

Atlantic County Institute of Technology

5080 Atlantic Avenue

Mays Landing, NJ 08330

609-625-2249

Student Handbook

2024-2025

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Administrators' Message

Welcome to the Atlantic County Institute of Technology. We hope that your experience at our school is both educationally and personally rewarding. Your program at the Atlantic County Institute of Technology will prepare you to enter the world of work directly upon graduation or to continue your education at the college level. We are proud of our dedicated faculty members and our state-of-the-art facilities. You are encouraged to actively participate in student activities and curricular opportunities that will enhance your career technical education. Your enthusiasm and involvement in classroom and school events will facilitate your individual success and improve the entire school.

Good luck; and remember that we are available to help you succeed at the Atlantic County Institute of Technology.

Sincerely,

Joseph Potkay, Principal

Brian Rovani, Assistant Principal (12th grade)

Teri Hardmeyer, Assistant Principal (11th grade)

Frances Brinkley Ward (10th grade)

Sarah Meyers, Assistant Principal (9th grade)

Mission Statement

The mission of the Atlantic County Institute of Technology (ACIT) is to prepare and motivate students to pursue entry into the world of work, professional programs or further education through a rigorous specialized curriculum, community-based partnerships, and field-based experiences inspiring students to be lifelong learners, and socially responsible adults serving society with compassion, skill, and vision.

For over four decades, the Atlantic County Institute of Technology has been preparing students with the academic and technical skills needed to successfully enter the world of work or continue their education at the college level. The Atlantic County Institute of Technology is the most comprehensive technical education facility in Atlantic County, and it is the school of choice for a diverse student body. Students have 19 career and technical education programs from which to choose. In addition, 100's of Atlantic County adult learners are enrolled in the Adult Education Program. Adult learners in the evening school participate in both full- and part-time technical programs.

Philosophy of Education

To support the mission of the Atlantic County Institute of Technology of the Atlantic County Vocational School District, the Board of Education believes that:

1. The total development of the student is a responsibility shared by the home, school and community.
2. All programs and activities should be available to all students regardless of race, color, religion, gender, ancestry, and national origin, social or economic status.
3. We should provide ample opportunity to develop functional appreciation of the duties and responsibilities as well as the privileges of citizenship in our American society.

4. Cultural and aesthetic appreciation should be encouraged and developed to the maximum capacity of each individual.
5. We must make every effort to provide for the needs, interests, and abilities of all students through comprehensive and flexible programs in partnership with business, industry, labor and post secondary institutions.
6. A continuing evaluation of the total school program is in the best interests of the students and the community.
7. The school is committed to providing access for all special populations including non-traditional students to all career focused programs, career and academic guidance, cooperative education, and apprenticeship.

N.J.S.A. 18A: 7A – 1 et seq. N.J.S.A. 6:8 – 3.1 et seq.

Adopted: 9/17/79; Revised: 6/2005

Affirmative Action Statement

The Board of Education declares it to be the policy of this district that each student in the district shall be provided with an equal opportunity to achieve his/her maximum potential through the programs offered in these schools. No student shall be denied access to or benefit from the educational programs on the basis of race, color, creed, religion, gender, ancestry, national origin, place of residence, handicap, or social or economic background.

Sexual Harassment Policy And Grievance Procedure

The Board of Education strongly enforces the right of any individual student or group of students to learn in an environment free from all forms of sexual harassment. A safe, healthy and challenging school environment is enforced and assured for all students. It shall be a violation of this policy for any pupil, teacher, administrator, support staff, or other persons in the district to harass a pupil, teacher, administrator or other school personnel. The school district will act to investigate all complaints and take appropriate action against any individual who is found to have violated this policy.

The following procedure will be followed should a complaint be necessary:

1. Any student who believes that he/she has a grievance shall report the alleged grievance to any staff member with whom they feel comfortable. The staff member will report the complaint to the principal and the affirmative action officer for investigation. A determination will be made by the affirmative action officer and will be presented to the aggrieved.
2. The student may appeal the decision made by the Principal and the Affirmative Action officer to the Atlantic County Institute of Technology Superintendent and the Board of Education.

The full Sexual Harassment Policy, Section 2260.1 is published in the School Policy Manual housed in the Atlantic County Institute of Technology's Media Center.

ACIT Bell Schedules

Full Day

ACIT Bell Schedule - Main Campus & South Wing			
Period	Start	End	Duration
Homeroom	7:45 AM	8:00 AM	15
1	8:00 AM	9:24 AM	84
	9:24 AM	9:30 AM	6
2	9:30 AM	10:54 AM	84
	10:54 AM	11:00 AM	6
3	11:00 AM	12:57 PM	84
			6
Lunch (See Lunch Periods Chart)			27
	12:57 PM	1:03 PM	6
4	1:03 PM	2:25 PM	82
	Total Instructional Time		334
	Hallway Passing		24
	Homeroom		15
	Lunch		27
	Duration of School Day		400
Lunch Periods			
Period	Start	End	Duration
ACIT A Lunch	11:00 AM	11:27 AM	27
ACIT B Lunch	11:31 AM	11:58 AM	27
ACIT C Lunch	11:59 AM	12:26 PM	27
ACIT D Lunch	12:30 PM	12:57 PM	27

Half Day

ACIT Bell Schedule - Main Campus & South Wing			
Period	Start	End	Duration
Homeroom	7:45 AM	7:50 AM	5
1	7:50 AM	8:50 AM	60
	8:50 AM	8:55 AM	5
2	8:55 AM	9:55 AM	60
	9:55 AM	10:00 AM	5
3	10:00 AM	11:25 AM	60
			0
Lunch (See Lunch Periods Chart)			25
	11:25 AM	11:30 AM	5
4	11:30 AM	12:30 PM	60
	Total Instructional Time		240
	Hallway Passing		15
	Homeroom		5
	Lunch		25
	Duration of School Day		285
Lunch Periods			
Period	Start	End	Duration
ACIT A Lunch	10:00 AM	10:20 AM	20
ACIT B Lunch	10:22 AM	10:42 AM	20
ACIT C Lunch	10:44 AM	11:04 AM	20
ACIT D Lunch	11:05 AM	11:25 AM	20

Delayed Opening

ACIT Bell Schedule - Delayed Opening			
Period	Start	End	Duration
Start of Day	9:45 AM	9:45 AM	0
2	9:45 AM	10:45 AM	60
	10:45 AM	10:50 AM	5
3	10:50 AM	12:15 PM	60
			0
Lunch (See Lunch Periods Chart)			25
	12:15 PM	12:20 PM	5
4	12:20 PM	1:20 PM	60
	1:20 PM	1:25 PM	5
1	1:25 PM	2:25 PM	60
	Total Instructional Time		240
	Hallway Passing		15
	Homeroom		0
	Lunch		60
	Duration of School Day		315
Lunch Periods			
Period	Start	End	Duration
ACIT A Lunch	10:50 AM	11:10 AM	20
ACIT B Lunch	11:12 AM	11:32 AM	20
ACIT C Lunch	11:34 AM	11:54 AM	20
ACIT D Lunch	11:55 PM	12:15 AM	20

Career Programs of Study

Each program of study is developed based on current industry and Career Readiness Practice standards as set forth by the New Jersey Department of Education. ACIT instructors are industry professionals who draw on their expertise and networking capabilities to build and maintain program advisory boards that continually inform practice and content; this ensures students receive the most current and progressive education possible within each specific field. Each program allows students hands-on exposure and experimentation supported by industry guest speakers and career field immersion opportunities in addition to structured learning outside of the classroom. Each program also offers its own set of eligibility for certification(s) and/or postsecondary advancement beyond graduation. Additionally, all students are eligible for various apprenticeship programs, structured learning opportunities, college or other post-secondary education credits as offered by our institution, college and university partners, including Atlantic Cape Community College, Embry Riddle University, Rowan College at Burlington County, The Restaurant School and Walnut Hill College, Rutgers University, and Stockton University.

ACIT Current Programs of Study

Air Force JROTC	Dental Assistant
Automotive Technology	Fashion
Aviation Studies	Health Sciences
Building Trades - Carpentry / Electrical / Plumbing	Math, Engineering and Science
CADD	Medical Assistant
Computer Science and Programming	Performing Arts - Dance / Drama / Vocal
Cosmetology	Video Production & Graphics
Culinary Arts	

Graduation Requirements

Each ACIT program of study exceeds both the seat time requirements for graduation of 120 credits and the content standards, particularly for workforce readiness. The programs are each designed to provide graduates with 160 credits while in high school, as well as meet the NJSLA Cut-score or Substitute Assessment in order to receive a high school diploma. All required courses must be passed and no credit will be arbitrarily awarded. In accumulating the 160 credits, the following coursework includes:

ACIT Course Requirements for Graduation

	Credits	Graduation Requirements	Notes
English Language Arts	20 Credits	4 Years	
Mathematics	15 Credits Including Algebra I or equivalent, Geometry or equivalent, and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers	3 Years	4 years of Mathematics is preferred or sometimes required by many colleges and universities
Science	15 Credits with at least 5 credits in each: Laboratory biology/life science or the content equivalent Laboratory/inquiry-based science course (i.e., chemistry, environmental science, or physics) Laboratory/inquiry-based science course	3 Years	4 years of Science is preferred by many colleges and universities (Physics may be required for some programs)
Social Studies	15 Credits 5 credits in world history Integration of civics, economics, geography and global content in all course offerings	3 Years	
World Language	5 Credits	1 Year	Most colleges and universities require a minimum of 2 years of a single world language (3 or more years of study is recommended for admission to a competitive college)
Physical Education & Health	20 Credits	4 Years	
CTE Program	40 Credits	4 Years	
Financial Literacy	5 Credits	1 Year	
Fine Arts	5 Credits	1 Year	
Electives	20 Credits		
TOTAL CREDITS	160 Credits		

* Adjustments and revisions to electives may be necessary depending on staff availability and college course offerings. See course guide for electives that may be available.

Graduation Ceremony Protocol

As candidates of the graduating class, the following information will assist you in planning for the culmination of your high school experience.

1. In order to participate in the commencement ceremony, **ALL** requirements for graduation including credit requirements, attendance, final examinations, obligations and all specific course requirements must be fulfilled.
2. Students will be barred from the commencement ceremony if found to be under the influence of alcohol or any other controlled substance at any senior events.
3. You must attend **ALL** rehearsals appropriately attired (see Student Dress and Grooming). Work is not an excused absence from school. (These are official days of school. If you do not attend practice without the approval of the Principal or designee, you may not participate in the commencement ceremony.)
4. The rules and regulations of the school are in effect until **after** the graduation exercises. Appropriate behavior is required throughout the ceremony. Beach balls, signs on cap/gowns, inappropriate outbursts, use of air horns, or other types of misbehavior will lead to a student being escorted out of the ceremony and their diploma withheld.
5. If for any reason you cannot attend the graduation ceremony, you are to let the building Principal know at once.
6. **ALL** obligations must be paid prior to receiving your Cap and Gown for Academy Students.
7. **ALL** credit completion days owed must be completed or the student's diploma will be withheld at graduation.

We at ACIT want this occasion to be remembered as a ceremony of dignity and honor for **ALL** the graduates, their families, and friends. Noisemakers are not appropriate at a dignified event such as this. We expect your full cooperation and that of your families. Balloons are also not permitted into the graduation facility as they can block the view of others and be a distraction from the ceremony.

Attendance Policy Rationale for Students

The teaching/learning process takes place on each and every day that Atlantic County Institute of Technology is in session. The planned educational experiences of each new day are built upon the student's accomplishments of the day before.

Each pupil is fully expected to practice the accepted habits of the world of work as he or she prepares for the next step in life. These habits, especially attendance, punctuality and a responsible attitude, are demanded in business and industry.

Regular daily attendance and punctuality are the responsibility of the individual student and his or her parent or guardian as stated in the *New Jersey Statutes Annotated*, Title 18A:38-25. Any student who misses even one day of school for any reason whatsoever, is receiving less than the maximum educational benefit from the program, which is being conducted for his or her knowledge and skill development and growth. The "**Guidelines for High School Graduation Requirements**" which were published by the New Jersey Department of Education states, "Local districts are advised to establish their attendance policies at a high level such as 165 or 180 days". This policy is in keeping with this concept from the "**guidelines**".

Attendance Policy

Regular attendance is critical to all students' successful academic and career preparation. We are committed to preparing students for higher education and/or entry level employment, which requires learning academic and career-specific skills, knowledge and attitudes along with academic concepts and technical applications. Students **CANNOT** learn all they need to know unless they are in school on a daily basis. Our attendance policy reflects this philosophy in that zero days of unexcused absence are allowed. In fact, the District cannot recognize student absences from school for any reason not specified in **New Jersey Statutes, Title 18A: 38-26**.

I. Excused Absences (non-truant)

The only legal (**excused**) reasons for a student to be absent from school are listed below. All other absences constitute **unexcused**, such as absences that occur because of family responsibilities, an illness not requiring a doctor, or vacations.

1. Personal illness with proper medical verification, **original note only or faxed from the doctor's office.**
This will be verified
2. Death in the immediate family - 1 day.. (*Immediate family is defined as a parent, grandparent, brother, sister, aunt, uncle, cousin, or other relative residing in the immediate household.*)
3. Religious holiday as specified by the New Jersey State Department of Education. (Religious retreats are not excused).
4. School administrative requirement or school sponsored activity with written documentation.
5. Court appearance where the student is summoned. (*with a copy of summons*).
6. Take your child to work day.
7. A college visit (up to 3 days per school year, only for students in grades 11 and 12)

ALL students registered in the State of New Jersey and enrolled at our high school are required to attend school all days and all hours that school is in session (18A: 26 – 36). Therefore, selective absence from individual classes/courses by students is not permitted. Students who are found to be illegally absent from class will be subject to truancy penalties.

