



**Student Handbook  
Code of Conduct  
2018–2019**

**BERGEN COUNTY TECHNICAL  
HIGH SCHOOL  
Paramus Campus**

**275 Pascack Road  
Paramus, NJ 07652-4299**

Telephone: 201-343-6000 8502/8503/8504  
Fax: 201-599-9438 Child Study Team  
201-599-1288 Guidance  
201-996-6947 Main Office



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Raymond Hryczyk, *Vice President*  
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**PARAMUS CAMPUS ADMINISTRATION**

Carole Terrizzi, *Director/Principal*  
Jeremy Wertheim, *Vice Principal*  
Christopher Capodice, *Supervisor of Instruction*

## ***Principal's Welcome***

*Dear Students and Parents/Guardians:*

*The mission of the Bergen County Technical School District is to “prepare students to live, work and lead in a global community.” This handbook has been designed to familiarize the students and parents/guardians with the daily operation of our school so that we may work together toward our mission. It is essential to have the cooperative efforts of the school, parents/guardians and students to develop and carry out the best program for all students.*

*In acquainting themselves and understanding the guidelines set forth in the handbook students develop a solid foundation for success at Bergen County Technical High School, Paramus. Our goal is to provide each student with a strong academic and technical foundation to pursue postsecondary educational opportunities and/or entrance into the workforce upon graduation. Together we can help students develop a pathway to meet our goal and become accomplished in their future pursuits.*

*On behalf of the entire staff I welcome you to the Bergen County Technical High School, Paramus and look forward to working with each of you.*

*Carole Terrizzi  
Principal*

**Bergen County Technical High School  
Paramus Campus  
Contact Information  
201-343-6000**

**Main Office**

Ms. Carole Terrizzi, Principal / Director of Special Education	ext. 8501
Mr. Jeremy Wertheim, Vice Principal	ext. 8505
Mr. Christopher Capodice, Supervisor of Instruction	ext. 8548
Dr. James M. Karpowich, Cooperative Education Coordinator (CEC)	ext. 8518
Ms. Liz Henriquez, Lead Teacher	ext. 2259
Ms. Patti Donatello, Admin. Assistant to the Principal/ Admissions Assistant	ext. 8502
Ms. Fran Sgherza, Administrative Assistant	ext. 8503
Ms. Angie Porfido, Administrative Assistant / Attendance Secretary	ext. 8504
Ms. Danielle Flynn, School Nurse	ext. 8514

**Guidance Department / Support Staff**

Ms. Diane Boyle, Lead Guidance Counselor	ext. 8517
Ms. Katilyn Koziol, Guidance Counselor	ext. 8428
Mr. Christopher Caroselli, Guidance Counselor	ext. 8527
Ms. Marie Bogdanowich, Student Assistance Counselor	ext. 8446
Ms. Peggy Guido, Administrative Assistant	ext. 8424

**Child Study Team**

Mr. Jon Bercovici, Social Worker	ext. 8416
Ms. Andrea Giraldo, Learning Consultant	ext. 8405
Mr. Richard Eichenlaub, School Psychologist	ext. 8512
Ms. Krista Tomanelli, School Psychologist	ext. 8511
Ms. Katoya Pierce, Social Worker	ext. 8510
Mr. Neal Lucianna, School Psychologist	ext. 8440
Mr. Anthony Caporaso, Learning Consultant	ext. 8542
Ms. Jamie Guinta, Learning Consultant	ext. 8506
Ms. Maryellen Bigelow, Administrative Assistant	ext. 8507

**9<sup>th</sup> Grade Class Advisors**

Ms. Kaitlyn Koziol	<a href="mailto:kaikoz@bergen.org">kaikoz@bergen.org</a>
Ms. Dana Zweben	<a href="mailto:danzwe@bergen.org">danzwe@bergen.org</a>

**10<sup>th</sup> Grade Class Advisors**

Ms. Regan Ascenzo	<a href="mailto:regasc@bergen.org">regasc@bergen.org</a>
Mr. Luke Thawley	<a href="mailto:luktha@bergen.org">luktha@bergen.org</a>

**11<sup>th</sup> Grade Class Advisors**

Ms. Kathy Lee	<a href="mailto:katlee@bergen.org">katlee@bergen.org</a>
Mr. Keith Kaplan	<a href="mailto:keikap@bergen.org">keikap@bergen.org</a>

**12<sup>th</sup> Grade Class Advisors**

Mr. Michael Chomin	<a href="mailto:michco@bergen.org">michco@bergen.org</a>
Ms. Erin Hughes	<a href="mailto:erihug@bergen.org">erihug@bergen.org</a>

**Athletic Director**

Mr. William Muller	<a href="mailto:wilmul@bergen.org">wilmul@bergen.org</a>
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### **After School Activity Hours**

Students are expected to leave the building and grounds at dismissal unless they are involved in a supervised after-school activity. Loitering in unsupervised areas before, during or after school is not permitted. Parents will be informed of after school activities in advance and must provide transportation.

### **Athletics**

Many sports are available to students on the Paramus Campus. Students from our Teterboro and Hackensack campuses also participate in our sports program. For additional information please reference the Sports Handbook at <http://bcts.bergen.org/>. For additional information regarding our athletic department, contact Mr. Muller at ext. 2277. Offerings include:

#### **Fall**

Cross Country  
Football  
Girls' Soccer  
Boys' Soccer  
Girls' Tennis  
Girls' Volleyball  
Fencing  
Cheerleading

#### **Winter**

Boys' Basketball  
Girls' Basketball  
Bowling  
Track  
Cheerleading

#### **Spring**

Baseball  
Boys' Lacrosse  
Girls' Lacrosse  
Softball  
Boys' Tennis  
Cheerleading  
Boys' Volleyball  
Boys' Golf  
Girls' Golf

### **Attendance Policy**

The Board of Education requires that students enrolled in the schools of this district attend school regularly in accordance with the laws of the state. The educational program offered by this district is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the guidance of a competent teacher are vital to this purpose. Successful education occurs when students attend every class every day of the year. Students must accept responsibility for such decisions.

Regular and punctual attendance is required of all students. Excessive tardiness, absences from classes or school and truancy impact on learning and may affect the class participation component of their grade. Tardiness and absenteeism become part of a student's permanent record. Although the confidentiality of student records is protected by law, prospective employers and/or school officials may refuse an application for employment or school placement if the requested information on attendance and tardiness is not released. A student may be denied course credit when he or she has been absent from school in excess of eighteen (18) days or has missed in excess of eighteen (18) class sessions of a particular class, regardless of the reason for the absence.

In this policy, nothing should be interpreted as justification of a student's being unnecessarily absent from school or as setting up a quota of permissible absences from school as a right. N.J.S.A. 18A:38-25 states, "Every parent, guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public schools of the district or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school."

#### **1. Absences Excused (AE)**

Absences for the following reasons may be considered as "excused":

- A. Personal illness;
- B. Death or serious illness of a close family member;
- C. Required court appearances;
- D. Job interview or school visit with prior approval from Building Principal or designee;
- E. Other reasons approved by the Building Principal or designee.

## **2. Absences Not Counted Within the Eighteen (18) Days**

- A. Absences due to long term illness or injury when the student is receiving home instruction\*;
- B. Absences due to official out-of-school suspensions;
- C. Absences due to conflict in schedule with the sending district or when transportation IS NOT PROVIDED; Students who miss their transportation will be charged with an absence unexcused (AU);
- D. Absences due to observance of religious holidays.

**\*Students who anticipate absences lasting more than 10 days due to medical reasons should request home instruction.**

## **3. Absences Unexcused (AU)**

Absence from school for all or part of the day for any reason other than those listed as excused or not counted. Permitted consequences for unexcused absence (including class cuts) include exclusion from extra / co-curricular activities/events as determined by the administrative team.

## **4. Removal of Course Credit**

- A. When a student has reached the point of denial of course credit, the Building Principal or designee shall consult with the student and parent/guardian to develop a suitable educational program for the remainder of that school year. In the case of a shared-time student who is absent more than the allowable number of days, course credit will not be given, a shop certificate will not be issued, and a notice will be sent to the sending district and parents or guardians indicating the above.
- B. Students with educational disabilities may be exempted from this policy in their I.E.P. An attendance policy exemption requires both a rationale for the exemption and specific alternative attendance proficiencies.
- C. Special circumstances shall be handled on an individual basis by the Building Principal or designee.

## **Parent/Guardian Notification of Daily Absence**

Parents/guardians are required to call the school at (201) 343-6000 x. 8404 **PRIOR TO 8:00AM** to discuss the circumstances of an absence and/or to provide a note stating the cause of absence when the student returns to school. In case of an anticipated absence, parents/guardians are expected to call the school in advance to discuss the reason for the absence. When a student is absent and the school has not received a telephone call, the parent/guardian will receive an automated call informing them of their child's absence.

## **Parent/Guardian Notification of Total Absences (Excused and Unexcused)**

- A. When a student has been absent for five (5) days, cumulatively, the Building Principal or designee will provide written notification of the number and dates of absences to the student's parent or legal guardian. The guidance counselor or case manager will be copied for follow-up.
- B. When a student has been absent for eight (8) days, cumulatively, the Building Principal or designee will send a second written notice to the student's parent or legal guardian. The notice will include a warning and explanation of the potentially adverse academic consequences of the absences and a request to confer with the student's parent or legal guardian to discuss this issue and all attendant matters.
- C. When a student has been absent for ten (10) days, cumulatively, the Building Principal or designee will send the parent, legal guardian, and/or sending school representative a notification letter. The parent or legal guardian must contact the guidance counselor and/or child study team case manager to arrange a conference.
- D. The Building Principal or designee will send the parent, legal guardian, and/or sending school representative a notification letter. The parent or legal guardian must contact the Building Principal or designee to arrange a conference.
- E. When a student has been absent for nineteen (19) days, cumulatively, the school administration shall initiate the procedure, "Removal of Course Credit."

