ARTIST – PARENT
HANDBOOK
2019- 2020

Chartertech High School
For The Performing Arts

413 New Road / Route 9
Somers Point, NJ  08244
(609) 926-7694
www.chartertech.org
Expectations for Artists at Chartertech High School for the Performing Arts

1. 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.

2. 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.

3. Seek assistance when needed.
   a. Ask for help – you will be surprised how many people care about you.

4. 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!).
2018-2023
Artist Goals

Professionalism

SAT Success

Writing to Learn
ARRIVAL TIME

The school is open at 7:35 am, but Artists should plan to arrive by 7:40 am if possible (All artists are able to enjoy free breakfast). Artists must report directly to their Homeroom and must be seated by 8:00 am. Artists arriving late must sign into the Box Office.

ATTENDANCE POLICY

Attendance is highly valued and important at Chartertech. Keep a personal record of absences. Artists with excessive unexcused absences (4 or more) will be placed on an Artist Individualized Attendance Improvement Action Plan. The purpose of this plan is to help the artist to avoid loss of credit for individual courses or for the school year. Although loss of credit can be appealed to a review board, favorable decisions are unlikely unless artists present formal documentation that substantiates legal absences. Artists who have more than fourteen unexcused absences per year will automatically lose credit in all classes. However, it is also possible to lose credit in individual classes (see credit withdrawal description) if a portion of the class is missed more than 14 times due to unexcused absences, tardies, or early sign outs.

ATTENDANCE POLICY: IMPORTANT FACTS

- If an artist is absent, he/she is not permitted to attend or participate in school sponsored activities or events that day unless approved in advance by principal lead person or designee.
- If the artist 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.
• Artists who fail to explain their absences will be disciplined for failure to follow procedure.
• Artists absent from school or classes for any reason are responsible for completing the work missed within a reasonable period of time (as determined by administration).
• The administration will file a truancy complaint against parents/guardians of children under sixteen years of age that are not attending school regularly (10 or more consecutive unexcused absences). Artists may be dropped from roll after 10 consecutive absences as well.
• If an artist goes to work on a day that he/she is absent from school, he/she will be disciplined accordingly.

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 an artist absence:
1) Call the school office on the morning of the absence. (609-926-7694, Ext. 100). You may also e-mail attendance@chartertech.org.
2) Your message should specify the artist's name, grade, reason, and length of absence.
3) The artist should bring a written excuse to the office on the day he/she returns to school. Excuses turned in more than 2 weeks after the artist returns to school from an absence will not be accepted, so please make sure to turn in notes promptly. Excuses including physician’s notes may also be sent to attendance@chartertech.org.
ATTENDANCE POLICY: CLASSIFICATION OF ABSENCES

A. "Excused absence" is an artist’s absence, supported with documentation submitted within two weeks of the date of return of the artist to the attendance officer, from school for a full day or a portion of a day for one or more of the following reasons:

1) The artist’s illness;
2) Requirements of an artist’s individual health care plan;
3) A death or critical illness in the artist’s immediate family;
4) A death of a non-family member with permission of principal;
5) Quarantine;
6) Observance of the artist’s religion on a day approved for that purpose by the State Board of Education;
7) The artist’s suspension from school;
8) Requirements of the artist’s Individualized Education Program (IEP);
9) Alternate short or long term accommodations for artists with disabilities;
10) Interviews with an admissions officer of an educational institution;
11) Such good cause as may be acceptable to and approved by the principal including but not limited to:

   a. The artist’s required attendance in court;
   b. Driving Test appointment;
   c. Medical appointments and dental appointments;
   d. Family emergency (with approval of principal).
B. "Unexcused absence" is an artist’s absence for all or part of a school day for any reason other than those listed in paragraph “Excused Absences” above. Absence is expressly not excused for any of the following purposes (this list is intended to be illustrative and is not inclusive):

1) Family travel/vacations;
2) Performance of household or babysitting duties;
3) Other daytime activities unrelated to the school program;
4) Working;
5) Oversleeping;
6) Faulty private transportation;
7) Obtaining a driver’s permit;
8) Hairdresser appointments.

ATTENDANCE POLICY: TARDINESS, EARLY OUT, and ABSENCES

Tardiness is arriving late to school. There are no degrees of tardiness, such as being “a little bit late.” Late is late. Artists who arrive late to school (after 8:00 am) must sign in immediately at the Box office using their Artist Identification Card and a pass will be issued for admittance to Homeroom. If an artist loses their ID card, a replacement card must be purchased from the Main School Office at a fee of $15.00 for a duplicate card or $5.00 for a color copy.

After the 14th time that an artist arrives late, leaves early, or is absent unexcused for a particular class, the artist will start to accumulate credit withdrawal time for that class. At the 15th missed class, an artist will accumulate a thirty minutes of time owed for each class partially missed after that. For example, if an artist arrives late to school after 8:44 a.m., they will accumulate one day of absence from their block one class. If an artist arrives
late to school after 9:27 a.m., they will accumulate a day of absence from their block one and block two classes. If an artist has been absent (unexcused) or late to class as a result of being tardy to school more than 14 times, that artist will be in Credit Withdrawal for those particular courses. At that time, they will need to make up 30 minutes for each time that class is missed in the future for unexcused reasons. Artists arriving to school after 11:00 A. M. will not be counted as present, and will lose a day of absence in addition to having the day count toward Credit Withdrawal for their classes. Artists will need to make up 3 hours for each unexcused day over the 14 allotted for general attendance. Procedures for removal from Credit Withdrawal are stated in the Artist/Parent Handbook.

ATTENDANCE POLICY: CLASSIFICATION OF TARDINESS

Valid Excuses for Tardiness with documentation Include: Doctor or dental appointment, court appearance, driver's road test, and 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

Artists who wish to be excused from school early or for part of the day must have a valid and verifiable reason. If an artist signs-out early and does not provide documentation of a doctor’s appointment or other approved absence, any classes that are missed will accumulate towards credit withdrawal. Excuses turned in more than 2 weeks after the artist returns to school from an absence/early dismissal will not be accepted, so please
make sure to turn in notes promptly. Excuses may be turned into the artist mailbox by the box office or e-mailed to absence@chartertech.org.

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 artist's attendance file.

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

Artists 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.

Artists 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.

**CREDIT WITHDRAWAL**

Course credit may be withdrawn if an artist has not attended a minimum of 92 percent of the class meetings. Excessive absences, tardies, and/or early outs to/from school (more than 14 days) will result in credit withdrawal for the class(s) affected. Artists who are in Credit Withdrawal status are still required to attend classes and complete all subsequent class assignments. Artists in credit withdrawal are not permitted to participate in any school
sponsored extracurricular activities, including but not limited to school dances, non-mandatory showcases and field trips and are considered “Not-In-Good-Standing”.