Attendance Requirements

5 Periods Absent for the semester/year -Parents notified by attendance coordinator through written letter.

9 Periods Absent for the semester/year- Parents notified by attendance coordinator through written letter.

Notification of “**Loss of Credit**” for the semester/year will be made through the assistant principal's office. Students in loss of credit can submit a letter of appeal, which would consider any unique situations and/or verifiable long-term illness. In addition, an absentee make-up program will be available to regain absences that have been verified by a note.

The general rule for making up assignments missed due to absences will be one day to make up missed work for every day absent (*for example*, if a student misses **3** school days, then the student will have **3** days to make up any assignments missed starting on his/her first day back). Students cutting class will not be given the opportunity to make up missed assignments. All assignments must be completed and turned in to the course teacher within 10 days of returning to school to receive credit.

Procedure for Students Returning to School After Absence

Students who are absent from class are required to provide the Attendance Secretary with appropriate written documentation explaining the reason for the absence. If the student's reason for absence is acceptable, the student will be eligible to complete a teacher developed make-up assignment. It is the student's responsibility to approach all of his/ her teachers to obtain make-up assignments.

No student is permitted more than four cumulative absences during any marking period which are not made up by completing make-up assignments. All additional work missed must be made up and graded before a quarterly grade can be assigned. Students with five or more days of missed work during the marking period will receive an incomplete grade for the marking period.

If make-up assignments are still not completed, the incomplete grade will become a failing grade in accordance with district policy. For students who experience long-term illness, homebound instruction (see pg 17) will be provided in accordance with Administrative Code.

- Loss of Course Credit-** Students who miss 10 to 18 periods per course (*unexcused absence*) will not have completed the course of study as prescribed and, as such, do not qualify to receive the assigned credit for the courses. Students with a passing grade in the course may earn credit back by attending credit completion as assigned by the Assistant Principal's office. If credit completion is not satisfied credit will not be granted.
- Total Loss of Credit-** Students will lose credit for the year if they accumulate 19 unexcused period absences per course in one or more courses. Credit completion **cannot be used** to reinstate credit if the total number of absences per course is 19 or more.
- Consecutive Absences-** Any student who misses **10** consecutive school days and who does not appear on home assignment, home instruction, and/or who is not medically verified as incapacitated will be issued a written notification to report to school within **5** school days. Failure to do so may result in referral to the school resource officer and court fines.
- Lateness to School-** Students arriving late to school should understand that they place themselves in academic jeopardy if the practice of lateness is habitual and unexcused. Some class work can be made-up, but students must understand they need to be present to earn a class participation grade.

1. Students must be in **homeroom** by **7:45 a.m.** Anytime after that is considered late.
2. Students must be in school **prior** to **10:00 a.m.** in order to receive credit for the entire day.
3. Students must be in class for half or more of the class period to have their class attendance recorded as present.
4. Under the terms of this attendance policy, **(6) six** unexcused tardies will result in the student being assessed **(1) one** after school detention. Any student who must leave early is required to sign in/out in the Guidance office.

LATENESS TO CLASS -

Students who arrive to class after the late bell will be marked late by their respective instructor. Six lateness-to-class will result in a disciplinary referral and the student will be assigned one after school detention. Students late to class or leave class early must attend at least half of the class period to receive credit in that class for the day. Classroom teachers will generate a discipline referral for students arriving late to class after every 6 late arrivals (period 1-4).

Nine instances of unexcused tardiness will equal one unexcused absence for the purpose of calculating unexcused absences for loss of credit purposes.

EARLY DISMISSAL-

Sign-out prior to 12:00 p.m., the student must produce a documented excuse for that sign-out even when dismissed by the school nurse. The school recognizes emergencies which create a legitimate need for leaving school early: illness as documented by the school nurse, a parent verified appointment for a doctor, a parent verified appointment for driver's test or court appointment, etc. For a student to be counted as present for the entire day, the student must be present for four hours of instruction. Student must sign out in the Guidance Office.

ABSENCE AND PARTICIPATION IN SCHOOL EVENTS-

No student may participate in a program or event (including prom) related to student activities or athletics who has not been in attendance on the day of the event, or if a weekend event, the last school day preceding the event.

Attendance Appeal Procedure/Appeal Committee

The Board is cognizant of possible unforeseen factors which may create hardships relating to the operation of the attendance policy. Written excuses for absences for professional appointments, driver test, doctor appointments/illness, death in the family and religious holidays must be submitted to the attendance office no later than 10 school days from the date of each absence. If an excuse for the absence is not submitted within 10 school days, it may NOT be submitted for consideration at a later date.

ATTENDANCE APPEAL COMMITTEE

The Attendance Appeal Committee may be composed of the Assistant Principal, Guidance Supervisor, a teacher and the student's Guidance Counselor.

Level 1

1. A parent or guardian may file a written appeal (emailed or typewritten hard copy) sent to the student's guidance counselor to be relayed to the Attendance Appeals Committee when a student's absences have reached 19 period absences per course in one or more courses.
2. The appeal request must state the reasons for the absences. The student's total attendance record will be considered on an individual case basis.

The Attendance Appeal Committee will notify the parents of the Committee's decision in writing either through written notification (email or postal mail). Please provide a responding email address in the initial letter of appeal. The notification will be made within **five (5) school days** after the appeal hearing.

Level 2

A written request to meet with the principal must be submitted to the principal's office **within seven school days of initial response from the Appeals Committee**, if not satisfied with the decision of the Appeals Committee.

Level 3

1. A written request to meet with the Superintendent, who represents the Board of Education, must be submitted **within seven school days** if not satisfied with the decision of the principal.
2. Request Board appearance.

Level 4

A written request may be submitted to the State Commissioner of Education if not satisfied with the decision of the Superintendent and Board of Education.

Notification

Notice will be sent to the parents that they may be represented by an attorney at each step and have the right to call witnesses and to present any documentary evidence.

CREDIT COMPLETION SCHOOL

Students who miss 10 or more periods per course (unexcused) in one or more courses will be assigned to complete the course requirements in our credit completion program. Students who miss **19** periods (unexcused) per course in one or more courses are not eligible to appeal for the credit completion program.

Credit Completion is designed for **ACIT Academy** students who are in a no-credit status because of excessive absences or detentions owed but **have a passing grade in the class**. It permits students who are in a “**no credit**” status to make up work and time missed. The program will be offered in two independent sessions (January & May/June) for a period of **10** days per session from 2:50 pm to 3:50 pm Monday through Thursday (senior spring credit completion will take place earlier than underclass). Additional summer sessions beyond the 10 day maximum may be added to students at the discretion of administration for excessive unexcused period absences.

Students assigned credit completion, regardless of how many sessions owed, must serve those sessions concurrently, beginning from the first session until the obligation is satisfied. For every scheduled day that is missed for an unexcused reason, one additional day may be added to the credit completion obligation. Unattended days will be made up during summer credit completion. Ten unexcused periods missed=2 days of credit completion; Eighteen unexcused periods missed =10 days of credit completion. **Students are responsible for making necessary arrangements to attend all assigned/required credit completion days.** Only doctor's notes are accepted for missing credit completion days. If a student does miss an assigned credit completion day, the student must serve the missed day on the student's first day back to school. Students that do not serve all assigned sessions during the school year (per session) will be assigned summer credit completion in July to make up the all required days.

Academic Integrity

Students enrolled at Atlantic County Institute of Technology are expected to maintain the highest standard of academic honesty. Teachers are expected to review with the students the policy of academic honesty at the beginning of the year/ semester and other times during the year as he/she deems appropriate. The teacher is expected to direct students to available resources that are useful in helping students to correctly copy, paraphrase, cite and summarize another person's work. The teacher is also expected to be specific as to whether an assignment is cooperative or individual and to enforce policy in all instances of academic honesty.

In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/ or skills that he/she does not possess, or having assistance to complete a test, project, or other assignment or assessment in a way other than permitted by the teacher. Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work will not be tolerated. It is the intention of this Code of Student Conduct to reinforce standards of integrity and to prepare students for school and postsecondary opportunities. Incidents of academic dishonesty include, but are not limited to the following:

- looking at another student's test, answer sheet, or other materials during an assessment
- talking and/or using a cell phone during tests and quizzes
- allowing another student to replicate one's own work
- putting one's name on another's paper/ project etc...
- aiding another student on an individualized assessment
- tampering with a teacher's assessment records (i.e. grade book, tests, etc...)
- stealing or selling assessments
- willingly authoring or writing one or many parts of another student's assignment/ paper
- falsifying research or citations
- willfully copying, paraphrasing or summarizing another person's/author's work without proper citation and appropriate credit

Subsequently, academic dishonesty—including, but not limited to cheating, plagiarism, falsification, multiple submissions, complicity, and/or interference—will receive one or a combination of the following penalties:

1. no credit (0) or failure for the academic exercise
2. reduced grade for the course and/or failure in the course

3. an assigned disciplinary consequence at the discretion of the Assistant Principal or designee.
4. a failure in the course that is identified in the student's permanent report card as a result of a violation of this policy and such identification cannot be removed

The school's action(s) include, but are not limited to:

- teacher will contact the parent(s)
- teacher will review the situation and based on the incident and severity, may assign a zero
- teacher will refer the student to administration if other student behaviors warrant disciplinary action (e.g. stealing, harassment, property damage, etc...)
- Students will be required to acknowledge the 24/25 Student AI/ Plagiarism Compact within their English classes. The Compact applies to all courses and teachers at ACIT.

Homebound Instruction

If a student is unable to attend classes because of a chronic, medically documented illness that will keep the student out of school for more than ten consecutive days, home instruction will be provided at no cost to the parents/ guardians of the student. The parent/guardian must submit the request for home instruction in writing to the student's guidance counselor. This request will be accompanied by a signed physician's notice stating the illness/diagnosis and the anticipated length of absence, including a specific beginning and ending date. The request for home instruction will be verified and must be approved by the school physician. Long term HBI will be reevaluated in 60 day intervals. Homebound instruction will be considered an excused absence. Any homebound instruction request must be issued by a licensed physician (M.D, D.O.). Requests written by a L.C.S.W, PA, APN or RN will not be accepted.

Authorized Persons on School Property

The following persons and no others will be considered lawfully authorized persons on school property.

1. Students during school hours and while participating in authorized school activities outside of normal school hours or during summer work projects.
2. Parents or legal guardians of students while participating in parent-teacher conferences or other authorized activities. Parents/guardians must present a valid driver's license or picture ID when entering the building to pick up a student which must match the student's personal profile unless prior arrangements were made by the student's parent/guardian. No student will be released to anyone without a valid driver's license or picture ID. In the event of an emergency, if a student needs to be picked up by an adult not listed as authorized to transport in the student's personal profile, the student's parent/guardian must provide written notice prior to pickup to the attendance office along with a verifying phone call for the student to be released. See page 21 for complete details of the district's approved early student pick up procedure.
3. Teachers, administrators and other school employees while in the performance of their duties.
4. All visitors will first report to a designated security check-in location, give their reason for being in school, provide a valid driver's license or picture ID and receive permission and visitor's pass from the security office or designee to proceed further. Any person or persons not complying with this policy will be considered a trespasser and as such will be immediately removed from the school; the word "school" will include all the surrounding grounds.

Cafeteria (lunches)

The following guidelines are to be followed for ALL students:

1. Charging is not permissible. Students may prepay for meals. Money can be placed in your account by bringing cash or a check (made out to ACIT) to one of the cafeteria cashiers. The balance on your account can be checked during any meal period.
2. Students are free to bring all or part of their lunch.
3. Dishes, utensils and trays must be placed in the racks provided in the dining area.
4. Students are to clean their table area before leaving. Disposable products must be placed in proper receptacles. Recyclables are placed in the **labeled** containers. Dispose of food and paper in the **garbage** cans, putting trays on the racks.
5. **Other than breakfast, no food or drinks are permitted anywhere other than in the cafeteria or outdoor tent.**
6. Any student found taking food or any item from the cafeteria without purchasing it prior to leaving the cashiers area will be assigned an appropriate school consequence and the incident will be referred to the school resource officer.
7. Students are not permitted to sell candy, snacks, or any other items for personal profit while on school property. All sale items are to be board approved and must be associated with a club, activity or district related function.
8. No outside food items are permitted to be dropped off with the exception of individual students lunches by the students parent/guardian as registered in the school information system. These items may be subject to inspection by school administration and/or designee. All other food items will be turned away at security. This included ordered food items.

Care of School Property

Students are responsible for all books and equipment issued to them during the year. Books should be identified and covered according to the instructor's directions. Lost or damaged books and equipment must be paid for before new items will be issued.

All financial obligations must be met before a final transcript or certificate of completion will be released as noted in the "obligations section" of the handbook.

School property and equipment, especially in a technical school, is of real value. Its availability is the basis for your education, which is why students are here. It is the responsibility of all students at the Atlantic County Institute of Technology to care for all school property and to maintain a high standard of cleanliness and concern for all equipment.

Those who are guilty of damaging, defacing, destroying or theft of school property will be subject to detention, suspension, or expulsion and will be held responsible for full payment for all damages or the replacement cost of missing items.