## **Tardiness**

- A. Tardiness due to a conflict in schedule with the sending district or when transportation is NOT PROVIDED is considered a tardy excused (TE).
- B. Unexcused tardiness (TU) to school shall be subject to disciplinary action.
- C. Four (4) instances of tardiness shall constitute a single unexcused absence. This absence counts for possible loss of course credit.

### **Class Cuts**

A cut means an unexcused absence from an assigned class. Disciplinary action will be taken for cutting a class. Any totals that equal the number of absences unexcused (AU) (maximum of 6) may result in a loss of course credit in that particular class.

### **Make-Up Work, Grading and Other Consequences**

- A. A student is allowed one day to make up missed work for each day of absence, beginning with the day the student returns to school. Any work not made up within the allotted time may result in a lowered grade.
- B. Student grades cannot be lowered as a direct result of absences (excused or unexcused). Students must be allowed the opportunity to make up tests and other assessment instruments according to the timetable established above.
- C. A permitted consequence of unexcused absences (including class cuts) is exclusion from extra/co-curricular events as determined by the Building Principal or designee.  
A student's failure to meet the attendance standards set forth in this regulation may cause him or her to be denied participation in co-curricular activities and/or athletics.

### **Early Dismissal/Sign-Out**

No student regardless of age, is allowed to leave school for any reason. In the event a student must leave early, a parent/guardian either signs him/her out, gives permission in writing for the student to be transported by an adult named by the parent, or gives permission for a student with driving privileges to drive home. Parent/Guardian notes will be verified via phone calls from the main office. Every effort should be made to schedule medical appointments after school hours. All students leaving early must sign out and exit the building at the 275 entrance.

### **Right of Appeal**

The parent or guardian of a student who has not reached the age of majority has the right to appeal if there is substantial disagreement with the removal of course credit. A special review board will be convened by the Building Principal or designee. The board shall consist of the Building Principal or designee, Guidance Counselor and/or Child Study Team Case Manager, and other school personnel as designated. The decision of this board will be binding.

### **Attendance for Extracurricular/Co-Curricular Activities**

Students participating in any extracurricular or co-curricular activity must be present on the day of the activity. Students who are absent forfeit their right to participate in the sport or activity for the day.

### **Back-to-School Night**

Back-to-School Night provides an opportunity for parents/guardians to visit classrooms and meet instructors. Students do not attend this event.

### **Bus Transportation**

All Bergen County Technical High School, Paramus Campus students are transported from the sending districts by their town Board of Education. Route creations are agreed upon between the sending district and independent bus companies. Students arrive on campus between 7:45 a.m. - 8:00 a.m. and are dismissed daily at 2:56 p.m. Buses leave at approximately 3:00 p.m. on full days and 12:30 p.m. on half days. Any incidents on the bus should be reported to administration immediately. Only those students who are on the scheduled bus route are permitted on the bus. As per district policy, under no circumstances will students be permitted to leave school via Uber, Lyft, taxi, etc.

### **Cafeteria Services**

There is one cafeteria on the campus where students can purchase meals. Breakfast/lunch may be purchased in the cafeteria each day. Students are reminded that they must clean up after they eat and discard waste products. Lunch is not to be taken from the cafeteria. **No student is permitted to leave campus to go out for lunch or order outside food deliveries during school hours (8:00 a.m. – 2:56 p.m.)** Non-compliance with this policy may result in suspension. Students are not permitted to eat or drink in the hallways or classrooms at any time.

### **Case Managers/Child Study Team**

Every full-time student at the Bergen County Technical Schools, Paramus Campus is assigned a case manager who is responsible for students' academic and technical programs. This advisory role is critical in providing assistance germane to academic life, which balances a comprehensive array of guidance services. A case manager is assigned to each student at the beginning of his or her freshman year and serves in this capacity until the student graduates unless a formal request is made by the student or his/her parent(s) or guardian(s) to change the case manager assigned. Shared-time students will have the services of a guidance counselor. The sending district is responsible for case management of shared-time students.

### **Cellular Phones**

Students are not permitted to use cell phones in hallways or classrooms. All students shall comply with the phone locker policy. In the event students are given the opportunity to utilize their cell phones in class, they are to adhere to the teacher's classroom management plan. Violation may result in confiscation of the cellular phone until the end of the school day. Repeated violations will require that a parent/guardian come into school to retrieve the phone and participate in a conference. Main office phones are available to students for reasons deemed appropriate by the Building Principal or designee. Parents needing to contact their child during the school day are asked to call the main office at 201-343-6000 ext. 8502.

### **Cheating and Plagiarism – District Policy #5701**

Plagiarism is defined as the act or instance of copying verbatim or by paraphrasing another's words or ideas. The act or instance of allowing one's own words or ideas to be copied verbatim or paraphrased. The act or instance of sharing one's own words or ideas with another. The presentation of another's words or ideas and attributing them as one's own. The act of taking one's own original works or ideas that were written for one class and submitting all or part of them for credit in another class. Whether or not a work is copyrighted is immaterial for such act to be deemed plagiarism. Whether or not the act of plagiarism is intentional is also immaterial – it is the act itself which constitutes plagiarism. Ignorance, naiveté or sloppiness is no excuse. In addition, if a plagiarized work is protected by copyright, its unauthorized reproduction is a copyright infringement giving rise to a possible legal or civil cause of action.

### **Penalties for Plagiarism or Cheating**

#### **1st Offense:**

1. A grade of "0" will be given for the assignment or test.
2. Option to re-do assignment with the grade for the redone assignment averaged with the zero for a final average not to exceed 50%.
3. If a student is caught cheating on a test, the student may retake the test; the zero on the first test will be averaged with the score received on the retake for a maximum final test grade of 50%.
4. Parent notification, required parent conference with an administrator or designee to determine what further action, if any, should be taken.
5. A formal recording of the incident is placed in the student's record.

#### **2nd Offense:**

1. A grade of "0" will be given for the assignment or test.
2. No make-up shall be allowed.
3. Parent notification, required parent conference with an administrator or designee to determine what further action, if any, should be taken.
4. A formal recording of the incident is placed in the student's record.
5. Student enrolled in one-month moral decision-making family seminar that focuses on the ethics of cheating. Failure to complete this course will result in a failure for the marking period.

#### **3rd Offense:**

1. Loss of course credit.
2. Required parent conference with an administrator or designee.
3. Up to three (3) days of suspension.
4. Recommendation for alternative placement.



### **Closed Campus**

The Bergen County Technical High School, Paramus Campus is a closed campus. From the moment students arrive on campus until dismissal times (2:56 p.m. for a regular school day; 12:30 p.m. for scheduled half-days), no student is permitted to leave campus unless escorted by a staff member. Parents of students who leave campus are notified immediately and will be reported to the Bergen County Sheriff's Department as missing persons.

### **Clubs and Activities**

Students have the opportunity to participate in several clubs that are held after school from 3:00 p.m. – 4:30 p.m. Clubs are held on Wednesdays. New/different clubs are added annually based on student interests and staff availability. A late bus is provided each Wednesday and will drop off the students at a designated area of their municipality.

### **Co-Curricular Activities**

No co-curricular activity shall be considered to be under the sponsorship of the Board unless the Superintendent or his or her designee has approved it. A student is ineligible for participation in co-curricular activities if he or she has:

- Demonstrated unsatisfactory attendance by receiving a warning notice of unsatisfactory attendance.
- Failed to maintain a specific grade point average.
- Failed a course required for promotion or graduation in the preceding marking period or received a notice of warning of failure in a course required for graduation in the current marking period.

### **Code of Conduct**

The Bergen County Technical Schools, Paramus Campus believes that all students have the right to attend a school that is safe and secure. To that end, the school and the community have an obligation to promote mutual respect and safe and harmonious relations that support human dignity and equality. The district does not tolerate any gestures, comments, threats, or actions, whether written, verbal, or physical, which cause, or threaten to cause, or are likely to cause bodily harm or personal degradation. These actions are not tolerated on campus or at any other school activity whether on or off campus. This code of conduct is designed to offer guidelines to the ethical behavior within the academic community at the Paramus Campus. Its goal is to establish a strong sense of responsibility to the community in each individual. It is essential that all members of the community uphold and support this code in both letter and spirit.

**Student Expectations** – Bergen County Technical Schools, Paramus Campus students are expected to support the school community by:

- Honoring each student's right to pursue an education without verbal or physical harassment or damage or theft of personal or school property.
- Maintaining a sense of honor and personal integrity by neither giving nor receiving assistance on individual projects or examinations.
- Exhibiting proper behavior at all times both on and off campus.
- Following individual guidelines of classroom instructors.
- Supporting each individual's right to a clean, graffiti-free physical environment.

**Tolerance** – In order to foster a supportive, educational environment; individuals should respect each other's cultural, religious, ethnic, racial and gender differences. Individuals should help others realize and achieve their full potential.

**Student/Teacher Relations** – Mutual respect must exist between teachers and students. Teachers should create an environment where all students have equal opportunity for success.

**Respect for School Facilities** – Vandalism and theft will not be tolerated. Students should respect the property of the Bergen County Technical Schools, Paramus Campus by keeping classrooms and hallways free of litter and maintaining the proper working order of all school resources.

**Privacy** – While Bergen County Technical Schools, Paramus Campus recognizes the need for privacy, the safety of the community as a whole must be held foremost. Therefore, students are obliged to come forward if they have

knowledge of endangering emotional distress, criminal activities, weapons possessions or threats of violence.

**Internet Ethics** – Students’ Internet use should conform to the Netiquette policy which they have acknowledged and signed. Furthermore, students shall refrain from “spamming”. Spamming is defined as mass distribution of personal communications.

The success of this code of conduct is dependent upon the partnership of student, teacher and parent. We recognize the critical role of parents/guardians in encouraging their son/daughter to uphold our honor code. Through the implementation of this honor code, each individual will have a greater sense of pride in our community.