CREDIT WITHDRAWAL: APPEALS

Upon notification of credit withdrawal, an artist'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 artist into compliance with the attendance code. If the result of this appeal is unacceptable, the artist may appeal the withdrawal of credit to the Principal/Lead Person. 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.

BACK-TO-SCHOOL NIGHT

Back-To-School Night allows parents/guardians the opportunity to follow their child’s schedule and meet the school staff and administration. Back-to-School night will be held on Thursday, September 26th from 6:00pm to 8:00pm. 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 designed for individual conferences about an individual Artist. If you should desire a conference with a teacher, you may arrange that through the main office or the individual staff member.

CRAFT SERVICES (BREAKFAST AND LUNCH)

Chartertech will offer both a daily Breakfast (FREE) as well as hot and cold Lunch entrées (at the standard lunch cost - $3.50).
Artists are expected to exhibit proper behavior in craft services during lunch - including arriving on time. Artists who are late will receive a lunch detention. Lunch lines should be single file and orderly. Artists should remain seated while eating. Each Artist is responsible for cleaning up their area and depositing trash in receptacles. **No food is to leave the craft service area during lunch.** Artists are not permitted to eat or drink in the classrooms or hallways except for breakfast. This rule may change based on Artist behavior.

**DRIVER’S EDUCATION**

Artists will be offered the opportunity to complete a Driver’s Education Course during their Grade 10 Health class. Artists 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 Chartertech has an e-mail address. You are welcome to e-mail a teacher by using his or her first initial and last name @chartertech.org.

**Chartertech STAFF ROSTER 2019-2020**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
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<tbody>
<tr>
<td>Aherne, Patricia</td>
<td>English Special Education Teacher</td>
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<td>Alexander, Atira</td>
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<td>Andrews, Dominick</td>
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<td>Dance/Musical Theatre</td>
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<td>Vavra, John</td>
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<td>Zappas, Joanne</td>
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<td>Zappas, John</td>
<td>Science</td>
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**EMERGENCY SCHOOL CLOSING**

In case of inclement weather, a message will be on the school web page marquee. This will inform you if school has been cancelled. The closing will also appear on 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**

Academic instruction will use Internet or other interactive automated curriculum supplements. Each Artist will have access to a computer in their classes. At the beginning of each school year, the Artist must sign an Acceptable Use Policy. Artist access to the Internet will be governed by the Acceptable Use Policy. This is meant to maximize each Artist's potential benefit from Internet access, while limiting the use of materials that have no educational merit. Artists 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 Artists by "shadowing" and will randomly monitor correct usage of the computers and the network.
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 ARTIST AGREEMENT**

**Part One: Acceptable Use of School Technology**

**General Information:** Chartertech provides computer equipment, software, computer services, communication services, and Internet access to artists 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 artists must follow to retain the privilege of using Chartertech computer resources at school or from home, through the school. The rules are designed to ensure artist and school compliance with all State and Federal laws and regulations and with standards of decency consistent with the Chartertech mission.

**Violations of Policy and Agreement:** Artists 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:

Chartertech will make reasonable efforts to supervise computer and Internet use and have installed blocking software. Parents also are responsible for supervising their artist's use of school-provided computers and communication resources. However, it is not Chartertech's intention, nor is it within Chartertech'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 artists may have access to some information that is defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, or illegal. Chartertech 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 artist web pages may be treated like school lockers. Chartertech staff may review artist 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, artists 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 bonafide 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:** Artists 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. Artists who do not archive or back up in accordance with published schedules are subject to losing their files.
Part Two: Participation on School Website

General Information:
Chartertech maintains a state-of-the-art website 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 artist accomplishments by name. Sometimes these accomplishments are accompanied by photographs. In no event is the artist’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 artists’ accomplishments and make information about the school easily accessible to parents, artists, 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.
FERPA guidance and regulations can be found on the website of the Office of Family Compliance which is www.ed.gov/offices/OM/fpco.

Schools must annually notify parents of Artists 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 school officials are and what constitutes a legitimate educational interest.

All requests regarding records should be sent in written form to Dr. Brian McGuire, Principal/Lead Person.
FIELD TRIPS

During the school year the Artists will have the opportunity to participate in numerous field trips. An Artist who goes on a field trip is marked present for school. Prior to all field trips, the Artist must have a Parent Signature. For non-mandatory field trips, the Artist must also have obtained the signature of his/her teachers on a field trip "eligibility" form. The forms must be returned no later than 1 week prior to the trip date. An Artist 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 Artists from participating in a specific field trip. These decisions are usually made because the Artist 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 Artist of the situation and the condition that caused the action. Artists not in “Good Standing” due to discipline issues will be prohibited from participating in non-mandatory field trips. If an Artist 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 school administration to attend. A follow-up written assignment will be required.

OVERNIGHT FIELD TRIPS - ARTIST 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 Artists 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/guardians will be provided with a written document describing all rules and regulations. This document must be signed by parents and returned to the advisor.

- The Board of Trustees has designated chaperones with the responsibility to supervise Artists 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 CharterTech, it is expected that all members of the organization conduct themselves in a creditable manner at all times.
- Artists are expected to travel in appropriate attire. Specific guidelines will be provided by your advisor.
- Prior to the trip, all Artists will be given an itinerary listing all events and times; Artists are expected to be prompt attending all events listed.
- All luggage is subject to a check by the chaperones and should be tagged with the appropriate identification tags before departure.
- Any Artist 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 Artist – not the administering of the medication.
- In the event transportation is by plane, plane boarding passes will be given to each Artist. Upon arrival at the airport, Artists 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, Artists must check to see that no litter or personal belongings are left on the bus.

Artists are to report any accidents or illness immediately to the chaperones.

It is agreed that in case of any accidents resulting in personal injury to any Artist during the trip, the Board of Education, Administration, and chaperones will not be held responsible.

The Board of Education, Administration, and chaperones 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 an Artist 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.

An Artist guilty of a serious violation of school policy, such as a drug or alcohol incident, may face the following consequences: A chaperone will accompany the Artist home, The Artist's parents will be notified of the incident and of the travel arrangements, Both the Artist and the chaperone 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 ARTISTS, 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 an Artist require hospitalization, which would require an Artist 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 make arrangements for transportation home. Financial responsibility for any transportation (Artist and chaperone) required, will rest with the parent of the Artist involved.

