup>th</sup> through 12th grade students – scoliosis screening grades 9th & 11<sup>th</sup>.
- Maintenance of student health records in the Nurse's Office.

### **SCHOOL HEALTH SERVICES: PARENT COOPERATION IS REQUESTED FOR THE FOLLOWING:**

- Keeping student home and consulting a doctor if student is ill.
- Obtaining written excuse from doctor if a student is not to take gym.
- Making certain your child has an adequate breakfast and adequate sleep.
- Notifying the school nurse of any medical conditions regarding your child.
- Notifying the Nurse's Office when a student needs medication during school hours. All medication during school hours is to be administered by the school nurse upon the written instructions of the parent and the doctor.

### **SCHOOL HEALTH SERVICES: TAKING MEDICATION IN SCHOOL**

If it is necessary for a student to take medicine in school, the following procedures must be observed:

- Provide a written document from the doctor stating: (a) the diagnosis (b) the name of the medicine (c) the dosage and (d) the frequency and time that the medication is to be administered.
- A letter from the parent requesting that the medication be given as directed by the doctor.
- Medication must be kept in the nurse's office in the original pharmaceutical container.
- Medication that is to be given three times a day can be taken before school, after school, and before bed time and therefore should not be brought to school.

**STUDENT HEALTH SERVICES: OVER -THE -COUNTER MEDICATION IN SCHOOL**

Students must have written doctor's permission, which states dosage and time to be administered. This medicine must be brought to the Nurse's Office where it will be maintained by the school nurse. It must be in the original pharmaceutical container and have the student's name on it. This means the nurse can not administer aspirin, ibuprofen, cough drops, etc. without written permission.

**STUDENT HEALTH SERVICES: STUDENT HEALTH INSURANCE**

Students who do not have health insurance may apply for health coverage from NJ Family Care which offers quality, free or low-cost coverage. Information about this program is available at our school. You can also call NJ Family Care at 1-800-701-0701 or check the website [www.njfamilycare.org](http://www.njfamilycare.org) for information.

**SCHOOL HEALTH SERVICES: PRESCRIPTION DISCOUNT CARDS**

Prescription Discount Cards are available in the Main Office and the School Nurse's Office. These cards are available for any prescription that is not covered by insurance.

**SCHOOL HOURS**

Schedule A—First Lunch	Schedule B-Second Lunch	Schedule C-Third Lunch	Schedule D-Fourth Lunch
Arrival 7:40am	Arrival 7:40am	Arrival 7:40am	Arrival 7:40am
BLOCK 1 8:00 – 9:33 am	BLOCK 1 8:00 – 9:33 am	BLOCK 1 8:00 – 9:33 am	BLOCK 1 8:00 – 9:33 am
BLOCK 2 9:35 - 11:03 am	BLOCK 2 9:35 - 11:03 am	BLOCK 2 9:35 - 11:03 am	BLOCK 2 9:35 - 11:03 am
BLOCK 3 11:05 – 1:00 pm	BLOCK 3 11:05 – 1:00 pm	BLOCK 3 11:05 – 1:00 pm	BLOCK 3 11:05 – 1:00 pm
Lunch A 11:05-11:30 am	Lunch B 11:32-11:57 am	Lunch C 11:59-12:24 am	Lunch D 12:26- 12:51
CLASS 12:53-1:00pm	CLASS 12:53-1:00pm	CLASS 12:53-1:00pm	CLASS 12:53-1:00pm
Intermission 1:02-1:30 pm	Intermission 1:02-1:30 pm	Intermission 1:02-1:30 pm	Intermission 1:02-1:30 pm
BLOCK 4 1:32-3:00 pm	BLOCK 4 1:32-3:00 pm	BLOCK 4 1:32-3:00 pm	BLOCK 4 1:32-3:00 pm
Academic Assistance 3:00-3:30 pm	Academic Assistance 3:00-3:30 pm	Academic Assistance 3:00-3:30 pm	Academic Assistance 3:00-3:30 pm

**SCHOOL PERFORMANCE POLICY**

Students do not have the liberty to change the content of a scheduled/rehearsed school performance unless given permission from the sponsoring teacher. This includes any changes in

language, lyrics, music, choreography, and costumes. If a student takes the liberty to make a change without the sponsoring teacher's permission, the student will be disciplined for that action. The student will not receive lab hours for the performance and will be given a zero if the performance represents a portion of the student's performing arts grade.