### **Community Service**

Students will be required to complete sixty (60) service hours prior to graduation. For further information, students and/or parents should speak with their Case Manager/Guidance Counselor.

### **Computer Security and Netiquette Policy**

Bergen Net is a non-profit Internet Service Provider (ISP) operated by the Bergen County Technical Schools. Bergen Net serves the students and staff of the Bergen County Technical Schools as well as other schools and agencies in the county. Students and staff can access Bergen Net on campus and at home. Bergen Net is designed strictly for educational purposes that include email, online research and web page development. Parents who participate in the Parent Educational Institute in order to foster partnerships between school and home also use Bergen Net.

Governance and Control of Bergen Net – the District's Technology Council – has developed guidelines, which all students, parents and faculty must follow. The guidelines are set forth to assure that the equal rights of all users are protected and that all users have equal access to Bergen Net as a rich and important component of education.

Connection to the Internet, however, gives students and faculty access to information sources that have not been pre screened according to Board of Education and other educational standards. All users have the right to freedom of expression in this public forum. However, unacceptable, illegal and/or unethical behavior constitutes just cause for disciplinary action, which may include suspension or revocation of network or computer privileges, suspension or expulsion from school, and/or legal action and prosecution by law enforcement authorities.

The guidelines as set forth, are submitted to the Board of Education and may be subject to amendment at any time pending changes to Board of Education policy. In addition, Bergen Net users must be aware that they are subject to all applicable local, state, federal and international laws regarding computer and Internet use, software use, and copyright infringement laws.

### **Daily Period Schedule** **The School Day**

The school doors open at 7:45 AM. (This may be earlier in inclement weather.)

7:45-8:05 AM – Breakfast is available in the school cafeteria.

The standard day is scheduled as follows:

Homeroom – 8:05 - 8:15 AM	Period 5 – 11:15-11:56 AM
Period 1 – 8:15 - 8:56 AM	Period 6 – 12:00-12:41 PM
Period 2 – 9:00 - 9:41 AM	Period 7 – 12:45-1:26 PM
Period 3 – 9:45-10:26 AM	Period 8 – 1:30-2:11 PM
Period 4 – 10:30-11:11 AM	Period 9 – 2:15-2:56 PM

An abbreviated day is scheduled as follows:

Homeroom – 8:05 - 8:15 AM	Period 3 – 9:45-10:26 AM
Period 1 – 8:15 - 8:56 AM	Period 4 – 10:30-11:11 AM
Period 2 – 9:00 - 9:41 AM	Period 5 – 11:15-11:56 AM

Period 6 – 11:49 AM – 12:30 PM

### **Discipline Policy**

The faculty/administration reserves the right to discipline any student who, in its judgment has failed to maintain a satisfactory behavioral record. To secure conditions conducive to learning, Bergen County Technical Schools, Paramus has developed policies that serve to protect the educational process as well as the welfare of the school community. Students are expected to live within the letter and spirit of the Code of Conduct, thus demonstrating a willingness to accept responsibility for the effective functioning of an academic and social community. The violations listed below are reportable to the administration. In the event of a violation, parents are contacted.

- Abuse of technology/violation of netiquette policy.
- Behavior that constitutes a danger to the well-being of others.
- Class cut/truancy.
- Plagiarism, cheating, copying and unauthorized collaboration.
- Gambling.
- Leaving campus without authorization between 8:00 a.m. and 2:56 p.m.
- Misconduct on school bus.
- Physical assault (intimidation and fighting) or verbal harassment.
- Harassment, intimidation, and bullying.
- Possession, distribution, or use of alcohol/illegal drugs.
- Possession, distribution, or use of weapons or firearms.
- Insubordination to faculty or support staff.
- Disruptive behavior.
- Continued and willful disobedience.
- Physical or verbal threats.
- Smoking on school premises, school buses or school outings.
- The use of physical, verbal, or electronically transmitted obscenities.
- Vandalism/theft.
- Taking part in any unauthorized occupation of a district facility.

### **Discipline Progression**

Lunch Detention  
After School Detention

In-School Suspension  
Out of School Suspension

Responses to violations may include, but are not limited to: warnings, loss of privileges (field trips/special privileges, sports), parent conference, written documentation of incident in student file, payment for property loss or damage, loss of computer use/access, before or after school detention, lunch detention, suspension, alternative program, conflict resolution, in-school or out-of-school suspension, recommendation for alternate placement.

### **Disciplinary Review**

A student with a pattern of chronic infractions to the school's Disciplinary Code is considered a habitual offender. Habitual offenders will enter into a behavioral contract and/or a Behavioral Intervention Plan (BIP) acknowledged by the student, the student's parents/guardians and administration and shall be included in the IEP. A conference with the student, parent, school administration and sending district representative will be conducted for a student on a behavioral contract or BIP who continues to display inappropriate behavior. This conference will address appropriate placement of the student and the need for the student to be returned to their local sending district high school or program most suitable to his/her specific educational needs.

### **Discrimination Disclaimer**

It is the policy of the Bergen County Technical School District not to discriminate in its educational programs, activities, employment practices or admission policies and practices on the basis of race, color, age, creed, religion, ancestry, national origin, socioeconomic status, affectation, sexual orientation, gender, disability or marital status.

A complete set of board policies can be found at <http://bcts.bergen.org/index.php/district-board-policies>. In addition, an electronic copy of the Paramus Campus Student Handbook, which includes the code of conduct, can be found at [www.bergen.org/paramus](http://www.bergen.org/paramus).

### **Dress Code**

Students are expected to dress appropriately at all times on campus, at school activities or on school trips. Inappropriate dress includes, but may not be limited to, anything that is considered to be underwear worn as outer clothing, beachwear, including bare midriff shirts, tank tops and halter tops, flip flops as well as any clothing with written profanity, references to illegal substances, or any other clothing that is deemed unsuitable by campus administration. Coats and outerwear, as well as sunglasses, bandanas, headbands, and sweatbands are prohibited while in any school building. Although hats are permitted to be worn in the hallways, teacher discretion determines whether or not they are allowed in the classroom. Exceptions to this would include shop or technical areas where these items would be worn as part of the uniform or for sanitary or health reasons, as well as head coverings for religious purposes. Students in technical areas or labs must dress accordingly; wear safety glasses, gloves, appropriate footwear, etc. Violations of the school dress code will result in parent notification. Parents can expect to be asked to bring in a change of clothing upon notification from the school. Individuals in repeated non-compliance of the dress code will be viewed as defiant of school policy and will be subject to appropriate consequences.

### **Driving and Parking Privileges**

Seniors who are licensed student drivers may apply for a student parking permit from Ms. Porfido in the Main Office. Parking permits must be displayed on the drivers side on the rear window at all times. No Juniors are allowed to have a car on campus. Students with driving and parking privileges are expected to arrive at school on time and cannot leave campus until 2:56 p.m. or 12:30 p.m. on scheduled half-days when the school day officially ends. Students may not drive off campus for any reason during the day and may only transport themselves. In the event a permitted driver wishes to transport a student, either on occasion or a regular basis, both the driver and intended passengers must complete a Student Transport form, available in the main office, and submit for approval. Students who are observed driving in a unsafe manner, or fail to comply with staff direction, may result in a ticket, loss of privileges and/or suspension. Extension of driving privileges is also contingent upon prompt arrival to school and prompt reporting to classes. All traffic laws must be obeyed. Violations of this policy may result in revocation of driving privileges as well as possible police intervention. Students will not be granted permission to drive the following vehicles to and from school: motorcycles, mopeds, bicycles, skateboards, scooters, etc. All students who are authorized to drive to school must park on campus. Unauthorized students found parking on or off campus, are subject to disciplinary and/or legal action.

**THE BERGEN COUNTY TECHNICAL SCHOOLS DISTRICT ACCEPTS NO RESPONSIBILITY FOR ACCIDENTS AND/OR VANDALISM OCCURRING ON SCHOOL PROPERTY.**

### **Electronic Devices**

Students are discouraged from bringing electronic devices including but not limited to as iPods, iPads, laptops, etc. The Bergen County Technical Schools will not be responsible for these lost, stolen or damaged items. Students may use personal listening (with headphones) devices, such as iPods, during or before homeroom begins and during their lunch period. Personal speakers may not be used in the building unless approved for instructional purposes.

### **Faculty Email Directory and Phone Extensions**

Faculty emails and contact information can be found on the school's main page by corresponding department. The following link will direct you to the Staff Directory webpage.

<http://bcts.bergen.org/index.php/bcts-faculty/paramus-faculty27>

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act (20 USC §1232G, 34 CRF Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program

of the U.S. Department of Education.

FERPA grants parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of eighteen (18) or attends a school beyond the high school level. Students to whom the rights have transferred are called "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for making copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

#### **Fire Drills/ Emergency Drills**

Regularly scheduled fire drills and emergency drills are state-mandated and essential to the safety of all. The following instructions ensure a maximum degree of protection:

- Upon commencement of alarm or drill, cease all activity and talking immediately.
- Be prepared to follow all instructions from the teacher in charge.

There may be a time during the day when the building has to be evacuated for emergency reasons. An Emergency Action Plan is strictly adhered to in these cases. All students should stay with their teacher. In some emergency cases, evacuation is handled through the Bergen County Sheriff's and the Paramus Fire Departments.

#### **Flag Salute**

N.J.S.A. 18A:36-3 requires that students in public schools show respect for the flag of the United States of America. If you are conscientiously opposed to saying the pledge, you may abstain from doing so.

#### **Gambling**

Gambling on school property is an illegal activity. Any student found to be involved in gambling is subject to disciplinary action as well as police intervention. Parents will be notified immediately and required to attend a disciplinary conference with a member of the school administration.