- Prior to leaving the hotel the last day, each room will be inspected by the advisors and/or chaperones. All Artists 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 Artist 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, Artists are not to be in any other rooms at any time without prior permission from the advisor. Also, OUTSIDERS, INCLUDING PARENTS, ARE NOT PERMITTED IN ANY ARTIST'S ROOM AT ANY TIME.

- The Administration reserves the right to deny the participation of any Artist on any overnight field trip based upon a record of inappropriate behavior and/or poor attendance pattern. Reference our Artists in Good Standing policy.

- 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.
FINAL AND MID-TERM EXAMINATIONS

In a full year course (i.e., Math, English, and History), 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 Performing Arts 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. There are no Mid-Terms or Finals in Health and PE. No exam make-ups are allowed without an excused absence or prior-obtained administrative permission.

FIRE/EMERGENCY PROCEDURE DRILLS

Fire drills and Emergency Procedure drills are necessary for the safety of the Artists and faculty. Your child will participate in 10 fire and 10 safety 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. In addition, each classroom contains an Emergency Procedures binder containing directions for each type of emergency drill for teacher referral.
FIRE DRILLS: GENERAL FIRE DRILL RULES

- Artists must follow the designated exit instructions and leave the building in an orderly manner.
- Artists are to be silent throughout the fire drill.
- Artists must remain with the class and teacher.
- Teachers will be signaled when it is time to return to the building.
- Artists 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

An Artist 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 Artists to show respect for the flag of the United States of America. Artists 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, Artists are asked to stand and recite the Pledge of Allegiance.

BEFORE and AFTER-SCHOOL TUTORING

All academic teachers at Chartertech are available from 7:30 am - 7:50 am and 3:01 P.M.-3:30 P.M. on a daily basis to offer extra help to Artists. This may be one-on-one assistance or in small
groups based on the need. Artists 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 Artist data management system. Parents and guardians have access to individual Artist 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 Box Office for sign up procedures.

Parents and guardians who have an active Genesis Parent account have access to Artist data including attendance, grading, discipline, progress reports, and report cards.

"GOOD STANDING"

Artists will be considered in "Good Standing" when they are in compliance with the discipline code, and attendance policy. Participation in school activities and privileges will require that an Artist be in "Good Standing". Any Artist who has received two or more suspensions during the school year will be ineligible to participate in school sponsored activities, non-compulsory field trips, and non-mandatory showcases without administrative approval. Artists with excessive conduct issues will also undergo a review by the Disciplinary Advisory Committee.
“NOT IN GOOD STANDING LIST/PROBATION”:

The Not in Good Standing List is a list that prevents artists from participating in school sponsored activities, such as non-compulsory field trips, dances, and non-mandatory showcases. There are three ways to get on this list: behavior issues, attendance issues, and being tardy repeatedly. Details of how artists are added and removed from the list are included below for each of these areas.

A. **Behavior**: Artists who accrue two suspensions will be placed on the Not in Good Standing List for a probationary period of 60 calendar days. If the Artist receives any disciplinary infractions during the probationary period, the 60 days will start over again. If the Artist has a third suspension, or two tier 2 violations, they will be placed on the list for the remainder of the year. Artists with two tier 2 violations will be prevented from participating in commencement exercises at graduation. Excessive Tier One violations may result in Tier Two consequences per administrative review.

B. **Attendance/Credit Withdrawal**: Artists who are in credit withdrawal for any of their classes for more than a 3 week period (discounting school holidays) will be placed on the Not in Good Standing List until they make up the time for all courses per administrative review.

C. **Tardy**: Artists who arrive to school late unexcused 9 times will be placed on the Not in Good Standing List and will be removed upon administrative approval based upon improved attendance. Artists who are
removed from the Not in Good Standing List may be placed back on the list if they start arriving late to school again based upon administrative review.

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 Artist’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 contact the teacher as soon as possible.

Hard copy paper report cards will only be issued to parents/guardians who have not registered for Genesis Artist records on-line.

GRADING POLICY: GRADE RANGES

A = 93 to 100  F = 0 to 69
B = 85 to 92  INC = Incomplete
C = 77 to 84  M = Medical
D = 70 to 76  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 and artists will receive a zero for work not turned in on time.
Consistent with the high academic standards at Chartertech, it will be recommended that an Artist dis-enroll and return to his/her sending school district if the Artist fails his/her Performing Arts major. Artists who fail their major are required to complete an Independent Arts Project. Artists who do not complete an Independent Arts Project by the end of that summer will be retained. The Independent Arts Project is only offered once during their academic career. Any Artists who fail their major more than once will not earn the necessary Performing Arts Credits to graduate within 4 years while remaining at Chartertech.

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 **Monday, June 15, 2020 at 6:00 pm (pending any calendar changes)**

Information will be given out during the school year.

**HALL PASSES**

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

When allowed to leave the classroom, Artists must receive a pass from the supervising teacher. When an Artist requests going to their major classroom, the Artist must first present a pass FROM THEIR MAJOR TEACHER requesting the Artist to come to the major class. It is then up to the supervising teacher as to whether or not the Artist may go to the major class. No pass to major classes will be written without first having a pass from the major teacher.

HALLWAY PASSING TIME

Artists have three minutes to change classes. Artists may not loiter in the hallways or in the lavatories and must report directly to the next class or the cafeteria. Artists who are late for class will be given a warning by the classroom teacher on the first offense; thereafter the Artist will be given detention. Artists who are chronically late for class will face disciplinary action.

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 for more information and try the message board.
HOMEWORK REQUESTS

If an Artist is absent and/or knows that he/she will be absent, it is the Artist’s responsibility to contact teachers via email, voice mail, or in-person and request class and homework assignments.

HONOR ROLL AND CLASS RANK

High Honor Roll status will be awarded to Artists with a 4.0 in all subjects. Honor Roll status will be awarded to Artists with a 3.0 or better in all subjects. Any Artist 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. Artists are ranked within their own grade level only. Honors courses will carry more weight in determining class rank.

HONORS COURSES

Artists who wish to work at the honors/AP level will be invited into honors level courses the previous school year based on a variety of academic indicators. Artists will be required to produce additional, high quality work to obtain honors credit. An Artist must have earned a "B" in that subject area the previous year to be eligible and must have no grades lower than a "C" during the previous marking period.