## **SCHOOL REPORT CARDS**

Each marking period, Parents/Guardians are required to sign report cards and progress reports and return to the main office. Parents who have access to the Genesis Parent Account porthole and can view their son/daughter's grades via the internet are exempt from this requirement.

## **SCHOOL SAFETY PLAN**

The school safety plan is on file in the school office. For Homeland security reasons, details of the plan will not be issued.

## **SCHOOL TELEPHONES**

School office telephones are available to the students for emergency situations only. Parents are requested to call the Main Office to contact their child and not to call them or text them on their cell phone (as their cell phone should be in their locker). Students and Parents should make all arrangements prior to coming to school so that they do not need to use the telephone during the school day. Students needing to use the office phone for situations of urgent need should do so during their Block 3 lunch period and not during class time.

## **SMOKING**

Like all public buildings, chARTer~TECH is a smoke-free work environment. Smoking and possession of smoking paraphernalia will not be tolerated in the building, on the grounds, on the bus, or on any school--sponsored trip or activity. Students in violation of this policy are subject to disciplinary action and, possibly, to arrest and monetary fines imposed by the City of Somers Point and other government agencies.

## **TOBACCO-FREE SCHOOL POLICY**

### **1. General Policy Statement**

The chARTer~TECH High School Board of Trustees recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees, visitors and school facilities. The Board believes that the use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, staff and visitors. The Board further recognizes that certain non-tobacco products have been manufactured with the intention that they be smoked or otherwise used in a manner similar to the conventional uses of tobacco and the Board believes that permitting the use of these products, based on their not being tobacco products, is to encourage activity which, of itself, has no useful value and has the potential to promote the use of tobacco products.

## 2. Definitions

- a. **Tobacco product** means any material made, in whole or in part, from tobacco, including but not limited to cigarettes, cigars, cigarillos, blunts, pipe tobacco, chewing tobacco, snuff (both dipping snuff and powdered snuff).
- b. **Tobacco simulation product** means any product meant to be used in a manner similar to tobacco, i.e., smoked or chewed, but which does not actually contain tobacco. This includes, but is not limited to tobaccoless cigarettes, bidis...
- c. **Tobacco use** means smoking, chewing, dipping, sniffing, or other use of tobacco products or tobacco simulation products.

## 3. Use/Possession Prohibited

- a. No person is permitted to use any tobacco product or tobacco simulation product **at any time**, including school hours
  - 1. in any building, facility or vehicle owned, leased, rented, or chartered by chARTer~TECH High School;
  - 2. on any school grounds and property which is owned, leased, rented or chartered by chARTer~TECH High School, including any parking lots.
- b. No student is permitted to possess any tobacco product or tobacco simulation product in any of the locations defined in 3a, above. If any student is found in possession of a tobacco product or tobacco simulation product contrary to the provisions of this subparagraph, it shall be confiscated and not returned.
- c. The provisions of paragraph 3a, above, shall apply not only to persons and entities directly affiliated with chARTer~TECH High School, but also all persons and entities making use of the facilities of chARTer~TECH High School, including all grounds, whether with permission to use those facilities or without such permission.

## 4. Exception to Prohibition

Tobacco products may be included in instructional or research activities and/or experiments in the school if the activity is conducted or supervised by a faculty member overseeing the instruction or research and the activity does not include smoking, chewing, or otherwise ingesting or deliberately inhaling the tobacco product.

## 5. Communication of Tobacco-Free School Policy

- a. This policy shall be included in the Student Handbook which is distributed annually to each student.
- b. Signs will be prominently posted at every entry to the school building advising of the prohibition of smoking.
- c. Signs will be prominently posted outside the school at suitable locations around all parking lots, at all athletic fields, and at all entry points to grandstands advising the prohibition of smoking.
- d. In accordance with the provisions of Somers Point Municipal Ordinance 2C33-13, each such sign shall indicate that violators are subject to fine and/or punishment, including, but not limited to community service.