Community Relations / Visits to the School

The Board of Education welcomes and encourages visits to school by prospective parents and interested residents of the surrounding communities. If such visits occur during school hours, visitors shall comply with the regulations established by the administration. Visitors will not disrupt the operation of the school or interfere with the staff at any time. In order for the educational program to continue undisturbed when visitors are present, and to prevent the intrusion of disruptive persons into school, the following procedures have been established:

1. All visitors are required to register with school security upon entering the building. Visitors must sign in and register using the visitor's driver's license and receive a visitor's pass with photo.
2. Visitors may not consult with teaching staff or pupils during class time without the permission of the Superintendent of Schools or designee.
3. When the parental rights of a parent have been terminated by a court of appropriate jurisdiction, the legal guardian must inform the school so that the administration may apply appropriate regulations related to visitation. ACIT shall seek confirmation of legal custodianship where necessary.
4. No visitor shall be allowed to deliver any address, lecture or provide instruction on any subject unless authorized by the Superintendent of Schools or designee.
5. All visitors must obey No Smoking regulations and any other regulations designed to ensure orderly operation of the school. All persons violating this policy shall be considered "disorderly" and subject to appropriate action.
6. Any person wishing to visit a classroom during the school day must request permission from the Principal or designee at least 24 hours in advance.
7. No visitor shall interrupt the presentation of a lesson, talk to students or distract a teacher's attention from the class.
8. All bags and vehicles of a visitor are subject to search.
9. For safety and security of our students and staff, it is the responsibility of every teacher and staff member to direct all unauthorized persons to the Assistant Principal's office, as well as notify the main office of the presence of the visitor, immediately.

Cooperative Health Occupation Education

Students in any allied health field may participate in paid/non paid internships related to their field. As seniors, they can work half of the school day in a position related to their career-path classes. See Cooperative Education below.

Cooperative Education Program 12th Grade Unpaid Career Internships Work Based Learning (WBL)

Work Based Learning (WBL) is an opportunity for qualifying seniors to participate in a work program. Upon completion of junior year, students can work in a summer internship program. As seniors, they can work half of the school day in a position related to their career-path classes. The program is available to all students with good attendance and disciplinary record, grades that are a B or better, and they have demonstrated positive citizenship. Our WBL Coordinator is Gina DeMaio 609-625-2249 x 1141.

Early Dismissal – Attendance

If a student needs to be released from school early for any reason during the school day the following procedures will be followed:

1. You must be a parent or legal guardian of record as recorded in the district's data system.
2. A valid driver's license or picture I.D. will be required.
3. The student will not be called out of class until you arrive and your I.D. has been verified.
4. If you are designating someone else to pick up your child, you must send a note or email (you will be called for verification purposes) with your name, your child's name, date and time of pick-up, along with information about the adult you are designating to pick up your student.
5. The person you delegated to pick up your student must have a valid driver's license/picture I.D.

Educational Field Trips

Your instructor, as an extension of your classroom activities, may plan educational field trips periodically. Before a student may attend a field trip, he or she must complete a permission slip that must be signed by a parent or guardian and returned to the instructor. Students must be in good standing academically and have regular attendance to participate. Students with more than one

behavioral referral may be removed from the field trip list. Students with one or more suspensions are not permitted to attend educational field trips. Students that are failing any courses within two weeks of the trip may also be removed from the trip list. Financial obligations must be paid prior to the trip or the student will not be permitted to attend.

Any misbehavior on a field trip will result in disciplinary action as well as loss of the privilege of engaging in future field trips. Any class work missed in other classes must be made up in no more than 2 days. Attendance rules apply. **Please note that all student participants must depart from and return to ACIT via school transportation. Students must satisfy any district obligations prior to attending school based field trips. Students which owe an obligation may not attend such activities.**

Emergency Procedures

School Closing Due to Inclement Weather

In the event of inclement weather or some other urgent reason that necessitates the closing of school, students and parents will receive a telephone call from the School District alerting them to any closing or late opening through the All Call system. Please DO NOT call the school. Unless weather conditions are extremely bad, once school is open and students are in session, it will remain open. Closings will also be posted on all major Philadelphia TV stations.

Fire Drill

Fire drills are called with the sounding of the alarm. Students, accompanied by teachers, will proceed to the nearest exit. The exit should be speedy, orderly and quiet. Be prepared to follow instructions from the teacher in charge of your class. All persons should move at least 50 feet away from the building. The quiet rule remains in effect until all students have returned to classes at the completion of the drill. Students will be instructed when to return to class.

Harassment, Intimidation & Bullying

The Board of Education prohibits acts of harassment, intimidation or bullying against any pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

Please note that the Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, on school grounds and on school buses. Therefore, all school buildings, school grounds and school buses of this school district may be monitored using such devices in accordance with Board Policy. Go to our website, www.acitech.org, for more information.

Identification

For the safety and security of ACIT students and staff, all students are required to wear their school issued student Identification (ID) and lanyard around their neck at all times while in school. ID's are necessary for a variety of reasons throughout the day as listed below. Any student found not wearing his/her school issued ID at any time will be subject to disciplinary consequences and may be denied entry into the building and/or denied access to their assigned bus transportation to/from school. Any student attempting to use another student's ID or ID number for any reason will be issued disciplinary consequences at the discretion of the school.

administration. Any confirmed ACIT student that attempts to enter the building without their assigned ID will be issued a new ID badge. The new ID badge and lanyard (if needed) will be assessed to the student as an obligation. A financial fine will be assigned for both the ID and the lanyard.

1. Student identification to enter the building
2. Tool and equipment checkout
3. School offices
4. Lunch purchases / Cafeteria access
5. Field trips and competitions
6. Access to school bus transportation to / from school

Students must show or surrender their I.D. Card when requested to do so by a staff member.

Lockers

Each student will be assigned a locker. To safeguard property, the student should use only his or her own locker and keep it properly locked at all times. Do not give your combination to anyone else. The school does not assume responsibility for theft or loss of property from lockers. The Atlantic County Institute of Technology reserves the right to inspect any locker without notice and the inspection may be completed at any time by personnel authorized by the school administration. The school reserves the right to withdraw locker privileges at any time. The student has the responsibility to keep the locker clean. Intentional jamming of lockers is prohibited. It is strongly encouraged that all students lock their gym lockers with a combination lock during gym classes to secure their personal belongings.

Media Center

The Media Center is located in Building 1 on the east side of the Cafeteria. Normal hours of operation are 7:50 a.m. to 2:31 p.m. The Media Center's sole purpose is to support and enhance the courses taught in this school. It is an integrated collection of books and audio-visual materials (print and non-print media), along with computers and Internet access; interlibrary loan is also available and usually free of charge. All of these features combine to offer students and staff "a gateway and guide to the universe of information." The Media Center is not for public use.

Loan of Media Materials

1. Students must present their I.D. card to borrow any materials.
2. Reference materials may not leave the Media Center. All other materials (print and non-print) may be borrowed for a three-week period, due always on a Friday, after which they may be renewed if no one else has requested them.
3. Periodicals (magazines and newspapers) may be checked out to the class area and returned the same day, or checked out overnight and returned the following morning. Back issues are available for a three-week loan.
4. Return procedure: Return all materials to the book return cabinet. Items returned elsewhere may not be properly credited upon their return.
5. Fines: There is no fine for overdue materials; this policy is designed to encourage the prompt return of materials. (See also "Obligations" on page 22).

Staff and students are encouraged to make suggestions and recommendations about materials to be included in the Media Center.

Medical Aid

A certified School Nurse is available in the Nurse's Office in Building 1 (room 1125), for cases of injury and illness during school hours. A student requiring these services must secure a pass from his/her teacher unless it is an emergency. Parents/Guardians will be contacted when a student's illness or injury is serious. If his/her condition warrants being sent home, a student's parents or

guardian should arrange transportation. No sick or injured student will be sent home unless an adult is available to care for him or her.

Students required to take medication in school must have:

- a. The physician's written permission.
- b. The directions for taking the medicine.
- c. The parent's/guardian's permission on file with the School Nurse.

The School Nurse will administer no medication without an order from the doctor. **Do not ask for aspirin or any other medication.** If a student has a particular health problem, it should be made known to the School Nurse. **All medicine must be kept in the nurse's office.**

Obligations

All monies due the Board of Education for lost, owed or damaged school property must be paid for **before** final report cards, transcripts, certificates, or completion of credit hours will be issued. Transcripts and other school records will not be sent until all obligations to the school have been met. Students with obligations will not be permitted to attend field trips or school sponsored functions until all financial obligations have been satisfied.

Parental Involvement

ACIT offers our students tremendous learning opportunities that they need to be successful in the Career Major. Students whose parents stay involved with their child's education throughout high school demonstrate greater progress than those students whose parents do not. ACIT provides many opportunities for parents to show support for their child. Some of these events include:

Back-to-School Night
Guidance Counselor & Teacher Conferences
Parent Advisory Committees Information Session
Family School Association
Awards Ceremony

One of the ways parents are notified of these events is through the district website. RealTime Parent Portal gives parents access to real-time information including attendance, progress reports, grades and detailed assignment descriptions, school bulletins, etc. All progress reports and student report cards will be issued through the portal unless requested by the student's parent/guardian for each semester report. Visit the ACIT website, www.acitech.org and click on Resources. This will bring you to the Parent Portal link. Your username and password will be issued the first week of school via mail.

Passes

Teachers will authorize a student leaving the room at the discretion of the teacher. Students will scan their ID before leaving the room and upon the students return. Academy teachers may sign a hallway pass if the electronic scanner is not operational. Teachers have the authority to refuse a pass to any student, especially when the student has abused the privilege. Students must always possess a proper valid pass when out of the classroom area.

Personal Electronic Equipment

The cellular number must be registered with the Assistant Principal's office prior to use. If a mobile number is changed, it is the parent/guardian's or student's responsibility to notify the school. The electronic device can NOT be used during instructional time from the moment the student enters the room until the class is dismissed. A teacher may ask that electronic devices be used, but only for instructional purposes.

Student cellular phones may be used for texting and voice after vacating classrooms and instructional spaces. If used, the student must honor the privacy of others with no loud conversation. No student shall be excused as late for class due to cellular phone use. Students are permitted to use mobile phones for voice/texting during lunch. Cell phones can NOT be used as cameras/audio or video recorders at any time. Students are not allowed to use their cell phones in classrooms (unless directed by a classroom teacher and for instructional purposes only), in the gymnasium, in the PAC, in career areas, the APO, media center, during class meetings (pep rallies, student meetings) or during other extracurricular activities/ functions during the school day, unless as noted. Students may use electronic devices to listen to music (as long as the music is not audible to others) during lunch periods in the cafeteria and in the hallways as long as there are no disturbances caused by any personal devices. No electronic device for personal listening pleasure shall be permitted during instruction. Infractions of the uses cited above shall result in discipline given by the teacher, Assistant Principal or Principal.

All students and parents be advised that although ACIT permits the limited use of cellular devices and personal listening devices during the school day, it is **NOT** the responsibility of the district, school staff or administration to replace or recover lost, stolen or damaged electronic devices. If a device is lost or stolen the student is to notify school security during the student's free time to complete an incident report. The district, its administration and staff are also NOT responsible for investigating cases of lost, stolen or damaged electronic devices in the attempt to recover or replace them. Choosing to bring an electronic device to school places the responsibility for that device on the student. It is strongly recommended to use a lock whenever storing your electronic device on campus.

Student Code of Conduct

BEHAVIOR

Students should use a "**calm and collected**" approach in their dealings with other students, staff and teachers. Abusive language can lead to a disciplinary consequence. Ball playing or any type of recreational activity is not permitted because of the risk of accidents. The school will not assume responsibility for any accidents that may occur if students violate this rule. The Principal or designee reserves the right to remove students from after school programs, sports or activities based on inappropriate student behavior.

The administration will not tolerate verbal or physical harassment/abuse of any student or staff member, as well as any behavior deemed disruptive to the learning environment. Such incidents will be turned over promptly to the Assistant Principal and civil authorities.

The Board of Education is committed to promoting healthy relationships and a safe environment. As such, no threats of violence will be tolerated. Students shall not make any threats, suggestions or predictions of violence against any person or group of persons or to the school building whether made orally, in writing or via the internet or email. No threat of violence will be considered a joke. Threats of violence – whether or not made during school hours or on/off school grounds – shall result in disciplinary action or suspension and/or expulsion. It should also be recognized that the student will be referred for a mental health/threat assessment to determine that he/she poses no risk to others.

BEHAVIOR – OFF CAMPUS

School authorities have the right to impose consequences on a student for conduct away from school grounds and/or after hours. This authority shall be exercised when it is reasonably necessary for the student's physical or emotional safety and well being or for reasons relating to the safety and well being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

The application of the Discipline Policy to off-campus misconduct includes but is not limited to detentions, suspensions and expulsions from the regular education programs at the Atlantic County Institute of Technology, as well as participation in extracurricular activities which include interscholastic sports teams, clubs, student government, class trips, class proms and graduation ceremonies.

GAMBLING

No form of gambling is permitted.