ADVANCED PLACEMENT courses are automatically considered “honors” courses and will carry the same weight as honors courses in determining class rank.
INDIVIDUAL CAREER AND ACADEMIC PLANS / ARTIST RESUMES

Consistent with the New Jersey Student Learning Standards for Career Education and Life Skills, each Artist at Charterschool will create and periodically update their professional resume. The goal of the resume is to create a career focus for Artists 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 Artist, faculty, and parent. The resume will evaluate personal strengths and weaknesses, short term goals, career goals, educational plans, and community involvement. The Artist resume will be reviewed by the Performing Arts teachers during fourth marking period. Completion of an Artist resume is mandatory and an integral part the 4th marking period grade for Performing Arts courses.

LAB HOURS

All Artists in every artistic major are required to perform a MINIMUM of five lab hours per marking period outside of their classroom time. Artists must have all lab hour projects approved by their artistic major instructor. Late transportation required for lab hours will be the Artist’s responsibility.

What are Lab Hours?

Hours spent after school and weekends that enrich a student’s experience in and appreciation of the Arts.
A minimum of **five Lab Hours are due by the end of each marking period.** Every 5 Lab Hours above the required 5 will add 1 grade point in the major per marking period.

Students with multiple lab hours are limited to one letter grade increase.
If a student is failing their major, additional Lab Hours will not raise their average to passing.

**Qualifications**
Lab Hours are accepted for the following:
- **Attend a concert** - Must be pre-approved by Arts teacher and documented.
- **Perform in an out of school production** - Must be pre-approved by Arts teacher and documented.
- **Tech for an out of school production** - Must be pre-approved by Arts teacher and documented.
- **Private Lessons** - Must be documented.
- **Attend a Chartertech Showcase** - Qualifies for 1 Lab Hour. Showcase Attendance form must be signed by attending chaperone/teacher.
- **Tech/Crew for a Chartertech Showcase** - 5 hour cap per showcase.
- **Perform in a Chartertech Showcase** - 5 hour cap. (including after school rehearsals)
- **After school recording, practice, or teacher assistance with class work** - By appointment only with Arts teacher.

**Documentation** - This is proof that a student has done what is claimed. Type and quality of documentation is at the discretion of the Arts teacher.
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. Artists should plan summer vacation and work schedules with enough flexibility to accommodate additional school days. Note that final exams are on the last several days of school. Please consult the current school calendar for dates off from school, school closings, etc.

LEAVING THE BUILDING

Artists are not allowed off campus at any time during the school day. They may not leave the building during the change of classes or to go to the parking lot. Once an Artist leaves the school property, he/she should not return for the day.

LOCKERS

Artists are required to use a school locker in which to keep their personal items. Artists 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. Artists are required to use the school provided combination lock provided to them and may not use their own personal lock. Lockers as well as Dance and Film lockers are the school’s property and not private. They are subject to inspection or searches at any time.

It is the Artist’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. Artists should not share lockers or tell other Artists their combination. Never leave belongings unattended. Artists should report thefts to the administration.

**LOST AND FOUND**

The school is not responsible for the care or security of Artist’s personal items and Artists are advised not to bring electronic devices to school. Artists who have lost any personal or school articles should check with the lost and found located in the Box Office. Anyone who finds a lost or misplaced article should turn it in to the Box 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 an Artist 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 Artist 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 Box Office.

PERFORMANCE OPPORTUNITIES FOR ARTISTS

Each Artist will be required to participate in numerous performances throughout the year as part of their performing art’s grade. This will entail rehearsals after school and possibly on the weekends. Artists 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 Charterschool, each Artist must declare a "performing arts major." The areas offered are Dance, Instrumental Music, Musical Theatre, Film, Animation, and Vocal Music. An Artist should have a prior background in one of these areas and a "passion" for it, before choosing Charterschool as their high school. If for some reason, an Artist wishes to change their major, he or she must do the following:

1. Have passed the prior semester (marking period for 9th Q1 or Q2) in their initially-selected performing art. (If they attended Charterschool)
2. Fill out a "Change of Major Form"
3. Have approval of the current performing art teacher and the teacher of the program for which they are applying for change.
4. Have the change approved by administration.
5. Major changes are only granted once in an artist’s tenure at Chartertech.

**POST-SECONDARY VISITATION**

Artists should schedule college visitations outside the normal school day. Artists 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.

**PROMOTION AND GRADUATION REQUIREMENTS**

To graduate from Chartertech, Artists must earn a minimum of 142.5 credits.

All courses are aligned with New Jersey Student Learning Standards. Artists also must pass all required state assessments and comply with the attendance policy of the school.

The Artist may attend summer school (if available) for failed courses or may extend his or her high school career beyond the customary four-year period. Artist may also use approved online providers (Educere and Edgenuity) to recover lost credits.

Artists failing their performing arts courses will be advised to transfer back to their sending district or another school of choice.
Artist who fail their major are required to complete an Independent Arts Project. Artists who do not complete an Independent Arts Project by the end of that summer will be retained. The Independent Arts Project is only offered once during their academic career. Any Artists who fail their major more than once will not earn the necessary Performing Arts Credits to graduate within 4 years while remaining at Chartertech.

SCHOOL DANCES AND OTHER EVENTS

Only Chartertech High School Artists will be admitted unless otherwise specified before the dance or activity. When visitors are permitted to attend dances or events, Artists must sign up their guest prior to the dance or event and will be responsible for their guest’s behavior.

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

Artists 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 Artist judged to be inappropriately dressed will not be allowed to enter the dance or event.

Artists 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.
Artists who are absent, arrive after 11:00 am or leave school early on the day of the dance or event may not attend without administrative permission.

Artists on suspension cannot attend dances or other events. Artists “Not in Good Standing” cannot attend dances or 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 & ARTIST HEALTH INSURANCE

School Nurse 926-7694, Ext. 130

All Artists 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. Artists who remain in the lavatory, rather than the Nurse's Office, because they are ill will be subject to disciplinary action. Artists who report to the Nurse's Office must sign in and out. The school nurse will decide whether the Artist should be sent home or rest in the nurse's office. If the school nurse determines that the Artist is to be sent home, she will contact the parents. Only the school nurse will determine if an Artist is to be sent home from school due to injury or illness. Artists 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 9th & 11th grade Artists.
● Height, weight, and blood pressure for 9th through 12th grade Artists - scoliosis screening grades 9th & 11th.
● Maintenance of Artist health records in the Nurse's Office.

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

● Keeping Artist home and consulting a doctor if Artist is ill.
● Obtaining written excuse from doctor if an Artist is not to take PE.
● 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 an Artist 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 an Artist 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.

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

Artists 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 Artist's name on it. This means the nurse cannot administer aspirin, ibuprofen, cough drops, etc. without written permission.