## Grading

Grading for the Bergen County Technical Schools, Paramus Campus occurs on a quarterly basis. Letter and number grades are issued to indicate the level of achievement in all classes as follows:

<u>Grade</u>	<u>Band</u>	<u>Grade Point Equivalent</u>
A+	100 - 97	4.0
A	96 - 93	4.0
A-	92 - 90	3.67
B+	89 - 87	3.33
B	86 - 83	3.0
B-	82 - 80	2.67
C+	79 - 77	2.33
C	76 - 73	2.0
C-	72 - 70	1.67
D+	69 - 67	1.33
D	66 - 63	1.0
D-	62 - 60	0.67
F	59 - 0	0.0

Students will receive a grade for each of the four (4) marking periods in each academic subject. The final grade will be determined by averaging the four marking period grades. Exceptions to this rule occur in the following subjects:

- Physical Education – Three (3) marking period grades with the final grade being the average of all three.
- Health/Driver Education – One (1) marking period grade which will also be the final grade. Any student who earns a failing grade in these subjects will receive a grade of “I” or Incomplete on their report card. The student will have two weeks to complete missing work/assignments or a project determined by the instructor in order to have the grade changed. The student’s case manager will monitor this progress with the instructor.

Teachers will provide their students with a “Classroom Management Plan” at the start of the school year. This plan will explain in detail the teacher’s grading criteria and will include information on projects, assignments, missed work due to absences and other information pertinent to the student’s assessment.

A grade of an “Incomplete” (I) may be assigned for any *marking period* for extenuating circumstances such as: death in the family, emergency leave, or personal issues discussed previously with instructor. If an “I” grade is assigned, a student will have two weeks to complete necessary work.

### **Appeal of Grade Received – Board Policy #5710.1**

The evaluation of a student’s work product is the obligation of the teacher and the expectations for determining grades, including the final grade, shall be established by the teacher and given to the students in the course syllabus at the start of each course.

Balancing the teacher’s duty to confer equitably and impartially determined grades, the Board of Education recognizes the right of students to request a review of a grade earned in any graded subject. The Board also is cognizant of the need to settle disputes promptly, fairly and efficiently. When a student, or parent/legal guardian acting on behalf of their child, believes a grade was awarded erroneously, prejudicially or capriciously, the student shall follow the appeal procedures outlined herein. The burden of proof shall rest with the student to demonstrate that the awarded grade is incorrect or inappropriate.

### **Review of Student’s Grade**

A student, parent or legal guardian may appeal a grade received by submitting a letter of request to the Building Principal of the school or his or her designee attended by the student. The letter must include an unambiguous and concise statement of the reason(s) why the appeal is being made and a factually based statement supporting the reason for appeal.

### **Required Documentation**

Upon receipt of the appeal request and based on the reason for the appeal, the principal or his or her designee shall:

- Compile all documentation of assessments used to determine the grade awarded and for which the appeal is being made. Documents may include, but are not limited to, quizzes, homework assignments, notes on class participation, etc.
- Obtain the classroom management plan from the teacher;
- Obtain the teacher's written rationale for awarding the grade;
- Obtain the record of unexcused student absences.

Once all of the documentation has been compiled, a review board consisting of one administrator and two (2) teachers shall be formed and convened in order to assess the documents provided. The names of the teacher and student and any other identifiers shall have been removed from all documentation reviewed by the board.

All documentation shall be assessed in light of compliance with state, local and District laws, statutes, regulations and policies, which include, but are not limited to, Section 504 of the Rehabilitation Act of 1973, Individuals with Disabilities Education Act (IDEA), the student's individualized education plan, etc.

Based on the assessment of the relevant documentation and compliance requirements, the review board shall make its decision and forward its recommendation to the Building Principal.

The Building Principal or his or her designee shall prepare and mail a letter to the student or his or her parent(s) or legal guardian(s) stating the review board's decision.

### **Deadlines**

A request to review a grade must be received no later than ninety (90) days after the student, parent(s), or legal guardian(s) receives the report card in which the grade in issue is published unless otherwise specified by the I.E.P. A student who fails to initiate the appeal within this time period loses the right to appeal the grade in issue. The review board shall make its determination within thirty (30) days after receipt of the appeal.

### **Guidance Department**

Guidance and counseling are integral components in the overall functioning of any educational program. The mission of the Paramus Campus guidance program is to conduct activities that respond to the developmental needs of all students in the areas of personal, social and academic growth. The program is based on the belief that each student is an individual and that guidance and counseling are shared responsibilities of the counseling faculty and the family. Counselors can be accessed to provide assistance with problem solving, decision making and college planning. The counselors also facilitate communication between students and teachers, students and parents, and parents and teachers. The counselor can provide referrals to professionals outside the school community upon parental request. Students are encouraged to visit the Guidance Department and access the many services that are available. Meetings are made by appointment. The Guidance Department may schedule visits to colleges and post-secondary technical schools throughout the school year. Students interested in attending a particular trip should contact their case manager or the Guidance Department for a listing of times and dates for these visits.

### **Guidelines for Use of Bergen Net**

No student, faculty member or parent is permitted to change or alter the configuration of the network. The Systems Manager designated by the Superintendent is the only person authorized to make such changes or alterations. No user may deliberately cause or be part of any action, which results in network traffic disruptions, equipment or system performance degradation, or inoperability of the system. All work created by students, faculty and parent groups must adhere to copyright regulations. Any materials created that constitute a direct outgrowth of project and/or educational endeavors by students, parent groups and faculty are the property of the Bergen County Technical Schools. Neither Bergen Net nor other district technology, whether in use in school or at home, may be used for any profit-making activities (e.g. sale of tickets to sports events) and/or any other use which does not

attempt to meet the objectives of educational learning on campus.

Only authorized software products may be used on campus. Authorized software products are those which require licenses and for which the district owns a valid license. No software owned by students may be used on campus.

All students are expected to follow the guidelines set forth below:

- Students are not permitted to copy or move district software from the classrooms, labs or other educational areas.
- Students are not permitted to copy, modify or borrow software from classrooms, labs or other educational areas.
- Students are not permitted to play games on the district's computer equipment.
- Students are not permitted to access or view any social media websites, "apps", or messaging services.

Appropriate campus personnel reserves the right to any information stored on any of the district file servers.

Software piracy is a federal offense punishable by heavy fines and possible jail sentence of up to five years. Software offenses include but are not necessarily limited to making or downloading an illegal copy of a software program and violating a site license or other computer license. Bergen Net users may not access the network to engage in inappropriate or unethical behavior such as researching, downloading or posting sexual or graphic material of a threatening, obscene, harassing, defamatory, or hostile nature. Computer security assures appropriate educational use of the network and/or computers in the campus labs, classrooms, library, and resource areas by all staff, students and other authorized visitors.

#### **Use of School Issued Chromebooks**

Chromebooks will be distributed to all full time students for use both during school and home. They will only be distributed after the child's parent/guardian attend an orientation or meet with school personnel and sign the BCTHS Chromebook Agreement. Parents & students must sign and return the Chromebook Computer Agreement and Acceptable Use Policy before a Chromebook can be issued to their child.

#### **Violations of Computer Use and Security Guidelines**

**First Offense** - In-school suspension, and/or suspension from the use of Bergen Net for thirty (30) school days from the time of the offense.

**Second Offense** - Suspension from the use of Bergen Net for one school year from the time of the offense and/or out-of school suspension.

**Third Offense** - The Building Principal reserves the right to recommend expulsion to the Superintendent and Board of Education.

#### **Email Accounts**

Email accounts are assigned in Freshman year. Parents and students who refuse to sign the campus netiquette agreement are denied an account. No student should share her or his password with anyone. A building Wi-Fi is available for use.

#### **Hallway Etiquette**

Students are expected to exhibit exemplary behavior at all times. Hallways must be kept clean of debris. All food must be consumed in the cafeteria or common. Eating and drinking in the hallways are prohibited. The use of sports equipment is prohibited on campus without authorized supervision and must be stored in a designated area during the school day. Inappropriate hallway behavior will result in disciplinary action. Inappropriate hallway behavior includes, but is not limited to, horseplay, uttering obscenities, excessive noise, obstruction of hallways and loitering around main building exits and thoroughfares. Students must refrain from making public displays of affection.

#### **Harassment, Intimidation and Bullying Policy #5512.1M**

The Board of Education prohibits acts of harassment, intimidation or bullying. The Board requires the maintenance of a safe and civil school environment so that students are able to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that upsets both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers always must exhibit appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. This policy applies to all acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a



school bus.

Definition – “Harassment, intimidation or bullying” means any written or verbal gesture or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

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

Furthermore, instances in which a student exercises power and control over another student, in either isolated situations (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying) may be deemed acts of harassment, intimidation or bullying.

### **Expected Behavior**

The Board expects students to conduct themselves in a manner consistent with their levels of development, maturity and demonstrated capabilities properly regarding the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities, equipment and property. The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, legal guardians and staff to produce an environment that encourages students to grow in self-discipline. Building this type of environment must be supported by a foundation of respect for self and others, as well as respect for school district and community property.

The Board believes that the best discipline is self-imposed, and it is the responsibility of school district staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply the best practices designed to prevent discipline problems and encourage students' abilities to grow in self-discipline.

### **Prohibited and Encouraged Behavior**

The Board prohibits active and passive support for harassment, intimidation or bullying. It encourages students to support other students who walk away from these acts when they see them, constructively attempt to stop them and report these acts to the Building Principal or his or her designee. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others, obey constituted authority and respond to school district teaching, support and administrative staff.

Reporting Procedure – Complaints alleging violations of this policy shall be reported to the Building Principal or his or her designee. All school employees are required to report alleged violations of this policy to the Building Principal or his or her designee. All other members of the school community are encouraged to report any act that may be a violation of this policy. While submission of a Harassment, Bullying and Intimidation Report Form (see R5512.1) to the Building Principal or his or her designee is not required, the reporting party is encouraged to use it to make such a report. Oral reports also will be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the information submitted anonymously.