Technology Use/Responsibility Policy

Atlantic County Institute of Technology recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. All technologies provided by the district are intended for education purposes. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

STANDARDS FOR USE OF TECHNOLOGY

Any individual engaging in the following actions declared unethical, irresponsible, or illegal when using technology shall be subject to discipline or legal action:

- A. Using technology for illegal, inappropriate or obscene purposes, or in support of such activities. Illegal activities are defined as activities which violate federal, state, local laws and regulations. Inappropriate activities are defined as those that violate the intended use of district technology. Obscene activities are defined as a violation of generally accepted social standards for use of publicly owned and operated technology.
- B. Using district technology to violate copyrights, institutional or third party copyrights, license agreements or other contracts.
- C. Using district technology in a manner that:
 - a. Intentionally disrupts network traffic or crashes the network;
 - b. Degrades or disrupts equipment or system performance;
 - c. Uses the computing resources of the district for commercial purposes, financial gain or fraud;
 - d. Steals or alters data or other intellectual property.
 - e. Gains or seeks unauthorized access to the files of others or vandalizes the data of another user.
 - f. Gains or seeks unauthorized access to resources or entities;
 - g. Forges e-mail messages or uses an account owned by others;
 - h. Invades privacy of others;

- i. Posts anonymous messages;
- j. Possesses any data which is a violation of this policy;
- k. Loads or stores any software not owned or approved onto district technology; and/or
- l. Engages in other activities that do not advance the educational purposes for which district technology is provided.

TECHNOLOGIES COVERED

Atlantic County Institute of Technology may provide the privilege of Internet access, desktop computers, laptops, tablets, smartphones, video conferencing capabilities, online collaboration capabilities, message boards, email, and more. This responsible use policy applies to both district owned/BYOD (Bring Your Own Device) technology equipment utilizing the district network, the district internet connection, and/or private networks/internet connections accessed from district-owned/BYOD devices at any time. As new technologies emerge, ACIT will seek to provide access to them. The policies outlined in this document covers all available technologies, now and into the future, not just those specifically listed or currently available.

WEB ACCESS

Atlantic County Institute of Technology provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access will be restricted in compliance with CIPA regulations and school policies. Web browsing will be monitored and web activity records may be retained indefinitely. Users are expected to respect that the web filter is a safety precaution, and shall not attempt to circumvent it when browsing the Web.

EMAIL

Atlantic County Institute of Technology may provide users with the privilege of email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; and should use appropriate language. All messages sent and received on the district email must have an education or administrative purpose, except that personal email is permitted within the boundaries noted in this policy. Email is not to be considered private, is subject to review, and will be archived in accordance to federal and state law.

District and system administrators may inspect the contents of any email, or disclose such contents when required to do so by the board policy, regulation or other laws and regulations of the State and Federal governments. The board reserves the right to cooperate fully with local, state or federal officials in any investigation concerning or relating to any email sent or received on the district email system.

SOCIAL / WEB 2.0 / COLLABORATIVE CONTENT

Recognizing the benefits collaboration brings to education, Atlantic County Institute of Technology may provide users with access to web sites, Google Apps or other tools that allow communication, collaboration, sharing, and messaging among users. Users are expected to communicate with responsible, safe, mindful, courteous conduct. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

SCHOOL ISSUED DEVICES

Atlantic County Institute of Technology may provide users with laptops or other devices to promote learning. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users

should immediately report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

BYOD (PERSONALLY-OWNED) DEVICES

Teachers have the discretion to determine when students may use personal technology in the classroom. Students must comply with their teachers' requests to shut down or put away personal technology. All personal technology must be in silent mode. Students may not use personal technology during assessments unless otherwise directed by school personnel. Students shall not transmit, post or otherwise publicly share photographs or videos that they have taken of any person on school grounds or in a school vehicle.

SECURITY AND DAMAGES

Users are expected to take reasonable safeguards against the transmission of security threats over the district network. Including but not limited to: not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If you believe an ACIT computer you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus. The IT department does not repair, maintain or provide general support for personally owned devices. If a device is stolen or damaged, it will be handled through the administrative office in a manner similar to other personal property. The IT department will not service any non-district owned technology.

DOWNLOADS

Users should not download or install any software programs over the district network or onto district resources without express permission from IT staff. You may be able to download file types such as images or videos. For the security of our network, downloading of such files should only be from reputable sites, and only for educational purposes.

INTERNET ETIQUETTE

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should also remember not to post anything online that they wouldn't want students, parents, teachers, or community members to see. Once something is online, it's out there—and can sometimes be shared and spread in ways you never intended.

INTERNET PLAGIARISM

Plagiarism is strictly prohibited. Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

PERSONAL SAFETY

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. If you see a message, comment, image, or

anything else online that makes you concerned for your personal safety, bring it to the attention of Atlantic County Institute of Technology staff immediately.

CYBERBULLYING

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. The easy rule to follow is simply....Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, could result in severe disciplinary action, legal action and/or loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

VIOLATIONS OF THIS RESPONSIBLE USE POLICY

Misuse comes in many forms, including any messages sent/received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, terrorism, threats, inappropriate language and other issues described above. Students may not use the camera or audio feature on their device to capture, record, or transmit audio, video, or still photos of other students, faculty, or staff without explicit permission given by the teacher. Violations of the Responsible Use Policy may result in a loss of access as well as other disciplinary or legal action. The particular consequences for violations of this policy shall be determined by the Administration in matters relating to the use of district technology and by the Superintendent, or designee, in matters of discipline, or actions by which the authorities are the appropriate course of action.

I understand and will abide by the provisions and conditions of this Responsible Use Policy including responsible use of AI as stated and agreed upon in the 24/25 Student AI/ Plagiarism Compact. I realize that all technology accounts are designed for educational purposes only. I understand that any violation of the above provisions may result in disciplinary action, the revoking of my user accounts, and any appropriate legal action. I will not hold my teacher nor Atlantic County Institute of Technology responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the Internet to the system administrator or to my teacher.

Pupil Records

A central file in the Student Personnel Services Office is maintained on each student. Additional information might be maintained in several other areas of the school. Records contain information relevant to your education. Your parents or guardian has the right of access to your records if you are less than 18 years of age (or over 18 years of age and financially dependent upon them). A member of the school staff, responsible for maintaining the records, will be present to provide interpretation of the records should you choose to review them. A parent, guardian or student at least 18 years of age may question records on grounds of inaccuracy, irrelevance, and impermissible disclosure, inclusion of improper information or denial of access. Please see the Director of Student Personnel Services, who is responsible for the security of these records, for any additional information. A copy of the Board of Education Policy regarding student records is available in the Student Personnel Services Office. Upon graduation or permanent departure from school a copy of the entire student record will be provided to you or your parents/guardians upon request and the payment of the established fee. Directory information which includes the student's name, address, date of birth, major field of study, participation in officially recognized student activities, dates of attendance, degrees and awards received may be released without the student's consent to educational, occupational, and military recruiters. Parents and adult students must submit in writing by September 30 or within two weeks of enrollment at Atlantic County Institute of Technology a request to the Superintendent that their names be excluded from participation in all recruitment and publicity programs and from having their names appear in the student directory information.

Grading

Instructors will evaluate students on an individual basis against mastery of the academy's core curriculum and/or industry professional standards. In developing their grading system, instructors may also consider the student's attendance record, attitude, achievement, cooperation, classroom participation, performance, special projects, independent study, reports, and homework assignments. It is therefore recommended that all students become familiar with each teacher's expectations in the program. The grade that encompasses both class work and lab performance will be reported for each student, a letter grade and a numerical grade as described below:

Naviance / Family Connection

Naviance / Family Connection offers a number of innovative, easy-to-use web applications for students and their parents to assist with a variety of tasks such as: college research, college planning, college application process, teacher recommendation requests, career planning and much more.

Family Connection

College Planner is a powerful tool to assist students and parents with the college search and application process. For the past several years, the Counseling Department has used the Family Connection, powered by Naviance, to keep track of college admission data.

Naviance/Family Connection Features

- Apply to college
- Complete and save a comprehensive college search
- Keep track of your PSAT, SAT, ACT and AP test scores
- Develop a Resume
- Check admissions results for BT students with comparable GPAs and SATs/ACTs
- Find out when admissions counselors will be visiting ACIT and sign up for the meetings
- Connect to other useful websites related to college admissions and financial aid
- Receive important email communications from your counselor regarding the college process
- Complete a learning style inventory
- Prepare for SAT and ACT tests
- Conduct a personality style inventory
- Conduct a career interest inventory
- Locate information about scholarships

Option II Guidelines

General Information: Option II establishes alternate pathways for students to satisfy graduation requirements and meet the New Jersey Student Learning Standards in accordance with New Jersey Administrative Code {N.J.A.C. 6A:8-5.1 (a) 1ii}. Option II alternative experiences are voluntary. Students may fulfill the requirements for graduation by pursuing credits earned through the traditional classroom environments, alternative learning experiences availed through Option II or through a combination of both programs. Option II permits students to engage in a variety of alternative learning experiences which are stimulating and intellectually challenging, enabling them to fulfill or exceed expectations set forth by the academic department's Student Learning

Standards. Students may take part in Option II alternatives by participating in the following: accredited college coursework, concurrent enrollment at colleges and universities, online and distance learning opportunities.

ACIT participates in NJ Option II through the following pathways:

1. Credit Recovery: ACIT students receiving a final grade of 69 or below do not receive credit for that course. It is recommended that students take the course in the summer following the school year in which they failed.
 - Students may recover credit at any accredited NJ High School offering a certified remedial program or through an approved online provider such as Educere or GradPoint.
 - Students planning to take online courses over the summer must register by June 1st and grades are due to the Guidance Office by August 25th.
 - The name of the course and (P) pass or (F) fail will be recorded on the student's transcript and will not factor into a student's cumulative GPA. The original course and final grade will be retained on the student's transcript.
 - Any senior needing credit recovery to graduate must register by September 1st with ACIT's Guidance Department (Educere or GradPoint) and complete their coursework no later than May 1st.
 - Students may also opt to take the failed course during the following school year. Students who fail multiple courses (and do not remediate over the summer) will be in danger of not completing NJ graduation requirements in 4 years.
2. Accelerated Credit: Students may apply for Option II courses for the purpose of advancing to the next level in a specific content area. The most common example is a student who takes an additional math course (to fill a prerequisite) to advance to the next sequential math course.
 - Each dual credit program varies in its criteria, application procedures, requirements, fees and grades. Please read additional dual credit information in the ACIT Program of Studies (online).

Application and Deadlines:

- All students wishing to obtain credit through Option II must complete the Option II Application and any other applications, if necessary.
- Accelerated Credit course applications are due by May 1st.
- Original Credit course applications are due by May 1st for summer session, August 1st for fall session and January 15th for spring session.
- All Original Credit and Accelerated Credit courses must be approved by the content area supervisor and/or guidance director prior to enrolling in the course. Credit will not be granted without necessary approvals.
- Students must also provide a course syllabus or course description along with the Option II application.
- Enrollment in an approved ACCC course requires guidance counselor permission/letter, ACCC application plus application fee, and the student must make arrangements with ACCC to take the ACCUPLACER placement test.

Providers

- All Option II courses must meet or exceed New Jersey Student Learning Standards.
- For original credit online courses, an ACIT final assessment may be required prior to the awarding of final course credit.
- Administration of assessments will take place during the third full week of August or at the Supervisor's discretion.
- For sequenced courses, a variety of factors including previous course levels/grades, new credit course grades, and teacher recommendations will determine the student's subsequent course level (CP, HN, or AP). Final determination will be made by the Department Supervisor.

NCAA Athletics

- NCAA Clearinghouse rules have changed with regards to software based credit recovery, virtual learning, online courses, independent study and correspondence courses. These types of courses, identified by NCAA as non-traditional courses, may not meet guidelines to be included in a student's core GPA calculation. Please check www.eligibilitycenter.org for additional information.
- Complete Option II applications must be submitted by May 1st.
- Students taking an online course may be required to take the ACIT final assessment in order to move on to the next level. Results of the assessment will provide critical information regarding the student's ability to succeed in the next level. The final assessment will be administered by the department supervisor during the third full week of August.
- A variety of factors including previous course levels/grades, new credit course grades, and teacher recommendations will determine the student's subsequent course level (CP, HN, or AP). Final determination will be made by the Department Supervisor.
- Students may NOT register for courses in which they do not already meet the prerequisites. For example, a student plans to take Algebra II over the summer in order to fulfill the prerequisite and enroll in Pre-Calculus for the next school year. That student must enroll in Algebra II until their course is completed. Only then will the student be permitted to enroll in Precalculus, space permitting. Scheduling priority will be given to those students who registered for the course during the original course selection period.
- Most HN and AP courses require the completion of summer assignments prior to September. Students taking approved new credit courses during the summer are also responsible for completing all summer assignments for the course(s) they wish to enter in September.
- Upon receipt of final grades, the course will be recorded on the student's transcript but it will NOT be calculated into the student's cumulative GPA. The course can be used to fulfill other course prerequisites and the student will be awarded 5.0 credits.

3. Original Credit: Students may opt to enroll in Option II courses to earn graduation credits in the area of Financial Literacy, Fine/Performing Arts, or Practical Arts.

- Complete an Option II application by May 1st (summer session), August 1st (fall session) or January 15th (spring session).
- Students can opt to take approved courses through the following options: (1) College courses at ACCC, (2) College courses at Stockton (3) Online courses through Educere or GradPoint.
- Students taking original credit courses online may be required to take, and pass, the corresponding ACIT final assessment in order to be awarded final credit. The purpose of the district assessment is to ensure that the student has met the New Jersey Student Learning Standards as required by the State of New Jersey Department of Education.
- Upon receipt of final grades, the course will be recorded on the student's transcript but it will NOT be calculated into the student's cumulative GPA.
- Once credit is awarded in an approved Option II course, students will not be permitted to enroll in the equivalent ACIT course.
- Students taking original credit courses to fulfill graduation requirements must complete their coursework prior to the start of senior year.