**ARTIST HEALTH SERVICES: ARTIST HEALTH INSURANCE**

Artists 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 for information.

**SCHOOL SCHEDULE:**

<table>
<thead>
<tr>
<th>Regular Schedule</th>
<th>8:00-8:05</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HR</strong></td>
<td><strong>Int/Enr</strong></td>
</tr>
<tr>
<td><strong>Int/Enr</strong></td>
<td>8:08-8:41</td>
</tr>
<tr>
<td>Period 1</td>
<td>8:44-9:24</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:27-10:07</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:10-10:50</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:53-11:33</td>
</tr>
<tr>
<td>Period 5 – Lunch A</td>
<td>11:36-11:58</td>
</tr>
<tr>
<td>Period 6 - Lunch B</td>
<td>12:00-12:22</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Period 7 - Lunch C</td>
<td>12:24-12:46</td>
</tr>
<tr>
<td>Period 8 - Lunch D</td>
<td>12:48-1:10</td>
</tr>
<tr>
<td>Period 9 - Lunch E</td>
<td>1:12-1:34</td>
</tr>
<tr>
<td>Period 10</td>
<td>1:37-2:17</td>
</tr>
<tr>
<td>Period 11</td>
<td>2:20-3:00</td>
</tr>
</tbody>
</table>

**Academic Assistance 3:00-3:30pm.**

**Early Dismissal Schedule:**

<table>
<thead>
<tr>
<th>Period 1</th>
<th>8:08-8:31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>8:34-8:57</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:00-9:23</td>
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<tr>
<td>Period 4</td>
<td>9:26-9:49</td>
</tr>
<tr>
<td>Period 10</td>
<td>9:52-10:15</td>
</tr>
<tr>
<td>Period 11</td>
<td>10:18-10:41</td>
</tr>
<tr>
<td>Period 5 – Lunch A</td>
<td>10:44-11:06</td>
</tr>
<tr>
<td>Period 6- Lunch B</td>
<td>11:08-11:30</td>
</tr>
<tr>
<td>Period 7- Lunch C</td>
<td>11:32-11:54</td>
</tr>
<tr>
<td>Period 8- Lunch D</td>
<td>11:56-12:18</td>
</tr>
<tr>
<td>Period 9- Lunch E</td>
<td>12:20-12:42</td>
</tr>
</tbody>
</table>

**Early Dismissal Time is 12:42pm.**
SCHOOL PERFORMANCE POLICY

Artists 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 an Artist takes the liberty to make a change without the sponsoring teacher’s permission, the Artist will be disciplined for that action. The Artist will not receive lab hours for the performance and will be given a zero if the performance represents a portion of the Artist’s performing arts grade.

SCHOOL REPORT CARDS

Parents/Guardians who have access to the Genesis Parent Account can view their child’s grades via the internet. Report cards and Progress Reports will only be mailed to Parents that do not have a Parent Genesis Account.

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 Artists for emergency situations only. Parents/guardians are requested to call the Box Office to contact their child and not to call them or text them on their cell phone. Artists and Parents/guardians should make all arrangements prior to coming to school so that they do not need to use the phone during the school day. Artists
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.

**TOBACCO-FREE SCHOOL POLICY**

1. **General Policy Statement**

   The Chartertech High School Board of Trustees recognizes that the use of tobacco products is a health, safety and environmental hazard for Artists, 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 Artists, 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 tobacco-less cigarettes, bidis, hookahs, vaping, and e-cigarettes.

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 Chargetech High School;
      2. on any school grounds and property which is owned, leased, rented or chartered by Chargetech High School, including any parking lots.

   b. No Artist is permitted to possess any tobacco product or tobacco simulation product in any of the locations defined in 3a, above. If any Artist 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 Chartertech High School, but also all persons and entities making use of the facilities of Chartertech 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 Artist Handbook which is distributed annually to each Artist.
   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 Artists**
   a. Artists found to be in violation of this policy shall be subject to such disciplinary action as set forth in the Artist 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 Artists 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 Artists on the hazards of smoking and the impact smoking has on health.

References:

- City of Somers Point Municipal Ordinance 2C33-13.

**SPECTATOR BEHAVIOR AT PERFORMANCES AND EVENTS**

Proper theatrical etiquette is expected at all times at home and away performances and events. This includes being polite and supportive to all Artists from Chartertech and other participating schools.

Artist 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.
- 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 Artists will be written up for bad behavior during performances.
• Artists 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.
• Artists are responsible for their guest’s behavior.

ARTIST AND PARENT GRIEVANCES

In accordance with the Charter School Program Act, Chartertech has created a Grievance Committee. A list of the members of the Grievance Committee is available in the Box Office and on the Chartertech web site.
If you are interested in serving on this committee please indicate so in a letter addressed to the Principal/Lead Person.

ARTIST AND PARENT GRIEVANCES: PROCEDURE FOR GRIEVANCES

If a member of the school community (Artist, parent/guardian, teacher, or applicant for admission) requests a conference with the Principal/Lead Person 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.

ARTIST CODE OF CONDUCT

1. **TEACHER DETENTION:** Teachers are encouraged and given the authority to handle classroom disciplinary issues as they feel necessary. Teachers are encouraged to make parental contact to deal with minor classroom infractions. Teachers are permitted to issue Teacher Detentions as they see fit. Artists are to be given 24 hour notice and issued a detention form. Teacher Detentions are typically held immediately after school for a period of 30 minutes. Artists are encouraged to speak with teachers if alternate accommodations are necessary. Artists who fail to report to their teacher detention by the assigned time will receive a central detention and be **required** to reschedule their original detention.

2. **ACADEMIC DETENTION:** Academic detentions will be assigned to “at risk” Artists in danger of failing when requested by a teacher or administrator.

3. **LUNCH DETENTION:** Lunch Detention may be issued the day of or after an infraction. The Artist is required to report straight to Lunch Detention at the beginning of their lunch period and may be permitted to purchase lunch if necessary. Artists are not permitted to use the vending machines at this time. They are also not permitted to talk, sleep, or use
electronic devices. Failure to comply may result in further lunch detentions or more serious consequences.

4. **CENTRAL DETENTION:** Central Detention is held from 3:05pm to 3:45pm. Artists are not permitted to eat, sleep, talk, or use electronic devices during this time. Failure to report or comply with the rules may result in an AEP (Alternative Educational Placement). Requests to reschedule Central Detention must be made no later than Block 2 the day of the detention. Permission to reschedule will be made on a case by case basis.