Response to an Incident of Harassment, Intimidation or Bullying – Some acts of harassment, intimidation or bullying may be isolated incidents requiring the school to respond appropriately to the individual(s) committing the acts. Other acts may be so serious or part of a larger pattern of harassment, intimidation or bullying that require a response either at the classroom, school building or school district level or by law enforcement officials.

### **Reprisal or Retaliation Prohibited**

The school district prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the Building Principal or his or her designee after consideration of the nature and

circumstances of the act, consistent with case law, statutory law and codes and district policies and regulations.

### **Consequences of False Accusation**

Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1 through 37-19, Discipline of Pupils, and consistent with case law, statutory law and codes and district policies and regulations. Consequences and appropriate remedial action for a school employee found to have falsely accused another, as a means of harassment, intimidation or bullying shall be determined in accordance with district policies and procedures. Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the Building Principal or his or her designee, after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.

Copies of the entire policy and procedures may be obtained from the school administration, student assistance coordinators or at: <https://bcts.bergen.org/index.php/2015-06-17-15-25-47/business-office>. These individuals are also available to answer any specific questions regarding this policy and provide you with a variety of community resources if the need may arise.

### **Honor Roll**

The purpose of the Honor Roll is to recognize students whose motivation and good study habits result in success in their academic and technical area courses for a particular marking period. Students will also be expected to exemplify positive behavior at all times. Any student who has been suspended or has a significant documented behavioral issue will not be eligible for the Honor Roll for that marking period.

### **ID Cards**

All students are issued a photo ID card at the beginning of the school year. Students must have the ID card in their possession at all times. Lost ID cards will be replaced for a fee of \$5.00. Loss of an ID card must be reported in the Main Office.

### **Injuries**

If a student is injured at school, the student should immediately notify the teacher in charge and/or the school nurse. If neither the school nurse or teacher is available, students should report directly to the main office.

### **Insurance**

The Board of Education will pay for a full access accident insurance policy to cover all secondary students while they are in attendance at school or while they are participating in any school-sanctioned activity. Full access is secondary insurance; that is, it provides coverage only after all other insurance has been exhausted. This insurance is not designed to replace family or individual medical insurance. All accidents must be reported to the school nurse as soon as possible. The nurse will provide full details of the procedures to follow.

### **Late to Class**

Students are expected to arrive on time to class. Lateness to class is considered unexcused if the student arrives after the start of the class without a note from a member of the staff explaining the student's lateness. Teachers should refrain from keeping students beyond the scheduled class time. Lateness to class is considered excused if the student is granted permission to be with another staff member before class begins or in circumstances where a staff member provides a note explaining the lateness. If a persistent pattern of lateness develops, the classroom instructor shall notify the parents. Any student who misses more than ten (10) minutes of a class may receive a cut subject to the teacher's discretion.

### **Lockers**

Student lockers are to be used to store school-related materials and personal items. No flammable or explosive materials, alcoholic beverages, drugs, weapons, controlled dangerous substances, or other dangerous articles are to be kept in any locker. Violators are subject to immediate suspension from school. No graffiti or other material is permitted on any locker. Students may only use lockers that have been assigned to them.

### **Locker Searches**

All student lockers are the property of the Board of Education and are on loan to the students. To protect all students, and in accordance with District Policy and the law, school officials have the right to search student lockers at any time without prior notification. Use of dogs or other searching devices may be used. Locker inspections may be conducted periodically to enforce these rules.

### **Lost and Found**

Items found throughout the building are placed in a bin in the student cafeteria. Students are encouraged to check the bin for missing items as well as the main office.

### **Medical Services**

#### **Illness in school**

Students who become ill in school are given a Hall Pass and must report to the nurse immediately. A student is free to enter the nurse's office at the change of classes without a pass if necessary. The nurse will attend to the student's immediate needs and telephone the parent or guardian at home or at work. The student will not be allowed to go home if the parent or guardian is not available. If parents or guardians cannot pick up their child at the time of notification, they should designate which emergency person listed on the emergency form is to be called. In an emergency, when no one can be reached and the student needs medical attention, an ambulance will be called. Parents or guardians should call or write to the nurse regarding any recent medical condition or illness of their child. The school nurse can be reached at (201) 343-6000 ext. 8514

If there are any changes in emergency telephone numbers, home telephone numbers, addresses, or places of employment, please contact the school nurse or the Main Office. This information is extremely important when the school needs to reach a parent or guardian.

#### **Medication**

No prescribed or over-the-counter drug should be kept in student lockers or shared with other students. If the doctor prescribes a drug to be administered during school hours, the exact dosage needed must be given in the original pharmaceutical container, properly labeled, and accompanied by the appropriately signed district medication form. The nurse will see to it that it is administered properly.

### **Military Access to Student Information**

Although the Bergen County Technical School District does not publicly disclose any student "directory information," without parental permission, it is required, under federal law, to provide military recruiters with access to names, addresses, and telephone listings of students upon request. The Student Verification Form provided by the Bergen County Technical Schools each year to update data in the student information system enables parents to indicate whether or not they want this information shared. If you do not submit this form indicating that you do not want this information shared with the military, the district will be required, under federal law, to disclose your child's student directory information to military recruiters.

### **Naviance**

Naviance, the school's web-based college and career readiness platform, allows for the delivery of individualized/personal student learning plans. New students and parents/guardians receive individual registration codes at the opening of the school year. Registration codes for returning students and parents/guardians can be obtained from the guidance department. Additional information about Naviance Family Connection can be found at <http://www.naviance.com/students>. The iPhone and iPad app for Naviance can be found at <http://itunes.com/us/app/naviance-student/id516404583?mt=8&ls=1>.

### **No Child Left Behind (NCLB) Complaint Policy and Procedure**

#### **Purpose**

This procedure sets forth the process for resolving a complaint presented by any individual or organization that: (1)

a school, school district, other agency authorized by a school district or the New Jersey Department of Education (NJDOE), and/or (2) NJDOE violated the administration of education programs required by the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act (NCLB).

**Statutory Requirement**

Pursuant to 20 USC 7844, Sec 9304 (a)(3)(C), of the No Child Left Behind Act of 2001, a State Educational Agency (SEA) shall adopt written procedures that offer parents, public agencies, other individuals or organizations a method for receipt and resolution of complaints alleging violations in the administration of the programs. For a list of major programs included in the Elementary and Secondary Education Act of 1965 as amended by the No Child Left Behind Act of 2001 and covered under this complaint policy and procedure, see Appendix A.

**What is a complaint?**

A complaint is a written allegation that a school, school district, other agency authorized by a school district or the NJDOE, or NJDOE has violated the law in the administration of education programs required by the NCLB. An allegation may be submitted in writing or electronically. If a complaint is submitted electronically, a hard copy should also be sent to the NJDOE via regular mail.

**What information should a complaint include?**

A complaint shall identify:

- (a) the alleged NCLB violation;
- (b) the facts supporting the alleged violation; and
- (c) any supporting documentation.

**How and where should a complaint alleging a violation by a school, school district, or other agency authorized by a school district or the NJDOE be sent?**

Many problems and disagreements can be resolved by contacting the school principal or district superintendent of schools. If efforts at the local level are not successful, complainants may follow the procedures outlined below.

To initiate a complaint that a school, school district, or other agency authorized by a school district or the NJDOE has violated the administration of an education program, a complainant must submit a written complaint to the department to the attention of the County Superintendent. A list of the County Offices of Education and County Superintendents can be found at <http://www.state.nj.us/njded/regions/> or by calling (609) 292-4469.

**How and where should a complaint alleging a violation by the NJDOE be sent?**

To initiate a complaint against the NJDOE alleging a violation of the administration of a program, a complainant must submit a written complaint to the Chief of Staff at:

New Jersey Department of Education  
Office of the Chief of Staff  
P.O. Box 500  
Trenton, New Jersey 08625-0500  
(609) 292-4442

or

The complainant must submit a written complaint to the United States Department of Education Secretary at:

Office of Hearings & Appeals  
400 Maryland Avenue, SW  
Washington, DC 20202-4611  
(202) 619-9700

or at their website at <http://www.ed-oha.org/index.html>.

However, it is requested that the complainants first contact the Chief of Staff to resolve the issue.

**What happens after a written complaint alleging a violation of law by a school, school district, or other agency authorized by a school district or the NJDOE is submitted to the County Superintendent?**

When a written complaint is received, the appropriate NJDOE personnel will issue a Letter of Acknowledgement to the complainant within ten (10) business days of receipt of the complaint. This letter shall contain the following information:

1. The date that the complaint was received;
2. A brief statement of the manner in which the department will investigate the complaint;
3. If necessary, request for additional information regarding the complaint;
4. A tentative resolution date that is sixty (60) days from the date that the written complaint was received by the County Office\*; and
5. The name and phone number of a contact person for status updates.

\*Based on the facts of the alleged violation, an extension of time may be required to resolve the complaint. If an extension is required, the appropriate NJDOE personnel will issue a follow-up letter prior to the initial resolution date informing the complainant of the revised time frame.

**What happens after a written complaint alleging a violation by the NJDOE is submitted to the Chief of Staff?**

When a written complaint is received, the Chief of Staff will assign the investigation of this complaint to the Office of Strategic Initiatives and Accountability. The Office of Strategic Initiatives and Accountability will issue a Letter of Acknowledgement to the complainant within 10 business days of receipt of the complaint. This letter shall contain the following information:

1. The date that the complaint was received;
2. A brief statement of the manner in which the department will investigate the complaint;
3. If necessary, request for additional information regarding the complaint;
4. A tentative resolution date that is 60 days from the date that the complaint was received \*\*; and
5. The name and phone number of a contact person for status updates.

\*\*Based on the facts of the alleged violation, an extension of time may be required to resolve the complaint. If an extension is required, the Office of Strategic Initiatives and Accountability will issue a follow-up letter prior to the initial resolution date informing the complainant of the revised time frame.