General Grading

No grade higher than 100 or lower than 50 for marking periods 1, 2 and 3 will appear on the student's report card. There is no minimum grade for 4th period or final grade. Weighting for AP/Honors and Dual Enrollment courses is added to a student's cumulative GPA after completing the course. AP/Honors and Dual Enrollment weighting is designed to reflect the level of course difficulty in the cumulative GPA/Class Rank. Weighting is not intended to compensate for average or below average performance in advanced classes.

Grade Range				College Prep		Honors, Dual Enrollment		Advanced Placement*	
WEIGHTED VALUES									
A	=	93	to	100	4.0	4.4	4.8		
B	=	85	to	92	3.0	3.3	3.6		
C	=	76	to	84	2.0	2.2	2.4		
D	=	70	to	75	1.0	1.1	1.2		
F	=	0-69	0	0	0	0			

*AP US History is a two year (2 semester) course. AP weight is earned in the test year/semester of the course.

Class Rank/GPA

Class rank is determined by the numerical GPA. Students are ranked within their own grade level. With a semester based schedule, senior class ranking will consist of the end of semester grades from the 9th grade through 12th grade, and will be recalculated after every semester. GPA will be averaged across the 9th, 10th, 11th and 12th grades. Grade point average is computed as follows: $GPA = \frac{\text{Total Quality Points}}{\text{Total Credits Attempted}}$. Quality points for each course are determined by multiplying the numerical value (including grade weight) of the final grade by the total number of credits assigned to the course. A cumulative grade point average is computed on all subjects for all students. Honors and Dual Enrollment Courses receive a 1.1 weight while Advanced Placement Courses receive a 1.2 weight. All weighted courses will be calculated into GPA and class rank only.

Valedictorian and Salutatorian

These honors are earned by students who have attended ACIT for a minimum of three consecutive years beginning in Fall of the sophomore year. Cumulative GPA and class rank will be computed at the end of every semester, grades 9 through 12, using a numerical average that includes weighting for advanced courses. The subsequent class rank calculations will determine Valedictorian (rank #1) and Salutatorian (rank #2). Three other special notations for career technical students may be used:

- INC = Incomplete work
- TRF = Program transfer
- DRP = Dropped program

Dates of Interim Progress and Marking Periods

October 1, 2024	Interim Progress Reports
November 13, 2024	1st Marking Period Ends
December 13, 2024	Interim Progress Reports
January 30, 2025	2nd Marking Period Ends
March 3, 2025	Interim Progress Reports
April 7, 2025	3rd Marking Period Ends

Quarterly grades can be viewed on the parent portal. Interim progress reports are used to report the status of each student's performance midway through each of the four grading periods. All of the student's work will be reviewed and significant changes, both improvement and deterioration of marks, will be noted. The progress report also affords instructors the opportunity to make personal written comments regarding student work and attitude, which are not possible on the quarterly grade report. Through the Student Information System (SIS) parents may access real-time information including student attendance, progress reports, grades, and detailed assignment descriptions. Visit the ACIT website, www.acitech.org and click on RESOURCES. This will bring you to the Parent Portal link. Your username and password is issued the first week of school by mail.

Smoking Policy

(All Other Personnel)

In accordance with P.L.1981, c 320 N.J.S.A. 26:3D-15, "The Board of Education of each school district will make and enforce regulations to prohibit the smoking of tobacco anywhere on school property."

SMOKING IS PROHIBITED ANYWHERE ON SCHOOL PROPERTY.

The Board of Education of the Atlantic County Institute of Technology recognizes the use of tobacco and other such substances present serious health hazards. For the purpose of this policy, "Smoking," means having a cigar, cigarette, pipe, vapor product or any other matter or substance that contains/utilizes any form of vape juice, tobacco and use of smokeless tobacco. Vapor product means "any non-combustible product containing or not containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, to produce vapor from nicotine or any other liquid in a solution or any form [including] any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and any vapor cartridge or other container of nicotine in a solution or other form intended to be used with, or in, any such device.

The Board **prohibits** smoking/vaping by high school students at any time on school premises, at events sponsored by this Board away from school, and on any transportation vehicle supplied by this Board.

In view of these restrictions, high school students **are forbidden to use or possess tobacco, any form of vape "juice", intoxicants, controlled dangerous substances, or any other substance causing an "under the influence" effect such as but not limited to: caffeine, cough medication, supplements, energy drinks, and over the counter medication, while in or on school properties, on buses, or at any events sponsored by the Board of Education away from school.**

As students will wear I.D. badges at all times for proper identification, staff members must report any high school student violating this policy immediately to the Assistant Principal's office for disciplinary action.

Penalties for Nicotine Vape Use (pending substance screening which could extend suspension days)

- Student will be suspended out of school for two (2) days and assigned one (1) days Restorative Practices & Development (RPD). In cases where a report is not received in time, suspension will commence when a report of result arrives.
- Students will meet with the Substance Awareness Coordinator (SAC) before student can return to classes.
- SAC will meet with student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up that may include, but are not limited to:

- One or more conference with the SAC
- Conferences with building administrator
- Meetings with school guidance counselor
- Involvement in support groups during school or in the community
- Interviews or assessments with school-based agency counselors
- Recommendation for outpatient or in-patient drug or alcohol rehabilitation treatment programs in the community.
- A contract will be developed and signed by parents, students and SAC upon the student's return from suspension.
- Periodic urine screenings for a calendar year will be arranged by the nurse and must be completed within 24 hours. Positive results will result in appearance before the Superintendent.

Regular Dismissal Pick-up

Regular dismissal is to occur at the west entrance. Parent pick-up is not to occur on the bus lot. Students will be dismissed at the 2:25 bell. Parent pick up is to occur on the east side of the building near the gym only.

Student Activities

Brian Rovani, Assistant Principal

All student organizations at the Atlantic County Institute of Technology are under the direction of the Student Activities Coordinator. All student activities are conducted on a co-curricular basis. The major part of all activities will take place after normal school hours whenever possible. Students are required to complete a signed parent permission slip to attend their chosen club.

Eligibility

All students must pass a minimum of eight (8) courses per marking period in order to be eligible for participation in co-curricular activities (these co-curricular activities do not include athletics). Eligibility for activities will be determined on a marking period by marking period basis as follows:

1. Fall activities - final grades, preceding school year, as appropriate, summer school grades – passing 8 classes. To remain eligible, students must pass 40 credits (8 classes) in the first marking period.
2. Winter Activities- first marking period grades- passing 8 classes plus 40 credits previous school year.
3. Spring activities – second marking period grades- passing 8 classes and semester average passing 40 credits. To remain eligible students must pass 40 credits in the third marking period.

At interim report time –

- If a student is passing all courses, total eligibility is restored
- If a student is failing any course, the student is ineligible for the remainder of the marking period. Eligibility is restored by the student passing all subjects at the end of the next marking period.
- F's in consecutive marking periods will result in ineligibility until the student has passed ALL classes
- in the next marking period.

Students who participate on any extra-curricular trips are evaluated in terms of attendance, conduct, and achievement.

For example: Students may lose the privilege to participate in co-curricular activities under the following conditions:

- Violate the attendance policy.
- Cutting classes
- Failure to pass 8 classes in the proceeding marking period

- Are placed on a behavioral contract by their Assistant Principal that specifies the loss of co-curricular privileges. Teachers will be provided with a list of students attending the current trip one week prior so that non-eligible students can be informed at that time. Extracurricular activities at ACIT are a privilege. As such, students are encouraged to exhibit appropriate achievement and behavior.

Clubs

Each individual club at the Atlantic County Institute of Technology is under the direction of an assigned club advisor. They are as follows:

Art Club

Daniel Steinen, Advisor

The Atlantic County Institute of Technology's Art Club members will explore Design, 2D and 3D Art, Digital Art, Photography, Sight & Sound, Painting, Sketching, Illustration, Pen & Ink, wearable art and more. The members of the club must be willing to work individually on projects as well as team up with others. Students will develop skills, and enrich their talents by producing various pieces of art as they expand their friendships with other club members. We will learn about different types of art, and practice expressing ourselves in a non-judgmental, open-minded forum; teaching us how to confidently present our art while learning to positively critique the work of others. Everyone is invited regardless of talent, skill, or experience. If you are interested in joining, reach out to Mr. Kane or Ms. Tran through your school email.

Aviation Club

Andrew Nebl, Advisor

Join our Flying Club! As a member of Redhawk Aviation, you will learn the basics of flying through the use of our Xplane software and Redbird full motion simulators. In addition to flying simulated crewed aircraft, you will learn to safely fly unmanned aircraft and employ these systems in the National Airspace. After you have demonstrated competence in the ability to Aviate, Navigate, and Communicate, you will apply what you have learned to compete head to head with other students in nationally recognized competitions.

Band

TBD, Advisor

Band is offered as an after-school club and meets on a weekly basis. Students participate in a large instrumental ensemble throughout the year. Students will be coached on reading music, proper playing and breathing techniques and stylistic nuances. The Red Hawk Band performs for special events, concerts, shows and even some home varsity basketball games to help energize the hometown crowd.

Character Cafe

JoAnne Russo, Co-Advisor

Lisa Brady, Co-Adviser

Character Cafe is an opportunity to get together with friends and party! We like to party with a good book, enlightening conversation, and delicious snacks. Our book club is a unique blend of friendship and fun in a nonjudgmental environment where you can be yourself. We meet once a month to provide the books, snacks, and transportation home. Come on out and give us try!

Choir

Romel McInnis, Advisor

This club is open to 9-12 grade students interested in learning and singing music together in an ensemble. Rehearsals will be held after school with rehearsal times to be determined. Students will learn a wide range of styles and possible movement. Performances will develop throughout the year. No experience required.

Computer Tech Club

Raymond Mead, Advisor

In The ACIT Computer Club, we will be looking at different hardware platforms and different operating systems. We will look at how the computers work and are put together. We will be looking at how to spec out a computer to build one for different uses. The club will build devices using Raspberry Pi and Arduino. Club students will look at developing systems and how to interface with the real world and outside devices. This club will meet on the first and third Wednesday of the month.

Dance Club

Lisa Zeuner, Advisor

The purpose of this club is to foster and develop student interest in activities relating to Performing Arts Dance: to facilitate and encourage creative, innovative thinking and dance design. The club aims to create an environment in which students, faculty, and staff can discuss and develop collaborative design, rehearse dance works for upcoming performing arts academy productions, and prepare students for workplace and academic career skills relating to the dance arts.

Drama Club

Elizabeth Volpe, Advisor

The goal of the Drama Club is to promote and encourage the love of theater through dramatic activities, workshops, productions and school events. The Drama Club is open to all students of ACIT.

E-Sports Club

Bus Morey, Advisor

Are you an avid gamer who would like to put your skills to the test? Join the E-Sports Club to play video games, make friends, and enjoy the competitive scene! Game selection is always changing. Meeting times and locations are to be determined.

Fashion Club

Julie Petrella, Advisor

Fashion Club aims to further engage students with fashion-related activities, workshops, and events like ACIT's annual fashion show. Fashion Club offers students enrolled in the Fashion program additional instruction and work time for apparel construction as well as an opportunity for any ACIT student to learn the basics of sewing and other hand crafts.

Fellowship of Christian Athletes

Drew Holmes, Co-Advisor

John Mol, Co-Adviser

Fellowship of Christian Athletes or FCA is a student-led organization under faculty advisement. Meetings known as "huddles" will typically occur bi-monthly and may include outside speakers from the area. Opportunities will also exist to connect with FCA clubs

from regional high schools throughout Atlantic County. Being part of FCA is valuable for young student-athletes to join a club that teaches character, values, and leadership skills while enhancing the quality of their high school experience that will aid in their high school resume.

Fitness Club

Chief Hilley, Advisor

This ACIT approved and JROTC sponsored Club is focused on improving the health & wellness, esprit de corps, teamwork, and self-confidence of all students via participation in various Cadet-led and group-directed fitness activities. All ACIT students are highly encouraged to participate, and the normal meeting time is every Monday & Wednesday from 2:45-4:00pm. Since this is an after-school activity, participants will take the school provided late buses home, and parent-signed permission slips are required. Curious students who require more information can ask any current Cadet for details, or they can stop by the JROTC classrooms for additional information.

Forensic Debate League

Gabe Staino, Advisor

Andrew Tobiasen, Advisor

Debate Club at ACIT provides a safe, friendly environment to develop valuable public speaking skills, build confidence, and have a great time arguing a wide variety of issues. We meet weekly and come up with different controversial topics to debate, planning and delivering arguments for the Proposition and Opposition for each issue. If you love to argue and prove your point, Debate Club might be for you!

Glamour Gals

Angie Diaz, Advisor

Glamour Girls ACIT Chapter inspires conversation and companionship given by teen volunteers to residents living in senior homes. Our mission is two-fold: addressing elder isolation while building empathetic teen leaders. Volunteers can receive intergenerational service awards, recommendation letters, glammy scholarship awards, volunteer hours and national leadership events. We are a group of students doing community service!

Health Occupations Students of America (HOSA)

Jessica Crompton, Co-Advisor

Amie Boyer Co-Advisor

Health Occupations Students of America (HOSA) is available to all students in the health science and medical educational programs. Students are given the opportunity to develop leadership qualities and to participate in competitions at the local, regional, state, and national levels. Students meet with other health and medical education students throughout the state to share experiences and to develop educational programs for future students.