5. **RESTRICTION:** Restrictions may be given as an alternative consequence for repeat offenders at the administration’s discretion (or designee). Restrictions can be defined as, but not limited to, hallway escorts, loss of privileges, or bus suspensions.

6. **ALTERNATIVE EDUCATIONAL PLACEMENT (AEP):** For more serious disciplinary infractions, Artists may be placed in an alternative instructional setting. While in the AEP room, Artists are required to complete their work as well as complete a rehabilitation assignment. The AEP assignment requirements must be met. Artists are required to make up any work missed while they are in the AEP room. Artists are not permitted to attend or participate in any school activities until AEP is successfully completed.
7. OUT-OF-SCHOOL SUSPENSION (OSS): This is a severe disciplinary measure usually reserved for tier 2 violations. Out of School Suspension may also be used for severe tier 1 violations or repeat offenders at the discretion of the administration or designee. The number of days is determined by the code of conduct and the severity of the offense. Artists having accrued three suspensions will be reviewed by the Disciplinary Advisory Committee.

1. NOT IN GOOD STANDING LIST/PROBATION:
The Not in Good Standing List is a list that prevents artist from participating in school sponsored activities, such as non-compulsory field trips, dances, and non-mandatory showcases. There are three ways to get on this list: behavior issues, attendance issues, and being tardy repeatedly. Details of how artists are added and removed from the list are included below for each of these areas.

   A. Behavior: Artists who accrue two suspensions will be placed on the Not in Good Standing List for a probationary period of 60 calendar days. If the Artist receives any disciplinary infractions during the probationary period, the 60 days will start over again. If the Artist has a third suspension, or two tier 2 violations, they will be placed on the list for the remainder of the year. Artists with two tier 2 violations will be prevented from participating in commencement exercises at graduation. Excessive Tier One violations may result in Tier Two consequences per administrative review.
B. **Attendance/Credit Withdrawal**: Artists who are in credit withdrawal for any of their classes for more than a 3 week period (discounting school holidays) will be placed on the Not in Good Standing List until they make up the time for all courses per administrative review.

C. **Tardy**: Artists who arrive to school late unexcused 9 times will be placed on the Not in Good Standing List and will be removed upon administrative approval based upon improved attendance. Artists who are removed from the Not in Good Standing List may be placed back on the list if they start arriving late to school again based upon administrative review.

### Infractions

**Tier One Violations**

1. **COMMUNICATIONS/GAMING SYSTEMS/ELECTRONIC DEVICES**:

   The use of privately-owned technology by an Artist in the educational setting during the school day (8:00am – 3:00pm*) is **strictly prohibited** unless approved by the school teaching staff member responsible for supervising and/or providing the Artist’s instructional program. Teachers may approve use on a per Artist basis for educational purposes only.

   Cell phones and other devices must be off (not on vibrate or silent) at all times during school hours, unless permission for an approved use has been explicitly granted by building administration and/or a faculty member. Upon completion of the activity for which the approved use was granted, cell
phones and other devices are to be turned off for the remainder of school hours. Charging of electronic devices in school is strictly prohibited.

Electronic recordings and photographs are prohibited unless prior permission is granted by a faculty member.

Artists are not permitted to use headphones or ear buds in the hallways during school hours.

* Artists will be permitted to use electronic devices in the cafeteria during their lunch period. They are also permitted before and after school hours.

Artists that fail to comply with the outlined guidelines will be subject to the following:
1st Offense: Device confiscated and held in the office. Artist will receive the phone back at the end of the school day and receive an administrative warning. Teacher will call home.
2nd Offense: Device confiscated and held in the office. Artist will receive a central detention and can have their device back after serving the central detention.
3rd Offense: Device confiscated and held in the office. Artist will receive a central detention. Device can only be claimed by parent or guardian.
Further Offenses: Central detention, Electronic device restriction.

(Chartertech assumes no responsibility for any privately-owned technology brought to school by an Artist.)
2. DRESS CODE

Certain Chartertech courses, including Performing Arts courses such as dance, require the Artist to be dressed in uniform during class or for performances. In this instance, compliance with the required class dress code is part of the Artist’s grade earned in class.

At Chartertech, we want to teach Artists to make their own good decisions about dressing in an appropriate manner. Artists are expected to use good judgment in dressing for school. As in the workplace, clothing that is distracting or counterproductive will not be tolerated.

Artists are prohibited from the following anytime they are in the school building or on a school sponsored event or trip.

- No hats with brims or hoods are allowed to be worn.
- All hats and hoods should be removed upon entering the building.
- Shorts, skirts, and dresses may be worn, but must exhibit good taste and modesty.
- Shoes must be worn at all times.
- Pajamas, blankets, and/or bathroom slippers are not permitted.
- No strapless tops, one-shoulder tops, backless shirts, or halter tops are permitted.
- No midriffs will be exposed.
- No mesh or see through clothing should be worn unless proper clothing is worn underneath.
- Apparel with offensive or profane messages or references to elicit substances is not permitted.
- No sunglasses are to be worn indoors.
• Proper undergarments should be worn with all clothing.
• Undergarments should not be visible.
• Pant waistbands should be worn at or above the hips.

If an Artist’s attire is deemed inappropriate, the staff member will refer the Artist to the office. The parent will be contacted to take the Artist home or bring alternative proper attire. In addition the following consequences will be administered:

**1st Offense:** Administrative warning

**2nd Offense:** Minimum of one lunch detention

**3rd Offense:** Minimum of one central detention

**Further Offenses:** Administrative discretion

**3A. LATE TO SCHOOL:** Any Artist not in homeroom by 8:00am will be considered late to school unless they have an excused pass. Artists will be given a pass at sign in. Credit withdrawal penalties may apply (see attendance policy). The following consequences will be given as well:

**3 Tardies:** Lunch Detention

**6 Tardies:** Central Detention, Phone call home

**9 Tardies:** Central Detention, Placed on Not in Good Standing List for a probationary time, Phone conference with parent/guardian.
12 Tardies: Central Detention, Placed on Not in Good Standing List, Meeting with parent/guardian and administration

3B. LATE TO CLASS: Artists are expected to arrive at their class prior to the bell. Artists that are late for any reason are required to have a pass from a teacher or the office in order to be admitted into the classroom. If the tardy is unexcused, Artists can receive a pass from the box office after signing in late and receiving the following consequence:

1st Offense: Warning
2nd-5th Offense: Lunch Detention
6+ Offense: Central Detention or AEP, to be determined by administration or designee

4. LEAVING EARLY/ARTIST SIGN OUT: Artists aged 17 and under are only permitted to be signed out of school by a parent, guardian, or person listed on emergency contact form. Permission may be granted on a per case basis with written permission from parent or guardian. Artists 17 and under are not permitted to sign themselves out of school unless they have prior administrative and parental approval. Artists 18 or older are permitted to sign themselves out of school with parent/guardian written acknowledgement. Once signed out, Artists may not return to school that day unless prior administrative approval has been granted. Artists are responsible for any work they miss and absences will count against their class attendance.
5. **Leaving School Grounds:** Artists are not permitted to leave school grounds once they have arrived in the morning unless they have administrative permission. Possible consequences range from central detention to OSS at the discretion of administration or designee.