What information will be sent about the investigation regarding an alleged violation by a school, school district, or other agency authorized by a school district or the NJDOE?

The County Superintendent will coordinate the investigation of the complaint. When the investigation is complete, the County Superintendent will notify the complainant in writing regarding the outcome of the investigation.

**What information will be sent about the investigation concerning an alleged violation by the NJDOE?**

The Office of Strategic Initiatives and Accountability will coordinate the investigation of the complaint. When the investigation is complete, the Chief of Staff will notify the complainant in writing regarding the outcome of the investigation.

**How will violations by the NJDOE be resolved?**

If a violation has occurred, the Chief of Staff shall identify and impose the appropriate consequences or corrective actions as required by regulation to resolve the complaint.

**How will violations by a school, school district, or other agency authorized by a school district or the NJDOE be resolved?**

If a violation has occurred, the Assistant Commissioner assigned to oversee the matter shall identify and impose the appropriate consequences or corrective action as required by regulation to resolve the complaint.

**Can a complainant appeal the NJDOE's decision?**

If the complainant does not agree with the NJDOE's decision, the complainant may appeal to the United States Department of Education Secretary at:

Office of Hearings & Appeals  
400 Maryland Avenue, SW

Washington, DC 20202-4611

(202) 619-9700

or at their website at <http://www.ed-oha.org/index.html>.

### **Peer Leaders**

The Bergen Tech Peer Leaders are a group of student leaders from the tenth, eleventh, and twelfth grades who are tasked with encouraging a safe and welcoming environment for all Bergen Tech students. Peer Leaders are chosen based on their character, academic standing, communication skills, and leadership potential. They mentor the incoming Freshman class to welcome and help transition them into the Bergen Tech community. They also serve as tour guides during Back to School Night and Open Houses. Over the course of the school year, Peer Leaders participate in community service, leadership conferences, and charity fundraisers.

### **Posters**

Any student who wishes to hang signs or posters around the school building must have the poster approved by the administration. All posters must be removed the day after the advertised activity.

### **PowerSchool**

The PowerSchool family portal provides students and parents/guardians with a method to check academic progress and attendance throughout the school year. Each student and parent is provided with a unique username and password so that they may log-in to PowerSchool at: <https://ps01.bergen.org/public>

If you would like to download the free app through iTunes for iPhone or iPad, please visit:

<http://itunes.apple.com/us/app/powerschool-forparents/id444983648?mt=8&1s=1>

For assistance logging on, or to retrieve usernames or passwords, email portal support at

[PHSPortalSupport@bergen.org](mailto:PHSPortalSupport@bergen.org).

### **Project Child Find**

Federal and State Laws/Regulations require school districts to identify students between the ages of three (3) and twenty-one (21) who may need special education and/or related services. If you think your child may have an educational disability due to physical, sensory, emotional, communication, cognitive or social difficulties and may need special education and/or related services you should contact the following:

1. The Director of Special Education and Student Personnel Services at the Bergen County Technical Schools (201-343-6000, ext. 8502) for students attending this district.
2. The Director of Special Education/Services of your resident district if your child attends a school other than Bergen County Technical Schools.

Parents who request child study team intervention must make that request in writing to the Director of Special Education and Student Personnel Services, 540 Farview Ave. Paramus, NJ 07652.

### **Report Cards**

Report cards are issued four times during the school year at approximately ten (10) week intervals. All grades are available throughout the year on PowerSchool.

1 <sup>st</sup> marking period	September 6, 2018 - November 7, 2018
2 <sup>nd</sup> marking period	November 8, 2018 - January 25, 2019
3 <sup>rd</sup> marking period	January 28, 2019 - April 3, 2019
4 <sup>th</sup> marking period	April 4, 2019 - June 14, 2019

### **SAT/ACT Testing**

For information concerning SAT or ACT Test Dates see Mr. Caroselli, Guidance, or obtain information at:

SAT/College Board Online (408) 452-1400 or [www.collegeboard.org](http://www.collegeboard.org)

ACT Online (961) 361-0656 or [www.act.org](http://www.act.org).

### **Scheduling Procedures/IEP Planning**

All parents/guardians of full-time students will receive notification of all annual review/IEP meetings that take place during the school year. At these meetings student's educational programs will be discussed and planned. All requests for schedule/teacher changes not affecting a change in the IEP must be submitted to the case manager in writing. The case manager will meet with the guidance counselor to determine feasibility. A final approval must be signed by a school administrator before the change can take effect.

Shared-time students who are requesting a technical area or academic change must meet with Katie Brideau in the Guidance Office. Requests must be detailed and in writing made by the parent/guardian and may require approval from the student's sending district guidance counselor or designee.

### **School Calendar and Abbreviated Days**

During the summer, the initial school calendar is provided to all families. However, over the course of the year, there may be unforeseen circumstances that require a change in the calendar. In order to access the most up to

date information on the school calendar, please visit:

[https://bcts.bergen.org/images/Admin/docs/ATTACH---NewSchool\\_Calendar\\_18-19.pdf](https://bcts.bergen.org/images/Admin/docs/ATTACH---NewSchool_Calendar_18-19.pdf)

Furthermore, an up-to-date list of abbreviated days can be found on the website:

<https://bcts.bergen.org/images/Admin/docs/ATTACHMENT---Abbrev-Day-Cal-18-19-1.pdf>

### **School Closing/Delayed Opening**

School closings for snow or other emergencies will be announced over the following stations for Bergen County Technical Schools: **NBC TV** (Channel 4), **FOX** (Channel 5), **NEWS12NJ**, **WINS** (1010 AM Dial), **WOR** (710 AM), or **WCBS** (880 AM). Closings are also posted on the school website: [www.bcts.bergen.org](http://www.bcts.bergen.org). Additionally, an automated phone calling system will be utilized for your convenience. (Please alert the main office if you have a change in phone number during the year.) It should be noted that the closing of your local sending district does not excuse a student from Bergen County Technical High School – Paramus. If the Bergen Tech – Paramus Campus is not closed, a student's absence will be treated as such with full implications.

From time to time it may be necessary to call for an emergency school closing. In this event, the dismissal time for students will become 1:00 p.m. We will then notify all the bus companies and districts responsible for transportation. Please be advised, we will attempt to contact each student's home through our automated calling system. Parents/guardians are required to provide necessary arrangements for their child to arrive home on such days and to be aware of inclement weather and other emergency situations. In the event that it is necessary to have a delayed school opening students are to report to school at 10:00 am.

### **School Trips**

#### **Rules of Behavior and Conduct on School Trips – Student Contract**

Students represent Bergen County Technical High School – Paramus Campus when they leave campus and are expected to dress and act in an exemplary manner. The Code of Conduct and all school policies are fully applicable to students on and off campus and in all circumstances related to day and overnight trips. With specific regard to violations of the Bergen County Technical Schools Code of Conduct rules during an overnight trip, parents are expected to be familiar with the content of their child's baggage and belongings that the child is carrying on his/her person before boarding a bus. In the event that a student is found to be in possession of an illegal substance, the police will be notified. Parents are required to provide the school with a phone number where they can be accessed at all times during an overnight trip so that in the event of any violation of Code of Conduct or school rules they shall be called to pick up their child immediately. Students who violate the Code of Conduct school rules on any overnight trip are subject to disciplinary action that may include out-of-school suspension as well as exclusion from future school trips.

#### **Trip Policy – Day Trips**

The privilege of going on trips off campus is reserved for those students who have a demonstrated record of compliance with school policy and the school Code of Conduct. Students with excessive infractions to the school

Code of Conduct will be reviewed individually for eligibility at the time of a particular trip. The school reserves the right to preclude a student's participation in a trip because of discipline or attendance issues. The parents of students deemed ineligible to go on a trip will be notified **as early as possible** prior to the trip.

### **Trip Policy - Overnight Trips**

Overnight school trips are an outgrowth of the educational experience. These trips augment and enhance classroom instruction. Because class trips are an extension of the school-without-walls principle, students participating in them represent the school when they leave campus and are expected to dress and act in an exemplary manner. The school Code of Conduct will be fully applicable to students on and off campus and in all circumstances related to all trips. With specific regard to an overnight trip, parents are expected to be familiar with the contents of their child's baggage and the belongings that the child is carrying on his or her person before boarding a bus. Parents must make certain that the child is not carrying any contraband, including alcohol and CDS. In the event that a student is found to be in possession of any contraband or illegal substance, the police will be notified. Parents are required to provide the school with a phone number where they may be accessed at all times during the overnight trip so that in the event of any violation of the Code of Conduct, the parent will be called to pick up their child immediately. Students who violate the Code of Conduct on an overnight trip are subject to disciplinary action that may include out-of-school suspension as well as exclusion from participation in future school trips.

### **Student Contract for School Trips**

I have read the rules listed below and agree to abide by them in their entirety:

- I agree to strictly observe the rules of curfew and will not leave my room for any reason.
- When I am in doubt, I will notify my teachers/chaperones.
- I understand I am not permitted to have on my person or in my room, or use any controlled dangerous substances, alcoholic beverages and tobacco products, including but not limited to cigarettes, liquor, beer, wine, drugs, marijuana, etc. Prescription and over-the-counter medicine must be given to teachers/chaperones.
- I accept responsibility to act as a student ambassador at all times and understand that I represent the Bergen County Technical Schools, Paramus Campus community in action and in deed while on this trip. I further understand that all school rules apply on this trip.
- I understand that I am not, at any time, allowed to leave the hotel or travel alone to any events.
- I agree to maintain complete respect for faculty, chaperones, personnel, staff and property of the hotel and/or host site.

I fully understand that the above rules and regulations are only part of my obligation to act responsibly. I understand further that the rules and regulations listed in the Student Handbook apply. Any infraction of these trip rules or school rules will result in termination of my participation in the trip and sending me home immediately. I understand my parents/guardians will be called to the trip location to pick me up. No exceptions to this rule shall be made. Parents and students are required to sign the above behavior code before a student is permitted to participate in overnight activities. Students and/or parents who refuse to sign the school trip conduct agreement shall be denied the right to participate in the activity. Depending upon the severity of the infraction, students may be suspended out of school.