Key Club

Nakia Davis-Bell, Co-Advisor

Alyssa Keen, Co-Advisor

Key Club is an international student-led organization which provides its members with opportunities to provide service, build character and develop leadership. High school student members of Key Club perform acts of service in their communities, such as cleaning up parks, collecting clothing and organizing food drives. They also learn leadership skills by running meetings, planning projects and holding elected leadership positions at the club, district and international levels.

Math Club

Andrew Welsh, Advisor

The Math Club at ACIT was established to further the understanding and appreciation of mathematics, enhancing mathematics education in the classroom and raising students' appreciation of the applications of mathematics in everyday life. It is a fun and exciting club where students can make new friends, develop leadership skills, and learn to work as a team. Students will be exposed to a wide variety of career options in the field of mathematics. Students will be able to compete in local and regional math competitions and students will learn to collaborate together with their peers to accomplish tasks and achieve common goals.

Media Club

Brian Lacivita, Advisor

Our mission is to collaboratively communicate and create an expanded array of idea-sharing of technology, video, and media so that we may endeavor to challenge filmmakers, while maintaining the highest standards.

Our Club offers both Video Production and Media Academy and elective students, as well as any interested student at ACIT the opportunity to utilize video making as a medium for promotion or advertising of school events, communication of ideas, and expression of creativity.

Minecraft and Games

Amy Ojserkis, Advisor

Minecraft & Games Club meets in our Hawks' Nest Media Center and is open to all students who want to play or learn to play a wide variety of games. Meet new people and jump into video games such as Minecraft, Chess, Catan, Stratego, Exploding Kittens, Apples-to-Apples...and many more. Student-led programs include monthly Mario Tournaments and chess competitions.

Mock Trial

Gabe Staino, Advisor

ACIT's Mock Trial team competes against other high schools to re-create a designated court case, taking on the roles of lawyers, witnesses, and jury members. Every school is given the same case, either civil or criminal, and students must read provided information extensively and plan arguments on both sides of the given case with the help of a working lawyer from the local community. Student lawyers craft and deliver opening and closing statements, work closely with their team and cross-examine witnesses. Witnesses must take on their specific role, becoming their character as they testify before the court and respond to questions from lawyers on both sides. Jurors are responsible for listening carefully to the case and evidence presented and meeting with jury members from other schools to come to a consensus. The competition, beginning in January, is run according to real-life court procedures and takes place in courtrooms across Atlantic County. Mock Trial meets weekly in September and begins meeting twice a week in October, increasing meeting time as we move closer to the competition.

Multicultural Club

Carlos Morris, Co-Advisor

Alicia Barajas, Co-Advisor

Nakia Davis-Bell, Co-Advisor

The purpose of this club is to explore and promote an increased understanding and awareness of the various cultures of the world among students at the Atlantic County Institute of Technology. Members of the club will further their knowledge of the global

community and foster appreciation of different cultures, nationalities, ethnic groups, languages and so on. The Multicultural Club plays a vital role in bringing students together through friendly, celebratory, and educative events and activities. Fostering the importance of intercultural communication to create a stronger community, students celebrate their differences while appreciating their similarities. Students involved in the Multicultural Club work together to improve cultural awareness by working on social events that allow them to enhance their own knowledge about diversity. By doing so, they also enhance their knowledge of these cultures through personal exploration and research. The club sows a seed of intercultural identity in the student body, which they reap in their professional life.

National Honor Society

Jessica Pepper, Advisor

NTHS & NHS meetings will be held together. Students eligible for NTHS & NHS will have community service hours due by the fall of each school year and then again by the last day of school.

Requirements:

- GPA must be 3.85 or higher in both their academy classes and their academic classes.
- Student must complete 20 hours of community service between June and October of each school year.
- Student must complete 20 additional hours of community service in the time between being inducted to NHS and the last day of school.

National Technical Honor Society

Jessica Pepper, Advisor

The Atlantic County Institute of Technology has an established chapter of the National Technical Honor Society. Both secondary and postsecondary students are eligible for consideration. Their instructors nominate students for membership. Candidates for memberships will be students who: (a) demonstrate scholastic achievement (93 or above), (b) show progress in skill and knowledge development, (c) exhibit pride in themselves and their work, (d) demonstrate honesty, responsibility, and dependability (no more than six absences), (e) work well with others and (f) demonstrate leadership and good citizenship.

ACIT Powerlifting Club

Vincent Mahoney, Advisor

ACIT's Powerlifting club helps students learn about the sport of powerlifting and gain experience in the sport. The students will follow lifting programs to improve their 1RM and overall fitness. Students will form friendships and bonds with their teammates and gain confidence through lifting after school and competing in powerlifting meets.

Redhawk Ruckus

Connie Walls, Co-Advisor

Jackie Siscone, Co-Advisor

If you're into generating school spirit and cardinal and gold are running through your veins this club was made for you! The mission of the RedHawk Ruckus is to develop and foster school spirit and culture through various activities including, but not limited to, athletic event attendance, spirit week planning, food drives, Pep Rallies and others to give students a more well rounded high school experience. If you are interested in joining, reach out to Mrs. Walls or Mrs. Coffman through your school email.

Pride

Amy Ojserkis, Advisor

The ACIT GSA is a youth leadership organization that is dedicated to creating a safe school environment for LGBT (Lesbian, Gay, Bi-Sexual and Transgender) students free of bullying, harassment, intimidation and discrimination. The ACIT GSA provides peer support through educating the school community about issues faced by LGBT students. It encourages all students to form alliances to improve the climate of our school community through mutual respect and support.

Robotics Club

Kathleen Dunlevy, Co-Advisor

Malika Green, Co-Advisor

Robots do the jobs that people find boring, dirty or dangerous. Robotics Club is a student run organization, students develop skills in robotic design and programming, mechanical construction, and electrical wiring as well as networking with other schools and professionals. Teamwork experience will be acquired while competing in various robotics competitions. Teams in the past have successfully competed in the First Tech Challenge.

S.A.D.D. Club

Ian Casey, Advisor

S.A.D.D. (Students Against Destructive Decisions) envisions a world in which young people make positive decisions that advance their health and safety. S.A.D.D.'s mission is to empower young people to successfully confront the risks and pressures that challenge them throughout their daily lives. S.A.D.D. is a respectful organization that believes young people's health and safety is improved through positive peer-to-peer interactions, healthy relationships with family and caring adults, and collaboration and alliance with other entities that also support youth. Youth voices will be sought out, respected, strengthened, shared, and affirmed.

Science Club

Patrick Reidy, Advisor

The purpose of the Redhawk Science club will be to provide support for students interested in learning more about the scientific research process. The students in this club will be participating in the Jersey Shore Science Fair as the club's culminating event for the year. This event is at a local facility each spring. Interested students should be aware that participating in this club will be challenging because much effort and internal drive is needed to create successful science fair projects.

Ski & Snowboard Club

Vincent Mahoney, Advisor

The Ski/Snowboard and Surf Club at ACIT is not your average after school activity... This club goes off campus to get some hands-on experience. Twice a year we go to Blue Mountain in the Poconos for day trips with skiers/snowboarders of all levels, from beginners to advanced! We also spend two full weekends in Stowe, Vermont with our more experienced members. The skills the students acquire are not limited to what they learn on the mountain. At Stowe, each student is given a job to make a successful trip; dinner duty, clean up duty, bus loading, etc. At the end of the year we always try to make it to the beach or lake to take on some more outdoor sports and activities! With four to five trips in a school year, we create a strong bond in the club with one another as we work together on every aspect of our trips.

Skills USA (VICA)

Katie Morse, Advisor

Skills USA is a student organization serving trade, industrial, technical and academic education students. Our local chapter incorporates leadership, citizenship, character development and skill enhancement into the program. Students are encouraged to participate in local, regional, state, national, and international conventions that include competition in leadership and skills.

Stage Crew

William Morey, Co-Advisor

Peter Costantino, Co-Advisor

TBD, Co-Advisor

Stage Crew allows students to learn and participate in the inner workings of a Performing Arts Center. Students will have the opportunity to be involved in scenic construction/painting, lighting design, and audio reinforcement. Students will also be able to work as run crew for various events in the Performing Arts Center, both backstage and as front of house crew.

STEM Club

Malika Green, Advisor

STEM club is a weekly, fun, interactive meeting where students explore project-based learning activities in science, technology, engineering, and mathematics. In the STEM Club, students are encouraged to think critically, solve problems, and work as a team to achieve common goals. Students may also pursue competitions and contests based on their interests and abilities. Join STEM club to make new friends, tackle challenges, and gain new skills. If you are interested, please contact Mrs. Green through your school email.

Student Council

Tom Forkin, Advisor

Student Council is the overall club for all students, both academies and career technical. The Student Council executive committee is the representative voice for the student body and members to the executive committee of Student Council are elected on a school-wide basis through a secret ballot process.

TSA (Technology Student Association)

Drew Holmes, Advisor

This national organization is devoted exclusively to the needs of students interested in technology. Open to students enrolled in or who have completed technology courses, TSA's membership includes over 150,000 middle and high school students in 2,000 schools spanning 47 states. TSA is supported by educators, parents and business leaders who believe in the need for a technologically literate society. Members learn through exciting competitive events, leadership opportunities and much more. The diversity of activities make TSA a positive experience for every student. From engineers to business managers, our alumni credit TSA with a positive influence on their lives.

Yearbook

TBD, Advisor

The Atlantic County Institute of Technology's yearbook committee has recently created their own publication name, The Flight. The members of The Flight work very hard all year round to document the school year in our annual yearbook. The members of The Flight learn responsibility, time management skills, creativity, and also expand their friendships with other members of the club. We work very hard to capture all of the important events that our students organize, participate in, and facilitate throughout the school

year. The members of the committee must be efficient time managers and stay committed to their responsibilities so that we can get the best pictures of our extracurricular clubs and sporting events held here at our beautiful facility throughout the school year.

Senior Trip

(more under educational field trips)

The senior trip is a privilege. Students must be in good standing academically, behaviourally and have regular attendance to participate. Financial obligations must be paid prior to the trip or the student will not be permitted to attend. Students that are failing any course within two weeks of the trip may be removed from the trip list and trip payments will not be refunded. **Students that have not satisfied their assigned credit completion sessions will also be removed from the trip list and trip payments will not be refunded.** Behavior standards are strongly considered when determining students eligibility for the senior trip. Any senior student that has been suspended during the current school year is not eligible to attend the senior trip. Senior students that received 2 or more disciplinary referrals will be evaluated for eligibility and may not be permitted to attend the senior trip. Attendance on the senior trip can be denied at the discretion of school administration based on behavior, poor academic performance or poor attendance at any time.

Student Demonstration Policy

In order to clarify standards and regulations of authority that are expected here, Atlantic County Institute of Technology resolves that any students who participate in unauthorized assemblies, or any unauthorized occupation of school property, will be subject to suspension or expulsion if they fail to disband. Any person who attempts to incite students to commit acts of delinquency, encourages students to leave school buildings, incites or attempts to incite students to disobey school authorities, and otherwise interferes with the orderly educational processes, will be arrested immediately. In addition, this Board of Education and any of its authorized representatives will not negotiate with anybody or any group, no matter what they want, under conditions of duress.

Student Dress And Grooming

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the school or the safety of the student. Certain safety (personal protective) clothing and equipment, such as safety glasses, are required in lab areas. The school will provide safety glasses and the student will provide any other special clothing or shoes required for safety purposes.

The Board of Education authorizes the Superintendent to enforce school policy concerning student dress and grooming practices and to develop procedures to implement this policy which:

1. Designates the building Assistant Principal as the arbiter of student dress and grooming in his/her buildings.
2. Instructs staff members to demonstrate by example and precept wholesome attitudes toward neatness, cleanliness, propriety, modesty and good sense in attire and appearance.
3. Ensures that all rules implementing this policy impose only minimum and necessary restrictions on the exercise of the students' taste and individuality.

School regulations prohibit student dress or grooming practices which:

1. Present a hazard to the health or safety of the student or to others in the school;
2. Materially interfere with school work, create disorder, or disrupt the educational program; Cause excessive wear or damage to school property;
3. Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

4. Judged by administration and staff to be too revealing and distract from the educational environment or is inappropriate for a school setting.
5. States or illustrates an image or promotes any form of substance abuse or illegal substance. Articles of clothing with profane statements or inappropriate language are also not permitted.

Each program area has its specific guidelines for dress that the instructor will enforce. These guidelines adhere to the customs and practices of that specific occupation as well as the safety rules of this school.

Sunglasses, trench coats, coats, jackets, hats, sweatbands, bandanas, skull caps, headbands, blankets/larger coverings, sweatshirt hood worn up or any other articles of clothing that cover the head are not permitted to be worn in school at any time and must be removed upon entering the building. No extremely oversized pants or shorts are allowed. Pants and shorts must be worn above the hips-no sagging. Costumes and costume-like clothing is not permitted to be worn at any time with the exception of designated holidays (no mask or face coverings) where specific guidelines are in place. No flags of any sort are to be worn during the school day or after school hours. Any clothing that displays gang related material or shows racial, ethnic, sexual, alcohol, drug, or religious intolerance or depicts violence is prohibited. Spiked bracelets and wallet chains are not permitted. Pajamas or sleeping attire is not permitted. No “see through” apparel or extremely short skirts /shorts are permitted to be worn in school. Revealing tank tops, tube tops or any attire that reveals a student's midriff, (tied up shirts) are NOT permitted to be worn in school. Students that do not follow the dress code policies will be subject to disciplinary action and will be removed from class for the day. Students may use protective head covering in shop areas as deemed necessary by the instructor.