**6. Enforcement for Students**

- a. Students found to be in violation of this policy shall be subject to such disciplinary action as set forth in the Student Handbook.
- b. In addition, an appropriate complaint shall be filed with the city of Somers Point in accordance with Somers Point Ordinance 2C33-13.

**7. Enforcement for Employees**

- a. Any employee shall be subject to such disciplinary action as permitted pursuant to current law and regulations.
- b. In addition, an appropriate complaint shall be filed with the city of Somers Point in accordance with Somers Point Ordinance 2C33-13.
- c. It is further expected that all employees will enforce this policy. Any employee who is aware of any violation of this policy and fails to take appropriate corrective action shall be subject to discipline.

**8. Enforcement for Visitors**

All visitors who violate this policy will be asked to refrain from tobacco use while on school property or leave the premises. In the event any visitor fails to refrain from tobacco use while on school property and refuses to comply or leave the premises when requested to do so, an appropriate complaint shall be filed with the city of Somers Point pursuant to Somers Point Ordinance 2C33-13.

**9. Opportunities for Cessation Services**

The administration will provide students and employees with information and access to support systems, programs and services to encourage them to quit and abstain from the use of tobacco products and tobacco simulation products.

**10. Preventative Education**

The administration shall establish programs to educate the students on the hazards of smoking and the impact smoking has on health.

References:

- N.J.S.A. 26:3D-15, et seq. Smoking in educational institutions.
- N.J.S.A. 26:3D-23, et seq. Smoking in places of employment.
- N.J.S.A. 26:3D-38, et seq. Smoking in indoor public places.
- N.J.S.A. 26:3D-46, et seq. Smoking in government buildings.
- N.J.A.C 6A:16.
- City of Somers Point Municipal Ordinance 2C33-13.

**SPECTATOR BEHAVIOR AT PERFORMANCES AND EVENTS**

"Good sportsmanship-like" conduct is expected at all times at home and away performances and events. This includes being polite and supportive to all students from chARTer~TECH and other participating schools.

Student rules for Showcase behavior

- Be on time and take a seat prior to the beginning of the performance.

- Do not call out, whistle, or hoot during performances. This is not a sporting event or rock concert.
- Do not talk during the performance.
- Do not leave before the end of the show. If you attend, you are expected to remain for the entire event.
- Do not get out of your seats and walk around during the performance.
- All school rules will be followed and students will be written up for bad behavior during performances.
- Students that are written up for showcase behavior will be prohibited from attending or participating in another showcase for the remainder of the year.
- Turn off all cell phones and pagers.
- Students are responsible for their guest's behavior.

## **STUDENT AND PARENT GRIEVANCES**

In accordance with the Charter School Program Act, chARTer~TECH has created a Grievance Committee. The chARTer~TECH Grievance Committee will be composed of at least three parents/guardians and two teachers. The term of membership is for one year, running from July 1 to June 30. Committee members will be chosen by their peers. Elections for each coming school year will be held before the last day of school in the prior school year.

### **GRIEVANCE COMMITTEE MEMBERSHIP FOR SY 2010-2011**

A list of the members of the Grievance Committee will be posted in the main office and on the chARTer~TECH web site.

If you are interested in serving on this committee please indicate so in a letter addressed to the Principal.

### **STUDENT AND PARENT GRIEVANCES: PROCEDURE FOR GRIEVANCES**

If a member of the school community (student, parent/guardian, teacher, or applicant for admission) requests a conference with the Principal concerning an alleged violation of the Charter School Program Act and is not satisfied with the outcome of the meeting, the complainant may petition the Board of Trustees for a hearing on the case. The Board may refer the matter to the Grievance Committee, which will hear testimony and gather data related to the complaint. Thereafter, the Grievance Committee will make non-binding recommendations on the case to the Board of Trustees. Complainants who remain unsatisfied after the Board of Trustees hears the case and renders a decision may petition the Commissioner of Education to hear the grievance.