### **Security**

The Paramus Campus has security personnel and a School Resource Officer from the Bergen County Sheriff's Office assigned to the campus on a daily basis. In addition, security cameras are strategically placed internally and externally. Visitors must register in the main office at the 275 building entrance.

### **Senior Activities**

Non-compliance with the school attendance policy, a record of unmitigated misconduct or receipt of failing grades may result in a senior's ineligibility to participate in graduation exercises, senior prom, senior breakfast, senior trip or any other activity designated as part of the graduating experience. For participation in graduation exercises, seniors must pass all required courses. Students may be asked to participate in a Senior Activity Contract if negative behavioral issues persist.

### **Senior Awards Ceremony**

Each year the school community holds a Senior Awards Ceremony, in the evening, to honor its seniors. Award



recipients will receive an invitation to attend the ceremony. Friends and family are invited to attend. All attendees are requested to be appropriately dressed.

### **Sexual Discrimination and Students with Disabilities Grievance Procedure – Title IX**

The purpose of Title IX is to prohibit sex discrimination with regard to students and employees of educational programs receiving federal funds. The Title IX regulations provide that females and males be afforded equal opportunity with regard to:

- Curricular and extracurricular programs; Treatment under regulations and policies governing student benefits, services, conduct and dress;
- Admissions to educational institutions and/or access to employment; and
- Terms, conditions, and benefits of employment.

The purpose of Section 504 is to prohibit discrimination based upon students with disabilities in areas related to employment, program accessibility and student programs. The Bergen County Board of Technical Education has an Affirmative Action Officer (Title IX) to coordinate compliance efforts and to investigate any complaints of sex discrimination as it pertains to the above. The district also has a coordinator of Section 504 to coordinate compliance in this area and investigate any complaints of discrimination because of one's disability. Federal regulation requires the district to designate an administrator as Section 504 Coordinator; Mrs. Carole Terrizzi is the Section 504 Coordinator. Her office is located on the Paramus Campus of the Bergen County Technical Schools, 275 Pascack Road, Paramus, NJ 07652.

Grievance Procedure – The purpose of this procedure is to secure at the lowest possible level a solution to the problems, which may affect the welfare of the student or employee. The proceedings will be kept informal and confidential as may be appropriate at any level of the procedure. Marie Bogdanowich (Ext. 8446) is the designated Affirmative Action Officer for the Paramus Campus.

### **Stages of the Grievance Procedure**

Level One – A parent, employee or student with a grievance must first discuss the problem directly with the Affirmative Action Officer, Section 504 or the Building Principal with the objective of resolving the matter informally.

Level Two – If the individual is not satisfied with the disposition of his or her complaint at level one, he or she may follow up by submitting the complaint in writing to the Affirmative Action Officer or Section 504 Coordinator. Discretion will be used in contacting the parents of a minor who has a grievance.

Level Three – If the person is not satisfied with the disposition of his or her complaint at level two, he or she may file an appeal in writing to the Superintendent within five (5) school days from the day of disposition. The Superintendent will have ten (10) school days to respond.

Level Four – If the person is not satisfied with the disposition of his or her complaint at level three, he or she may, within three (3) school days after a decision by the Superintendent, present the complaint to the Chairperson of the Board Committee assigned to handling such grievances. The Board members are then obligated to discuss the complaint with the grievant within the succeeding fifteen (15) school days. If no resolution is reached at this level, the Board will present the complaint and recommendations at the next regular Board meeting.

Level Five – If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Washington, D.C.

Grievance and other related forms are available in the Building Principal's Office, District Administrative Offices and from the Affirmative Action Officer and Section 504 Coordinator.

### **Smoke Free Campus**

The Bergen County Technical High School, Paramus Campus has a responsibility to provide an environment that is healthy and productive for all students and employees. In recognition of the evidence that smoking is a serious

health risk to the nonsmoker as well as the smoker, the Board of Education prohibits smoking in all school buildings and on all school grounds 24 hours a day. For the purposes of this policy, smoking will include all uses of tobacco, including the use of cigarette, electronic cigarettes, vapes, cigars, pipes or chewing tobacco. All district campuses are smoke-free environments, as designated by the state. All school employees, students, and visitors are required to comply with this policy without exception. Moreover, this policy applies to all school-sponsored activities both on and off campus. Penalties for noncompliance with or violations of county smoking ordinances may apply. In the interest of total campus-wide wellness, the school will help organize programs and counsel students who wish to have assistance in stopping smoking.

### **Special Education**

#### **Exemption from High School Graduation Assessment Requirements**

The Board directs that the criteria for determining exemptions from the required curriculum proficiencies and statewide assessments shall be clearly articulated in the student's IEP.

#### **Exemption Rationale and Alternative Proficiencies**

The IEP shall include a description of and rationale for exemptions from regular education program options or state and local graduation requirements and reasons why the goals and objectives do not include the proficiencies.

#### **High School Graduation Assessment Requirements for General Education Students and Students Eligible for Special Education and Related Services**

In order to receive a state-endorsed high school diploma, all students with disabilities must meet state and local high school graduation requirements including participation in the statewide assessment program in English Language Arts/ Literacy and Mathematics.

All students graduating in **2019** have three pathways under which he/she may fulfill graduation assessment requirements: Achieve a passing score on a PARCC assessment (ELA 9 *or* ELA 10 *or* ELA 11 and Algebra I *or* Geometry *or* Algebra II) *OR* Achieve a passing score on one of the alternative assessments (IE: SAT, ACT, PSAT, Accuplacer) *OR* Meet the criteria of the NJDOE Portfolio Appeal. All students graduating in **2020** have access to the same three pathways provided that they take all PARCC assessments associated with the courses for which they are eligible.

All students graduating in **2021 and 2022** will have two pathways under which he/she may fulfill graduation assessment requirements: Take and pass ELA Grade 10 and Algebra I *OR* Meet the criteria of the NJDOE Portfolio Appeal provided that they take all PARCC assessments associated with the courses for which they are eligible.

#### **Location, Identification and Referral**

All students with disabilities who are in need of special education and related services, including students with disabilities attending nonpublic schools, and highly mobile students such as migrant workers' children and homeless students regardless of the severity of their disabilities, will be located, identified and evaluated as provided in N.J.A.C. 6A:14-3.3.

#### **Procedures for Intervention in the General Education Program**

A professional staff member or agency shall provide a written request\* for intervention services on the part of a student to the Building Principal or designee. The staff member or agency's request shall contain the following:

- Reason for the request (including parental or adult student request); and
- Descriptive behavior of student performance and indication of the prior interventions.

\*To facilitate this process, NJDOE has published sample forms, which are located in the Resource Manual for Intervention and Referral Services.

An I & RS Committee will be maintained in each school. The I & RS Committee shall:

- Plan and provide appropriate intervention services;

- Actively involve parent(s)/legal guardian(s) in the development and implementation of intervention plans;
- Develop an action plan for an identified student that will specify discrete tasks, resources, persons responsible, completion dates and dates for review;
- Coordinate the services of community-based social and health provider agencies;
- Complete and process all documentation forms; and
- Review and assess the effectiveness of services provided in achieving the outcomes identified in the I & RS plan.

The Building Principal will insure that:

- The I & RS/PAC Committee receive in-service training by the Building Principal or designee by June 30;
- Staff handbooks are updated by August 31 and include information regarding intervention procedures;
- New instructional staff attends the district's orientation program commencing in the month of August which includes information on I & RS/PAC Committee;
- School calendars are distributed in the month of May and provide information on intervention services; and
- Parent/student handbooks are distributed in September and include information on intervention services.

### **Procedures for Locating Students with Disabilities**

The Director of Special Education will coordinate the child find activities to locate, identify and evaluate all children who reside within the Bergen County Technical School District and who may be disabled.

By November 1 of each year, the Director of Special Education or his/her designee will conduct child find activities, including but not limited to:

- Development of child find materials for distribution;
- Distribution of flyers or other written information to the parents of all students enrolled in the school district;
- Distribution of information through the district's Parent Advisory Committee(s);
- Posting of state-developed child find materials in the guidance offices within each school and district office;
- Placement of information about special education services in school-developed handbooks;
- Distribution of information describing child find activities to ELL/bilingual teachers;
- Establishment of an Intervention and Referral Services Committee (I & RS) in all schools; and  
(Note: This Committee has been previously referred to as the Pupil Assistance Committee or "PAC")
- Collaboration with sending school districts to facilitate any "child find" activities within local communities.
- No later than January 31 of each school year, the Director will contact by mail an official of the nonpublic school(s) to request input from nonpublic school(s) parents and officials for suggestions on ways to conduct child find activities for pupils attending nonpublic schools. Based on the suggestions from the representatives of the nonpublic school(s), the Director will modify the Child Find activities as appropriate.

### **Procedures for Referral**

Referral procedures are included in the professional staff handbook and referral forms are available in the Building Principal's office, the Child Study Team office and the Office of the Director of Special Education.

Parental or Legal Guardian Notification of Procedures – Referral procedures shall be included in the Parent Handbook, which shall be available to any parent or legal guardian. These procedures and publications shall be updated annually and be available to parents and legal guardians not later than October 1 of each year.

Parent-Initiated Referral – When a parent or legal guardian makes a written request for an evaluation to determine eligibility for services:

- The written request shall be dated by the district recipient;
- Immediately forwarded to the office of special services;
- A file will be initiated to open a case;

- Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the Child Study Team;
- The assigned case manager will convene a planning meeting (identification meeting) within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date the request was received by the district;
- A “Notice of a Planning Meeting” will be sent to the parent(s)/legal guardian(s);
- The notice will include “Parental Rights in Special Education” (PRISE) Booklet; and
- The planning meeting (Identification Meeting) will be attended by the parent, CST and regular education teacher.