Violators of the dress code will not be permitted to participate in their respective program for the day upon the first infraction. Suspension will occur for subsequent violations.

Student Driving and Parking Privileges

Only students who are in good standing with regard to academic grades, daily attendance, and appropriate discipline records are eligible for driving privileges. The Board of Education requires that all cars driven by students and parked on the school grounds be covered by public liability and property damage insurance. Satisfactory proof of license, insurance, and registration must be presented to the administration along with a \$10 fee to purchase a valid parking permit. Updating driving documents is the responsibility of the student driver. Students are to initial each numbered item below to verify each student has read and understands all requirements. Only students with a verified probationary or standard New Jersey driver's license, registration and Insurance may purchase a parking hangtag. The following rules apply to the student parking privilege:

1. Student vehicles must be parked in the assigned numbered parking slot provided by the Assistant Principals office (APO). Non SLE student parking is in the west parking lot ONLY (near auto technology). The appropriate **parking hang tag** must be displayed (on the windshield-mounted rear view mirror) while parked in any school parking area.
2. Drivers are not to exceed the 10mph speed limit while on school grounds and proper entrance and exits must be used.
3. Student vehicles parked on school grounds are subject to inspection/search by school administration based on reasonable suspicion standards.
4. Violations of school rules on punctuality, visiting cars during school hours without permission, leaving school without permission, or violation of parking regulations, may result in suspension and/or withdrawal of the parking privilege along with any other disciplinary consequence deemed appropriate by a school administrator. Student drivers that are late to school 12 times will have their driving privilege revoked for one week. Student drivers that are late 24 times will have their driving privilege revoked for three weeks. Student drivers that are late 36 times during the SCHOOL YEAR will have their driving privilege revoked for the remainder of the school year. Students that lose their driving privilege for any reason are required to immediately arrange transportation through their home school district transportation department.

5. Driving on school grounds and parking **without** prior authorization from the Assistant Principal (AP) may result in the suspension of future driving privilege (4 weeks)
6. Student drivers are not permitted access to their vehicles after entering the school building without permission from their AP.
7. Any ACIT student driver who intends to transport another ACIT student to and/or from ACIT must register the student(s) on a passenger permission form located in the assistant principal's office **BEFORE** transporting. The number of permissible passengers is determined by the number of seatbelts in the vehicle or based on the number of passengers permissible by law. (Students holding a probationary license are permitted only one passenger by state law). Transporting unauthorized students will result in a 5 day loss of driving privilege for the student driver- **first offense**. Additional offenses may result in a loss of driving privilege for the current year.
8. High school students requesting to drive to school for limited school related business must request a temporary driving permit from the assistant principal two days prior to the date requested. **This is a temporary permit designated for 1 day only.**
9. If a student is dismissed from school and has a vehicle, the student must leave school grounds immediately at the appropriate dismissal time.
10. Parking slots are not transferable unless authorized in advance by the assistant principal.
11. Student riding/operating a motorcycle must abide by all required regulations set forth by the NJ Department of Motor Vehicle regarding the operation of a motorcycle.

VEHICLE PARKING IS AT YOUR OWN RISK!

Student Bus Transportation Procedures

Sending school districts provide bus transportation to and from the Atlantic County Institute of Technology. The student is responsible for checking with his/her home school concerning transportation arrangements.

It is important that students go directly to their buses immediately following afternoon dismissal as no emergency transportation is available. **STUDENTS ARE RESPONSIBLE FOR MAINTAINING GOOD ORDER ON THE BUSES.** Students who refuse to cooperate, who use illegal substances or disobey school rules and regulations while on the buses are subject to discipline by the school and possible denial of further transportation. Bus violations are considered a major violation of the disciplinary code. All bus referrals will be dealt with seriously and significant consequences.

- 1st offense – 1 – 3 day after school detention
- 2nd offense – 1 week removal from the bus
- 3rd offense – 4 weeks removal from the bus
- 4th offense – Review for permanent removal of bus privileges for the current school year.

Students are to use bus transportation provided by the school. If it is necessary to use another form of transportation in an emergency, the administration must be informed by the parent/guardian if the student needs to drive to school. The Atlantic County Institute of Technology will assume no responsibility for theft or damage occurring in the student parking area. Students are permitted to utilize NJ Transit services, but **MUST** provide written authorization from a parent which will be verified by school personnel **PRIOR** to the student using NJ Transit. The student will only be permitted to use NJ Transit after receiving permission from the school and being provided an ACIT transit bus pass.

Buses are provided for secondary students only. Parent pick-up is not to occur on the bus lot. Only buses are permitted on the bus lot from 2:15 p.m. to 3:00 p.m. Each student being picked up by a parent, guardian, or relative must notify such person(s) of the east-side location. No student has permission to board another district's bus at any time. Prior arrangements must be made with the home school district transportation office.

Student Personnel Services/Guidance

A team of counselors provides guidance services at the Atlantic County Institute of Technology. The typical services of a guidance department are those related to subject selection, academic progress, schedule changes, employment opportunity or placement, supportive counseling, college/career counseling/ planning and personal questions and problems. The Counselor's Office (Student Personnel Services) is in Building 1. Those students desiring the services of the counselors may make arrangements through the guidance office to see a guidance counselor. Parents should feel free to request a conference when necessary and may do so by calling the guidance office at (609) 625-2249 Ext.. 1138.

NOTE: ALL students please notify the district home school as well as the Atlantic County Institute of Technology of any changes in address, telephone number and last name since registering at ACIT.

Our Academies are supported by a comprehensive counseling staff. These services include career counseling, aptitude and interest assessment, assisting students in defining a personal career pathway and the prerequisite education and experience to achieve career goals, college and financial aid counseling with computer and online search and application capability; and crisis counseling and referral. Student services consist of professionals who deliver a range of supportive services to students, parents, and instructors. These services are delivered as part of the daily instructional programs, through regular monitoring of student's grades, attendance, career plans, and academic and personal progress.

Since the Academies are designed as college preparatory programs, counseling support will be provided to all students from their freshman year on to assist in selecting the right colleges to achieve personal career goals. In addition to articulation agreements with ACCC and other institutions of higher learning through the Tech Prep program, students who qualify may take online courses as well as on-campus courses for which students will receive dual credit – high school and college. The counselors will assist each student in determining if this is the right course of action. Counselors will assist in the application process and financial aid information regarding eligibility for federal grant and loan program information. In addition, scholarship availability will also be provided.

Student Transfer from One Career Technical Program to Another: Guidelines

1. Student (grade 9 only) makes known to his/her teacher and guidance counselor their desire to transfer and presents parental or guardian approval of the proposed change.
2. The guidance counselor discusses with the student his/her views regarding goals, achievements, requirements, and abilities.
3. The counselor arranges a four-day trial period in proposed new technical program, or student abandons idea of transfer.
4. At the close of the trial period, the guidance counselor reviews the empirical data (the classroom, daily grades, written assignments, group projects, quizzes and homework) to determine the student's potential for success or the student abandons the idea of transfer.

There is a specific time period at the beginning of the school year when transfers may occur. Please note: transfer requests are not considered during the first three (3) weeks of school. Space availability and current academic schedule fit must also be considered, and all transfers are approved at the discretion of the principal and/or their designee.

Substance Abuse Intervention Program

The Atlantic County Institute of Technology recognizes that the use of alcohol and other drugs has serious legal, physical and social implications for the entire school community. The entire school community is committed to the prevention of alcohol and other drug use of its students and will take whatever steps may be necessary to protect members of the school community from harm and from

exposure to alcohol and other drugs. The Board recognizes that drug and alcohol abuse presents a growing problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The Board believes that an educational and therapeutic approach to the problem is more effective than one that is solely punitive in nature.

Students are forbidden to use or possess tobacco, intoxicants, or controlled dangerous substances or any other substances causing an “under the influence” effect such as but not limited to; non-prescription drugs, caffeine, cough medication, supplements, energy drinks, and over the counter medication, while in or on school properties, or while under the school’s jurisdiction, or while participating in a school sponsored event. For purposes of this policy, “drugs” shall mean:

- a. All dangerous controlled substances also designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes; (N.J.S.A. 24:21-2);
- b. All alcoholic beverages;
- c. Any prescribed drug, except those for which permission for use in school has been granted pursuant to board policy;
- d. Anabolic Steroids (N.J.A.C. 6:29-6.5 (b));
- e. Any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4;
- f. Any over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

The Board prohibits the use, possession or distribution of any drug by pupils, staff or others on school property. The Superintendent shall be responsible for the district’s efforts to:

- a. Be concerned with education and prevention in all areas of drug and alcohol use and abuse;
- b. Establish and maintain a realistic, meaningful drug, alcohol, tobacco, and steroid curriculum. Special attention shall be given to meeting the needs of students with drug or alcohol use problems and high-risk individuals and families;
- c. Establish and maintain an ongoing in-service drug and alcohol education program for all school personnel and parent/guardians. All district policies and procedures will be made available to staff, students and parents/guardians annually;
- d. Counsel students involved in drug/alcohol use;
- e. Cooperate with local, state, federal and approved private agencies that are involved with student health and drugs or alcohol;
- f. Encourage and support student-run organizations and activities that will develop a positive peer influence in the area of drugs and alcohol.

To accomplish this in accordance with law, the chief school administrator shall prepare rules, procedures and programs for board adoption, which will:

- a. Provide appropriate staff to help in the identification, evaluation and counseling of students suspected of or diagnosed as being drug/alcohol users;
- b. Provide for the cooperation of such staff with recommended local agencies in the evaluation, treatment and counseling of such pupils;
- c. Provide for the immediate medical examination of students suspected to be under the influence of drugs/alcohol, and for emergency treatment when needed;

- d. Provide for notification of local law enforcement agencies as appropriate;
- e. Provide for notification of parents/guardians when a student is suspected or identified as involved with drugs/alcohol;
- f. Provide specific penalties for possession, use and/or dealing in drugs/alcohol. The penalties shall be graded to reflect the seriousness of the act, and the age and competence of the offender. These disciplinary regulations shall be disseminated to all students, parents/guardians and staff annually;
- g. Compliance with confidentiality requirements as established in Federal regulations.

The district shall devise and provide a continuing educational program for students not attending classes for drug/alcohol related reasons. As prescribed by law, a student diagnosed as being under the influence of drugs/alcohol shall not return to school without a written report that the student is physically and mentally able to return to school. A physician who has examined the student to determine drug use must make this report.

Alcohol and Other Drugs

Reporting, notification and examination procedures for students appearing to be "Under the Influence" according to N.J.A.C. 6:29-6.1:

Pursuant to N.J.A.C. 6:29-6.1, et seq., any professional staff member to whom it appears that a student may be under the influence of alcoholic beverages or other drugs, or in possession of, on school property or at a school function shall report the matter as soon as possible to the school nurse and the Principal. In the absence of the Principal, his or her designee shall be notified. In instances where the school nurse or the Principal are not in attendance, the staff member responsible for the school function shall be immediately notified.

The following procedures are to be completed by the building administrator and/or his/her designee to maintain a record of events in the handling of a student believed to be under the influence.

1. The Principal or designee shall immediately notify the parent or guardian and the Superintendent and arrange for immediate examination of the pupil and initiate the Teacher Referral for Administrative Intervention Checklist. When parent arrives to pick up student, or during the parent phone call, the Principal or designee shall advise parent of the following.
 - a. Law, Code and Board Policy require an immediate physical examination, including a screening for alcohol and other drugs.
 - b. The examination may be performed by a physician selected by the parent or guardian. If the chosen physician is not immediately available, the student shall be accompanied by a member of the school staff, designated by the Principal, to Medical One Medical Services, the emergency room of Shore Memorial Hospital, or any other school designated testing facility for examination. The parent or guardian is required to immediately meet the student at the site of inspection.
 - c. The medical examination and screening shall be performed no longer than two (2) hours from the time the parent/guardian is notified. The urine sample must be taken under the direct supervision of the medical personnel. Failure to take the screening and assessment within (2) hours of notification will result in an automatic (4) day suspension and 4 days RPD to begin immediately.
 - d. If, at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector, or the hospital, such examination shall not be at the expense of the district Board of Education.

e. A written report of the medical examination is required and shall be furnished to the parent or guardian of the student, the Principal and the Superintendent by the examining physician as soon as possible. Parent will be given a copy of the chemical screening form to be completed by the physician.

f. All provisions for maintaining federal confidentiality guidelines will be followed. Record keeping regarding self-disclosure vs. discovery of student substance abuse concerns will be as follows:

1. In all cases involving drugs, alcohol, or steroids, voluntary student disclosures will be kept confidential and exchange of information will be kept between student, substance awareness coordinator, and Core Team and the administrator in charge of Guidance. Records will be confidential and kept separate and apart from general student files. These files will be kept locked. Feedback to referral sources will be limited to the status of student progress only.

2. Disciplinary referrals, or cases which involve discovery of student chemical use by students, teachers, administrators, and other staff persons, will be recorded in student disciplinary files. Only the content of student disclosures made thereafter to a substance awareness coordinator or Core Team Member will be kept as a part of the confidential substance awareness treatment program records. It must be noted that even under the strictness of confidentiality laws; a counselor is required to report a student whom they believe to:

- a. Be suicidal
- b. Be assaultive (murder, rape, armed robbery intent)
- c. Have been abused
- d. Be under the influence of drugs/alcohol
- e. Be in need of emergency medical treatment
- g. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 shall be deemed a violation of the compulsory education and/or child neglect laws.