## **STUDENT DRESS CODE**

- Many schools are now requiring students to wear uniforms. Certain chARTer~TECH courses, including Performing Arts courses such as dance, require the student to be dressed in uniform during class. In this instance, compliance with the required class uniform/dress code is part of the student's grade earned in class.
- At chARTer~TECH we want to teach students to make their own good decisions about dressing in an appropriate manner. Students are expected to use good judgment in dressing for school. As in the workplace, clothing that is distracting or counterproductive will not be tolerated.

- No hats or head apparel. Head apparel worn for religious reasons must have prior written parental documentation submitted to the Main Office.
- Shorts may be worn, but must exhibit good taste and modesty.
- Shoes must be worn at all times.
- No bedroom slippers or pajama type clothing is acceptable.
- No strapless tops, one-shoulder tops, tops with "spaghetti" straps, backless shirts, or halter tops are permitted.
- No mid-riffs will be exposed.
- No mesh shirts can be worn unless a shirt is worn underneath it.
- No apparel with offensive or profane messages will be tolerated.
- No sunglasses are to be worn indoors.
- Proper undergarments should be worn with all clothing.
- If a student's attire is deemed inappropriate, the staff member will send the student to the office. The parent will be contacted to take the student home or bring alternate proper attire.

## **STUDENT DRIVING**

### **STUDENT DRIVING: PRE-REQUISITES**

In order to be granted the driving privilege a student must:

- Be in "Good Standing" which refers to being in compliance with the discipline code, attendance, and have a "C" or better in every class.
- Remain within the Board of Trustees policy guidelines for attendance and tardiness.
- Have no school fines
- The initial application for a parking permit is based on a review of the student's previous records and "good standing".
- Seniors will be given priority on a first come basis for parking spots. If there are spots available, then Juniors may apply.
- Driving privileges will be revoked if a student abuses the driving regulations or is not in compliance with the above pre-requisites.

### **STUDENT DRIVING: APPLICATION**

- Students who are driving to school must have a parking pass the first day they drive to school.
- A copy of the insurance card and registration must be attached to the application. The vehicle must be registered in the name of the parent or the student.
- An application form must be completed and submitted the Main Office.
- Seniors will be given first preference for driving privileges.
- A student conference may be scheduled (if needed) with the Vice Principal to review the application.

### **STUDENT DRIVING: AUTOMOBILE REGISTRATION**

If your application is approved, a parking tag must be purchased for \$3.00 and must be displayed at all times in the window of your car.

If a student operates two or more cars alternately, tags must be purchased for each vehicle. Whenever a change in license plate occurs, the student is to immediately notify the Main Office so that the records may be changed.

## **STUDENT DRIVING: PARKING**

- Student vehicles may only be parked in assigned spots.
- All parking must be head-on and within a proper distance from neighboring cars.
- All persons parking their vehicles on school property do so at their own risk. Students are advised to lock all car doors.

## **STUDENT DRIVING: RESPONSIBILITIES AND REGULATIONS**

- Students are not permitted to sit in parked cars or to loiter about parked cars at any time.
- Upon arrival to school, students must park their cars and immediately enter the building.
- Students must exercise extreme caution when driving on school grounds. Maximum speed limit is 15 MPH.
- Students may not go to their cars during the school day unless they have received permission from the administration. If you leave something in your car, your hall pass will have to be signed by an administrator before you can leave the building.
- Pedestrians have the right-of-way at all times.
- All motor vehicle laws of the State of New Jersey apply on school grounds.
- The administration has the right to inspect any car that is parked on school grounds.

## **STUDENT DRIVING: VIOLATIONS**

- Misuse of the student driving privilege will result in the suspension or revocation of the student's parking privilege.
- Other disciplinary action as deemed necessary by the administration may also be applied in violations of the driving regulations.
- Violations of NJ State motor vehicle laws may result in the involvement of the police as deemed necessary by the administration.
- Cars parked illegally and/or without appropriate parking stickers may be subject to a police summons and towed away for trespassing.

## **STUDENT FINES**

Students with outstanding obligations (lost books, missing equipment, vandalism restitution, etc.) are ineligible for certain privileges and to participate in extra-curricular activities. In order for a student to avoid being declared ineligible, all students are requested to fulfill outstanding obligations as soon as they are notified of them. Seniors will not receive their caps and gowns until all obligations are satisfied.