6. **PROFANITY/OFFENSIVE LANGUAGE:** Artists are expected to speak in a professional manner while on school grounds or at a school sponsored event. The use of offensive or inappropriate language is unacceptable and will be met with stern consequences at the discretion of the administration or designee.

7. **CAFETERIA LUNCH/BREAKFAST:**
   - Late to lunch may result in lunch detention or central detention.
   - Cutting in the lunch/breakfast line may result in lunch detention.
   - Leaving the cafeteria without permission may result in central detention.
   - Misconduct in the cafeteria, including but not limited to, yelling, throwing food, and failure to discard trash will result in the Artist being assigned lunch detention, central detention, AEP, or OSS.
   - Artists are not permitted in the cafeteria to use the vending machines outside of their regularly scheduled lunch periods. This may result in central detention or a hallway restriction.
8. **MISUSE OF HANDS:** Artists are expected to keep their hands and feet to themselves at all times. Any misuse of hands or feet will result in consequences depending on the severity of the offense. Possible consequences range from administrative warning to 5 Days OSS.

9. **CONDUCT POTENTIALLY DANGEROUS TO ONE’S SELF OR OTHERS:**
   Including but not limited to: threats, verbal altercations, near fight, inciting a fight, pushing, shoving, throwing objects, wrestling, play fighting, disruptive behavior, and/or disorderly conduct will result in disciplinary action at the discretion of administration or designee.

10. **INSUBORDINATION:**
    Artists are expected to follow the directions of all faculty, staff, and administration. Failure to comply is deemed insubordination.
    - **1st Offense:** Central Detention.
    - **2nd Offense:** 1 Day AEP.
    - **3rd Offense:** 1 Day OSS, Parent Conference Required.

11. **FORGERY:**
    Any Artist found forging parent or teacher signatures.
    - **1st Offense:** 2 Central Detentions, call home, if signature was for an event, Artist will not be permitted to attend the event.
    - **2nd Offense:** 1 day AEP, call home
    - **3rd Offense:** OSS
12. **ACADEMIC DISHONESTY:**
   Copying someone else’s work, knowingly allowing someone to copy your work, completing work for another Artist, taking credit for work that you did not complete.
   - **1\textsuperscript{st} Offense:** Minimum of one central detention and a 0 for the assignment, parent/guardian contact.
   - **2\textsuperscript{nd} Offense:** Minimum of one day AEP, parent/guardian contact.
   - **3\textsuperscript{rd} Offense:** Minimum of one day OSS, parent/guardian contact.

13. **DISRESPECT TO STAFF OR ARTIST:**
   - Minimum one Lunch Detention, Maximum 5 Day OSS depending on severity
   - Referral to social worker

14. **CONDUCT IMPEDING A SCHOOL INVESTIGATION:**
   Any Artist hindering an investigation is subject to disciplinary action at the discretion of the Administrator or designee, i.e. lying, covering the truth, withholding information.

15. **MISCONDUCT DURING AN EMERGENCY DRILL:** The rules of an emergency drill are in place for the safety of all of the Artists and staff of the school. Not following these rules can endanger other Artists and faculty members and will not be tolerated. Artists not following the proper procedures will face disciplinary consequences.
16. **CUTTING CLASS:**
Artists are required to be in their assigned classes. Artists missing class entirely or missing a significant portion of the class will be considered cutting and will be subjected to the following consequences:

- **1st Offense** – Central Detention, call home
- **2nd Offense** – 1 Day AEP, call home
- **3rd or More Offenses** – OSS, parent/guardian meeting required

17. **INAPPROPRIATE PUBLIC DISPLAY OF AFFECTION:**
Minimum of, but not limited to, an Administrative Warning. Disciplinary actions will be issued at the discretion of the Administrator or designee.

18. **LEAVING CLASS WITHOUT PERMISSION**
   - Minimum of 1 Central Detention

19. **MISCONDUCT ON THE BUS:** Any Artist that is not following the rules of their bus may face disciplinary consequences including school related consequences or bus suspensions. Bus suspensions may be assigned at the discretion of the administrator or designee if the Artist is distracting the bus driver and/or endangering the safety of other Artists riding the bus.

20. **CUTTING LUNCH DETENTION/MISCONDUCT DURING LUNCH DETENTION:** Consequences may include doubling of the original punishment or central detention.
21. **CUTTING TEACHER DETENTION:** Failure to report and/or serve a teacher detention will result in the following consequences:
   - 1st Offense – Central Detention
   - 2nd Offense and Beyond – 2 central detentions

22. **CUTTING CENTRAL DETENTION:** Failure to report to and/or serve a central detention may result in the following consequences:
   - Minimum 2 Central Detentions, 5 Lunch Detentions, Maximum OSS

23. **MISCONDUCT IN AEP ROOM:** Artists that do not comply with the posted rules in the AEP room will be sent home for that day and may face a future day or days in the AEP room or be assigned OSS.

24. **TOBACCO:** Artists found to be in possession of tobacco or tobacco products as previously defined may receive no less than two days Out of School Suspension. Artists found to be using said substances will receive no less than three days Out of School Suspension.

25. **POSSESSION OF A LIGHTER:** Artists found to be in possession of a lighter will result in a central detention. Artists found to be using a lighter will be subject to further penalties including, but not limited to, AEP or OSS.
26. **NOT FOLLOWING PROCEDURE:** Not following procedures of the school will result in consequences ranging from lunch detention to AEP at the discretion of administration or designee.

**Tier Two Violations** - Tier Two violations are cumulative. Artists with two or more Tier Two violations may be prohibited from attending commencement ceremonies for graduation.

1. **POSSSESSION OF A WEAPON:** Weapons are strictly prohibited on school grounds. Any Artist found to be in possession of a weapon will be subjected to a minimum 10 Day Out of School Suspension. The Somers Point Police Department will be notified. Artists may face more severe consequences, including possible expulsion, if found to be possession of or using a weapon.