School-Initiated Referral – Referral of a student may be made by administrative, instructional and other professional staff to determine eligibility for special services when: It is determined through I & RS that interventions in the general education program have not adequately addressed the educational difficulties and it is believed that the student may be disabled.

- It can be documented that the nature of the student’s educational problem(s) is such that an evaluation to determine eligibility for services is warranted without delay.
- The director or designee, through in-service training, shall ensure that students who may be potentially disabled are referred even though they are advanced from grade to grade.

The following procedures will be followed for a school-initiated referral:

- A referral to the CST will be completed by the referring staff member;
- I & RS Committee documentation (including, but not limited to: teacher reports, grades and other relevant data) shall be forwarded with the referral to the CST along with any other relevant data;
- Intervention and referral documentation does not need to be forwarded for direct referral when the nature of the student’s problem is such that the evaluation is warranted without delay;
- The referral should be dated upon receipt by the CST;
- A file will be initiated;
- Upon receipt of the referral, a request for a summary and review of health and medical information regarding the student shall be forwarded to the school nurse who will transmit the summary to the CST;
- The assigned case manager will convene a planning meeting within twenty (20) calendar days (excluding school holidays, but not summer vacation) of the date recorded on the referral;
- A “Notice of a Planning (Identification) Meeting” will be sent to parents;
- The notice shall include “Parental Rights in Special Education” (PRISE); and
- The planning meeting (Identification Meeting) will be attended by the parent, CST, and regular education teacher.

#### **Student Council**

The Student Council members are comprised of students from all grades who are elected by their peers. Students may be removed from the Council for failing to demonstrate appropriate behavior conducive to a student leader. In addition to their regular meetings, additional meetings may be held with the Superintendent of Schools to discuss student issues relating to academic programs, events, security, district policies, etc.

#### **Student Schedule Change Procedures**

Requests for schedule changes are carefully reviewed in terms of the overall quality of the student's program of studies and each Individualized Education Plan (I.E.P.). Students/parents requesting a schedule change will adhere to the following procedures:

1. Student/parent meets with case manager to discuss the reasons for schedule change request.
2. Case manager determines the request is in the best educational interest of the student.
3. Case manager meets with Guidance personnel to determine feasibility of change.
4. Guidance personnel obtains signature of an administrator before the change is processed.

### **Substance Abuse Policy # 5530M**

The Bergen County Technical Schools, Paramus Campus recognizes that substance use and chemical dependency are treatable health problems. It also recognizes its responsibility to help students and families with substance use and/or dependency problems through education, support, counseling and referral to outside agencies when necessary. Our school, therefore, has created a policy designed to foster a quality learning environment, promote healthy lifestyles, respond to substance-related problems and refer to viable resources. Please familiarize yourself with the following portion of the policy, which addresses procedures for students suspected of substance use and/or found in possession of an illegal substance.

In any instance where a staff member observes behavior in which a student appears or admits to being under the influence of an illegal substance, the parent/guardian will be contacted and be required to arrange for an immediate medical examination to include a urinalysis. The school will assist the parents in making these arrangements. If a student admits to substance use or the medical examination confirms a positive diagnosis that the student has used an illegal substance to a level exceeding established cutoff standards, the student shall be suspended as well as complete additional out of school requirements per BCTS District policy. The student may not resume attendance at school until submitting a physician's report certifying that he or she is physically and mentally able to return to the school environment. If a student is found possessing or distributing illegal substances on school grounds or at a school activity, the Bergen County Sheriff's Office will be called to investigate and shall complete their normal reporting procedures. A parent/guardian will also be notified and the student shall be suspended from school. Copies of the entire policy and procedures may be obtained from the school administration and student assistance coordinators. These individuals are also available to answer any specific questions regarding this policy and provide individuals with a variety of community resources if the need may arise. An electronic copy of this policy is also posted at: [http://bcts.bergen.org/images/stories/BCTS/pdf/District%20Policies/5000\\_Students.pdf](http://bcts.bergen.org/images/stories/BCTS/pdf/District%20Policies/5000_Students.pdf)

### **Summer School**

Bergen County Technical High School, Paramus Campus does not offer summer school classes. Students who earn a failing final grade for the year in an academic subject must take the course during summer school or in some cases through an online credit recovery course at the student's expense. Failures in a technical area may not be made up in summer school and may jeopardize a student's placement in that technical area. Students will not be allowed to retake a course in the following school year(s). A list of approved summer schools and online credit recovery courses are available through a student's case manager or guidance counselor. Administrative approval must be granted before a student may enroll in either option.

### **Textbooks and Supplies**

Bergen County Technical High School, Paramus Campus students are provided with textbooks and course materials at the beginning of each course. These are to be kept in exemplary condition. If a student loses a book, the student's parents/guardians shall be responsible for replacement costs. All books shall be returned to the subject teachers at the end of each course. Report cards will not be issued until all outstanding obligations are met. Senior students must meet all outstanding obligations before graduation. Report cards and diplomas will be withheld until all such obligations are met.

### **Transcripts**

Transcripts include attendance, final grades in all courses and the student's GPA. These records are furnished to colleges and postsecondary schools. All requests should be directed to the guidance office.

### **Transportation Safety and Conduct**

While riding on the school bus, students represent the Bergen County Technical High School, Paramus Campus. Therefore, it is important to demonstrate respect to others and act appropriately. School conduct and behavior policies are enforced while on the bus. Students found in violation are subject to disciplinary action, including being excluded from the bus. The following are safety guidelines for Bergen County Technical Schools, Paramus Campus students and their parents:

- Wait for the bus at the specified stop - in a safe place, well off the roadway, if possible.
- Be alert to traffic.
- Remain seated while the bus is in motion.

- Never put any part of your body outside the bus window or throw anything out the window.
- Do not smoke, eat or drink on the bus.
- Keep the bus clean.
- Do not distract the driver either by misbehaving or by any other means.

#### **Tutoring – Academic Enrichment**

Academic enrichment is available to all students in their academic subjects only. Students wishing to participate must meet with their case manager and have signed permission by their parent/guardian. Academic enrichment will be scheduled after school hours from 3:00 p.m. – 4:00 p.m., on Tuesdays, Wednesdays and Thursdays. Teachers and case managers will schedule students individually.

#### **Valuables**

Students should refrain from bringing large sums of money and or valuables (i.e. jewelry, audio devices, etc.) to school. The school district is not responsible for lost, stolen, or misplaced items.

#### **Visitors**

All visitors, including parents/guardians must register in the Main Office and obtain the official Visitor’s Pass. Students are not permitted to bring guests or invite outsiders to school without advance written permission from a Building Administrator. Visitors’ passes are reserved only for those persons having official business in the school. Parents who wish to visit a class and/or a teacher are requested to arrange these visits in advance through the main office.

#### **Website Information Disclosure**

N.J.S.A. 18A:36-35 prohibits the Board of Education from disclosing on its Internet web site, any personally identifiable information about a student without receiving prior written consent from the student’s parent or guardian on a form developed by the N.J. Department of Education. The consent form must include a statement pointing out the potential dangers of presenting personally identifiable information about individual students on the Internet. Personally identifiable information includes, but is not limited to, students’ names, addresses, photographs, telephone numbers, class trip information, schedules, projects, personal websites, etc.

Parents/guardians, who do not give written consent, should be aware that the student will be unable to:

- Access email or use the internet.
- Place information on the school's servers;
- Participate in the morning show, which is broadcast over the internet; and
- Take part in internet based video conferences or internet-based academic activities.

N.J.S.A. 18A:36-35 was enacted because there are potential dangers associated with the posting of personally identifiable information on a web site. Global access to the Internet does not allow us to control who may obtain such information. These dangers have always existed. As parents, we ask you to be diligent about informing your child of the danger of posting personal information on websites at school or at home. At the Bergen County Technical Schools, Paramus Campus, we want to continue to celebrate projects, web pages, student achievement, etc. on the web and continue to use email freely but responsibly. The foundation of our school is technology. However, the law requires parental permission to continue to use the Internet as we have in the past. All parents are encouraged to sign the parental permission slip.

#### **Weapons Policy**

The Board of Education recognizes the need to provide a safe and secure environment for students and staff. Therefore, the possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school-related activity under the supervision of professional school staff, or while in route to or from school or any school function. For the purposes of this policy, the definitions embodied in N.J.S.A. 2C:39-1 (Firearms, Other Dangerous Weapons and Instruments of Crime – Definitions), shall be adopted. Firearms and other types of weapons include, but are not limited to rifles, shotguns, machine guns, automatic or semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, and other knives which could inflict harm; blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal filings or razor blades embedded in wood; ice picks, razors, chains, bats, clubs, explosives; any weapon or other device which projects, releases, or emits tear gas or any other substance intended to provide temporary physical discomfort or

permanent injury through being vaporized or otherwise dispensed in the air; and any other object that can reasonably be considered a weapon. The Building Principal or designee shall make the final determination that a particular object is a dangerous weapon in any case where there is a question of its possession or use posing a threat to students, staff or property.

A student found or observed on school property or at a school event to be in possession of a firearm, other dangerous weapon or instrument of a crime, shall be reported to the Building Principal or designee immediately. The Building Principal or designee shall immediately inform law enforcement officials and the Superintendent.

Disciplinary action shall be taken against students who possess, handle, transmit, or use a firearm, other dangerous weapon or instrument of a crime. As in all disciplinary cases, due process will be provided to the student.

Disciplinary action imposed by the school may be in addition to sanctions levied by law enforcement authorities.

The Board of Education directs the Superintendent to develop regulations, in concert with the Bergen County Sheriff's Office, regarding the procedures to be used by staff when a student is found to be in possession of a firearm, other dangerous weapon or instrument of a crime. It is the position of the Board of Education that all firearms are to be considered loaded and volatile. The removal of firearms is the responsibility of the police.

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