## **STUDENT IDENTIFICATION CARDS**

During School hours students must be in possession of their student IDs at all times. If a student loses their ID card, they must pay a replacement fee of \$15.00 and contact the main office directly to order the new card.

## **STUDENT LAVATORIES**

Lavatory visits should be restricted to before Block 1 and during Block 3. Students should refrain from asking to use the lavatory during class time except in an emergency. During Block

III, students may only use the lunch room bathrooms during their designated lunch period. The hallway lavatories will be locked during block III.

## **STUDENT VAULT**

chARTerTECH is now proud to implement the Student Vault feature, which will further enhance teacher-student and teacher-parent communication through our website.

Among other great features, students and parents will now be able to create secure web accounts, develop personalized web pages with specific class information, and sign up-to receive automatic email notifications for new homework assignments.

By registering on our website, parents and students of chARTerTECH can now have the following functionalities:

- **Parent Accounts:** Parents can create their own accounts and create personalized pages that show only their children's classes.
- **Student Accounts:** Student accounts, upon verification by a teacher, allow the students to submit their homework online through the school's official website.
- **Homework Notifications:** The system sends automated emails to both students and parents on a daily basis to notify them about homework assignments due within the next 3 days.

Tutorials are available on our school website under “Students/Student Access Portal.”

## **STUDENTS WITH SPECIAL NEEDS**

Special Education: chARTer~TECH complies completely with all Federal and State laws regarding equal access to educational opportunity. Special Education is provided through inclusion in all subject areas. Students with special education needs are serviced on the basis of Child Study Team recommendations and their Individual Education Program (IEP). Child Study Team services are contracted through the Cape May Special Services School District.

## **TRANSFER OF GRADES AND CREDITS**

Students will receive credit for courses and/or programs from other certified institutions as determined by chARTer~TECH High School credit system and Principal review.

## **WORKING PAPERS**

Any students under 18 years of age must have working papers in order to obtain employment. This is in accordance with the labor laws as prescribed by the State of New Jersey. chARTer~TECH students may obtain working papers in the office. A promise of employment must be secured before working papers can be signed. If the student has received a school physical by our physician, the doctor may sign the papers.  
(See school nurse)

## **HARASSMENT, INTIMIDATION, and BULLYING POLICY**

\*A complete copy of our Harassment, Intimidation and Bullying Policy can be found on our website at [www.chartertech.org](http://www.chartertech.org)

### **HARASSMENT, INTIMIDATION, AND BULLYING POLICY: DEFINITION**

This policy prohibits any act of harassment, intimidation, or bullying towards any student or staff member to insure that a safe and civil environment exists in our school. "Harassment, intimidation or bullying" means any gesture or written, verbal, or physical act or electronic communication\* that takes place on school property, at any school-sponsored function or on a school bus and:

- 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.
- Will have the effect of harming a student, damaging property, or placing a student in reasonable fear of harm.
- Is insulting or demeaning to any student or group of students and causes substantial disruption or interferes with the operation of the school.
- Students are expected to conduct themselves with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

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

### **HARASSMENT, INTIMIDATION AND BULLYING POLICY: PROCEDURES FOR REPORTING ACTS OF HARASSMENT, INTIMIDATION AND BULLYING**

- All school employees must report any complaints alleging violations of this policy to the Principal or designee.
- All other members of the school community, i.e. students, parents are encouraged to report any act that may be a violation of this policy to the Principal or designee. Reports may be anonymous or written on report forms found in the office.

### **HARASSMENT, INTIMIDATION AND BULLYING POLICY: CONSEQUENCES**

- The Principal or designee is responsible for determining whether an alleged act constitutes a violation of this policy. A prompt, thorough and complete investigation of the alleged incident will be conducted.
- Students who commit an act of harassment, intimidation or bullying will receive serious disciplinary action which may include suspension or expulsion.

A complete copy of the school policy on Harassment, Intimidation and Bullying can be found on the school website a [www.chartertech.org](http://www.chartertech.org).