2. **FIGHT:** Any Artists engaged in a fight will receive a minimum of 10 Days OSS and may be reported to the Somers Point PD. A fight occurs when two or more Artists physically attempt to hurt each other or when both Artists instigate and one Artist attempts to hurt the other Artist. If an Artist is attacked and only attempts to protect him/herself, the incident may be deemed an assault. Consequence is a minimum of a 10 Day Out of School Suspension.

3. **ASSAULT:** An assault is defined as an incident where one Artist physically attacks another person without the other person’s knowledge or provocation. The victim can make a reasonable attempt to protect themselves without attempting to hurt the aggressor. Consequence is a minimum of a 10 Day Out of School Suspension.
4. **THREAT:** A threat is a verbal or written statement of intention to hurt, injure, or inflict pain upon another person. Consequence is a minimum of a 3 Day Out of School Suspension.

5. **SUBSTANCE ABUSE:** The possession, use, and distribution of drugs, synthetic drugs, and alcoholic beverages in school and school sponsored activities is illegal and prohibited. Violations of this prohibition will subject an Artist 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 Artists who are affected by drug and alcohol abuse, including: instruction and counseling services and referral and support services for Artists who are in care or returning from care from drug/alcohol dependency.

6. **SEXUAL HARASSMENT:** Sexual Harassment is any unwanted and/or uninvited verbal or physical behavior of a sexual nature that results in physical harm or causes a person to feel uncomfortable or threatened. The severity of the disciplinary action will be based upon the circumstances of the infraction. The disciplinary action may range from central detention to out-of-school suspension.

7. **FALSE ALARMS:** Initiating a false alarm is a dangerous and serious action. An Artist guilty of such an offense endangers others and is in violation of the law.
   - 10 days out-of-school suspension and possible referral for additional disciplinary action.
• Somers Point Police Department will be notified.

8. **HARASSMENT, INTIMIDATION, & BULLYING (HIB):**
Harassment, Intimidation, & Bullying is previously defined in the Artist Handbook. Artists found to be in violation of this policy will face consequences which are dealt with on a case by case basis. Artists may be required to complete training or counseling sessions with the school counselor and/or school psychologist, and artists may receive central detention, AEP, or OSS depending on the severity of the incident.

9. **THEFT:** Any artist that is found to be in possession of a reported stolen item or items will receive consequences including a minimum 3 day Out of School Suspension. The Somers Point Police Department and State of New Jersey will be notified for any items valued over $10.

**ARTIST DRIVING**

**ARTIST DRIVING: PRE-REQUISITES**

In order to be granted the driving privilege an Artist must:

- Be in "Good Standing" which refers to being in compliance with the discipline code, attendance, and have a passing grade in all classes.
- 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 Artist'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 an Artist abuses the driving regulations or is not in compliance with the above prerequisites.

Warning: All Tier 2 offenses committed in school or on the school grounds that violate local, state or federal laws may be referred to the police for appropriate action. Continued discipline problems and acts that endanger the health, safety and welfare of pupils, parents, and/or faculty may require the school administration to take further action. Such action may include, but not be limited to, referral to the police.

Additionally, suspensions require artists to be picked up by a parent/guardian from school grounds in a timely manner. If a parent/guardian refuses to pick up a child, the school may call the Department of Children and Permanency (DCPP), formerly known as DYFS.

ARTIST DRIVING: APPLICATION

- Artists 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/guardian or the Artist.
- An application form must be completed and submitted to the Box Office.
- Seniors will be given first preference for driving privileges.
- An Artist conference may be scheduled (if needed) with the Principal/Lead Person to review the application.
ARTIST DRIVING: AUTOMOBILE REGISTRATION

If your application is approved, a parking tag must be purchased for $5.00 and must be displayed at all times in the window of your car.

If an Artist operates two or more cars alternately, tags must be registered for each vehicle. There is no charge for additional vehicles. Whenever a change in license plate occurs, the Artist is to immediately notify the Box Office so that the records may be changed.

ARTIST DRIVING: PARKING

- Artist vehicles may only be parked in the Artist Parking Lot
- 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. Artists are advised to lock all car doors.

ARTIST DRIVING: RESPONSIBILITIES & REGULATIONS

- Artists are not permitted to sit in parked cars or to loiter about parked cars at any time.
- Upon arrival to school, Artists must park their cars and immediately enter the building.
- Artists must exercise extreme caution when driving on school grounds. Maximum speed limit is 10 MPH.
- Artists 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.

**ARTIST DRIVING: VIOLATIONS**

● Misuse of the Artist driving privilege will result in the suspension or revocation of the Artist'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.

**ARTIST FINES**

Artists 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 an Artist to avoid being declared ineligible, all Artists are requested to fulfill outstanding obligations as soon as they are notified of them. Seniors will not receive their cap and gown and will not be able to walk at graduation until all obligations are satisfied.
**ARTIST IDENTIFICATION CARDS**

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

**ARTIST LAVATORIES**

Artists have access to lavatories during the school day; however, use of the lavatories should be limited. During Block 3, Artists may only use the lunch room bathrooms during their designated lunch period. The hallway lavatories near the Box Office may be locked during block 3. Please refer to above code of conduct for more information.

**ARTISTS WITH SPECIAL NEEDS**

Special Education: Chartertech complies completely with all Federal and State laws regarding equal access to educational opportunities. Special Education is provided through inclusion in all subject areas. Artists with special education needs are serviced on the basis of Child Study Team recommendations and their Individual Education Program (IEP). As needed, additional Child Study Team services are contracted through outside agencies.

**TRANSFER OF GRADES AND CREDITS**

Artists will receive credit for courses and/or programs from other certified institutions as determined by Chartertech High School credit system and Administration review.
WORKING PAPERS

Any Artists 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. Chartertech Artists may obtain working papers in the Guidance Office. A promise of employment must be secured before working papers can be signed. Procedures for working paper processing are available in the Guidance Office.

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

HARASSMENT, INTIMIDATION, AND BULLYING POLICY: DEFINITION

This policy prohibits any act of harassment, intimidation, or bullying towards any Artist 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 an Artist, damaging property, or placing an Artist in reasonable fear of harm.
• Is insulting or demeaning to any Artist or group of Artists and causes substantial disruption or interferes with the operation of the school.

Artists are expected to conduct themselves with proper regard for the rights and welfare of other Artists 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. Artists, 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.
Artists 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: www.chartertech.org.

Please note: Chartertech uses surveillance video cameras in all areas of the property.