2. Provisions shall be made through the school nurse for the appropriate care of the student while awaiting transportation to the examination. Student will then be released to the custody of parent. This is not to be construed to limit or condition the right of the Board of Education to seek emergency medical assistance for a student when acting in loco parentis, and as an agent of the parent(s) or guardian(s) and for the welfare of the pupil.

3. Parent meets with principal or designee and SAC, receives parent information pack (consisting of N.J.S.A. 6:29-6.5, Chemical Screening and Readmission forms), and signs release of information section.

- a. Parent is informed that it is his/her responsibility to procure homework assignments for student, if they are suspended.

4. Parent takes student to physician.

- a. If examination is to be conducted by a physician of the parent's choosing, school nurse shall call to confirm the immediate availability of an appointment and to advise private physician of New Jersey Code and Board Policy.
- b. If parent is not available to transport student, or is not reachable by phone, two members of the school staff shall accompany student to the medical inspector or approved medical provider.

5. If the written report of the medical examination cannot be submitted to the parent or guardian, Principal, or Superintendent immediately, the student shall be allowed to return to school until such time as a positive diagnosis of alcohol or other drug use is received.

6. If there is a positive diagnosis from the medical examination indicating that the student was under the influence of alcoholic beverages or other drugs, the student shall be returned to the care of a parent or guardian as soon as possible.

7. Before the student can return to school from suspension, parent/guardian shall take student to a physician at his/her expense for a medical examination. Physician must sign readmission form. This report shall certify that substance influence no longer interferes with the student's ability to perform in school.
8. While the student is at home because of the medical examination or after his or her return to school, the school may require additional evaluation for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his or her school performance.
9. Upon receipt of positive results from medical examination, the Principal or designee shall complete Violence, Vandalism and Substance Abuse Incidence report.

Sanctions and Procedures For Students Found To Be Under The Influence

FIRST OFFENSE for infraction of Board Alcohol and Other Drug Policies:

- Student will be suspended out of school for four (4) days and assigned four (4) days Restorative Practices & Development (RPD). In cases where a report is not received in time, suspension will commence when a report of positive result arrives. The Principal/Designee reserves the right to assign up to (8) days of Restorative Practices & Development based on individual circumstances surrounding the student(s).
- Students will meet with the Substance Awareness Coordinator (SAC) before student can return to classes.
- SAC will meet with student and parent to ascertain current treatment needs, and to formulate appropriate recommendations for follow-up that may include, but are not limited to:
 - One or more conference with the SAC
 - Conferences with building administrator
 - Meetings with school guidance counselor
 - Involvement in support groups during school or in the community
 - Interviews or assessments with school-based agency counselors
 - Recommendation for outpatient or in-patient drug or alcohol rehabilitation treatment programs in the community.
 - A contract will be developed and signed by parents, students and SAC upon the student's return from suspension.
 - Periodic urine screenings for a calendar year will be arranged by the nurse and must be completed within 24 hours. Positive results will result in appearance before the Superintendent.

SECOND OFFENSE

- Student will be suspended out of school for four (4) days and assigned four (4) days RPD.
- All other procedures regarding first offense shall be followed.
- Student appears before the superintendent and/or designee with parent/caregiver.
- Behavioral contract will be developed. If the student does not comply with the aforementioned contract, a meeting will be held to discuss the appropriateness of program and placement at the Atlantic County Institute of Technology.

SANCTIONS AND PROCEDURES FOR STUDENTS SELLING AND/OR DISTRIBUTING ALCOHOL OR OTHER DRUGS AND/OR DRUG PARAPHERNALIA OR COUNTERFEIT DRUGS.

- Parents/guardians will sign appropriate documents for CST evaluation/re-evaluation.
- Student will be placed on Homebound Instruction.
- A urine/drug screen will be required within a 24 hour period at parent's expense.
- Student will appear before the Board of Education for an expulsion hearing.

ANABOLIC STEROIDS

In instances involving anabolic steroids, the same sanctions and procedures for alcohol and other drugs shall apply.

Suspension/Detention/Restorative Practice and Development

Restorative Practice and Development Program (RPD) is designed to empower students to learn from their mistakes, to understand the impact of their actions, and to grow personally in their ability to problem-solve and make responsible decisions. RPD would be implemented in favor of Out of School (OSS). The goal is to reduce the instructional time lost during OSS, while providing the necessary resources and services to build relationships and rapport among educators, families, and students; minimizing, preventing, and acknowledging harmful behavior; and holding students accountable for their decisions/actions.

Suspensions/Detentions/RPD will be assigned by the Administration for the following reasons:

- Smoking/Vaping
- Disrespect to staff
- Failure to cooperate
- Bus/Transportation violations
- Leaving school grounds without permission
- Truancy from class
- Foul and/or abusive language
- General misconduct
- Student to student disrespect
- Horseplay
- Disobeying school rules and regulations
- Possession of over the counter medication
- Disturbing class
- Causing a disturbance and/or alarm not limited to on campus/off campus and internet based
- Dress code violation
- Undo Notoriety to ACIT, staff or students
- Violation of the academic integrity policy

- Violation of the districts acceptable use policy (electronics)
- Violation of state/district mandated testing protocols as they relate to behavior and technology use (cell phones)

The following procedures will be used for after-school detention.

1. The student's guidance counselor will inform the student's teachers of his/her suspension and request class assignments.
2. Parents/guardians are informed by letter.
3. The student will report to the assigned room no later than 2.45 p.m. Lateness will result in additional detention time.
4. The student will bring all necessary items, such as books, pencils, other school supplies to the assigned room.
5. The student will work quietly. Grades can be maintained if the student applies herself/himself.
6. Completed work will be given to the Advisor on Duty at the end of the day.
7. The student may not leave the room without permission from the Assistant Principal or his designee.
8. Failure to report for after school detention may result in out-of-school (external) suspension and the detention(s) will be reassigned.

NOTE: Suspensions will also be imposed by the Administration for any of the following reasons (and expulsion may also be recommended):

- Threat of harm to person or property, speech or action clearly inciting to physical violence, bullying, intimidating, harassment, or extortion
- Failure to comply with reasonable directions or requests of members of the staff in the performance of their duties while on school premises
- Sale, distribution or possessing without prescription of any form of narcotics, barbiturate drugs and tranquilizers, while on school premises; or being under the influence of drugs on school premises
- The distribution or possession of intoxicating beverages while on school premises; or being under the influence of such beverages on school premises
- Misconduct while being transported by bus to and from school
- Violation of public laws, such as theft, arson, assault and battery, destruction of property, and gambling
- Possession of dangerous weapons and possession or use of fireworks
- Violation of school driving and parking regulations
- Fighting
- Disrespect to staff; use of abusive language
- Destroying school property
- Safety violations
- Repeated failure to report to an assigned disciplinary consequence.
- Undo Notoriety to ACIT, staff or students
- Continued and willful disobedience

Students serving a suspension are not permitted to attend ANY school function (on or off campus) until the suspension has been completed or a return has been approved by school administration. Under certain circumstances, a student may not return to school until approved by school administration.

Telephones

In case of an emergency, please report to the Guidance Office to use the telephone. **USE OF CELL PHONES IS PROHIBITED DURING INSTRUCTIONAL TIME.** Parents – please do not call students on their cell phones during the regular school day. You may reach your student through the Guidance Office at any time.

Textbooks

Textbooks and other school materials are assigned to students on a loan basis. It is expected that materials are to be returned in reasonably the same condition as issued.

Individual teachers will control, supervise and evaluate the condition of their respective textbooks and other school materials when they are distributed and collected. The textbooks issued to students will be numerically stamped for accountability.

Students who lose textbooks and school materials or return them in a damaged condition will be required to pay a fair price for loss or damage. Until such time as this obligation is met, final grades and credit will be withheld by the school district. (See obligations, page 41)

Uniform Policy

Career and Technical Education Program Uniforms

The following uniform requirements apply to all CTE programs as identified below. Students are expected to arrive at their work/shop areas dressed in their appropriate uniforms. Proper work/shop attire does not include sandals, flip flops, slippers, open toed/open back shoes as they serve as a potential safety hazard. A hard-toe work shoe must be worn in all trade and industrial shops.

Students without the required eye protection or hair net are not permitted to participate. This will result in a loss of points towards their daily grade.

It is the expectation of the student to care for and clean their uniforms regularly. Dirty or soiled uniforms are prohibited and will result in a loss of points towards the daily grade. If you are unable to provide a clean uniform regularly, please call Jaime Burrows, Supervisor of CTE at (609) 625-2249 ext. 1026 for proper accommodations.

Air Force/JROTC

JROTC uniforms shall be worn on designated uniform days as directed by the instructor and JROTC training gear must also be worn on appropriate physical training days. The “Blue” Air Force uniform consists of pants, shirt, t-shirt, jacket, hat, tie, shoes, socks, belt, and all the attachments such as name tag, ribbons, and rank. The Physical Training uniform consists of AF shorts, t-shirt, sweatshirt, and sweatpants. The Air Force provides all items free of charge.

Automotive Technology

Students working in the shop area must wear full length durable pants (jeans, canvas, etc.) NO sweat pants, joggers, or loose-knit pants, hard toe work shoes (does not have to be steel toe and they can be a low top work boot), and safety glasses. Jewelry and hanging hair are not acceptable; students may opt to wear a hat. Students are provided with one pair of safety glasses at the beginning of the year but may bring their own. Students are responsible for buying their own pants and boots.

Building Trades

Students working in the shop area must wear pants with a belt (NO sweat pants), work boots (a hard rubber sole, leather body, either low or high top) and ANSI Z-87 clear safety glasses. Students are provided with one pair of safety glasses on behalf of ACIT but may buy their own (must have Z87 imprint and not tinted). If safety glasses are lost or damaged, the student is responsible for replacing them. No hanging hair or jewelry is permitted in the shop area and students are responsible for providing their own pants and boots.

Cosmetology

Freshmen and Sophomores are required to wear a white smock and closed toe shoes. Junior and Senior students are required to wear a black smock and closed toe shoes. Students are responsible for buying their own smocks.

Culinary Arts

Students are required to wear a chef coat, proper hat or hair net (given out only once a week), black and white checkered pants (no sweatpants) and a closed toe leather slip resistant shoe daily. No hanging hair is accepted and must be pulled back. Students working the cafe (senior year) must wear an ACIT black polo shirt along with either black pants or chef pants. ACIT purchases one pair of checkered chef pants per student during their time at ACIT. Also, ACIT lends two chef coats per student yearly as well as one black polo shirt for service in Cafe on Main. At the end of the school year, students must return their chef coats and polo shirt to their instructor for summer inventory. Note, if a chef coat or polo shirt is lost, stolen or destroyed, it is the responsibility of the student to replace it (cost of \$17.99 per jacket and \$26.85 per polo shirt).

Dental Assisting

Student uniform includes scrub top and bottom along with a leather closed toe sneaker. ACIT purchases one scrub top and bottom for each student. Students are to wear these scrubs the entire school day at least two days a week (as determined by the instructor).

Health Sciences

Health Science students are expected to wear matching scrubs the entire school day during their tenure in the Health Science classrooms two days a week (days determined by instructor). Along with their scrubs, students are responsible for wearing white sneakers. ACIT purchases one set of scrubs for each student in their Freshman year; if additional scrubs are needed, students are responsible for purchasing their own.

Health Sciences/EMT

EMT students are provided uniforms from Mutual Aid and are required to wear their uniforms for clinical exercises and on other occasions as designated by the instructor(s).

Hospitality

Students are to wear NAF collared shirts every Friday with either khakis or jeans. ACIT will purchase one NAF collared shirt for each student, although, if additional NAF shirts are needed, students are responsible for purchasing their own.

Medical Assisting

Freshman students are required to wear the ACIT provided navy blue scrubs (top and bottom). Sophomore, Junior and Senior students are responsible for purchasing their own scrubs (top and bottom) at any color they choose. All students are required to supply their own closed toed shoes that can be wiped clean and are appropriate for a uniform. Students within this academy are required to wear their uniform for the entire school day, two days a week.

ACIT’s Uniform Violation

First Offense	Second Offense	Third Offense
A 70% is recorded for daily grade upon completion of an alternate assignment in the Media Center; parent notification will be made by teacher. If a student does not complete the alternate assignment, a zero will be recorded for the daily grade.	A 70% is recorded for daily grade upon completion of an alternate assignment in the Media Center; written warning will be issued and parent notification will be made. If a student does not complete the alternate assignment, a zero will be recorded for the daily grade.	A 70% is recorded for daily grade upon completion of an alternate assignment in the Media Center; administration will be notified by the teacher and administration will meet with the student. If a student does not complete the alternate assignment, a zero will be recorded for the daily grade.

Weapons

Any student found in possession of a weapon of any type will be given a maximum suspension by the school authorities. Charges will be signed with the Atlantic County Sheriff’s Department and/or Hamilton Township Police Department against the student. The student will also be referred to the Board of Education for a hearing and possible expulsion.

Withdrawal

It is recommended that any student choosing to withdraw from ACIT should set a meeting with his/her ACIT guidance counselor and parent/guardian to review the transfer process. He / she should not remain absent for a prolonged time and return later for withdrawal. The procedures to follow when withdrawing from ACIT are listed below:

1. The transfer must be approved by the student’s parent/guardian.
2. Parent/guardian must complete a formal transfer card which includes the designated high school the student plans to transfer to.
3. All materials and books must be turned in to the student’s ACIT counselor and all debts must be satisfied.
4. Formal school records will not be released until the transferring school provides verification that the student has been added to their register.

NO RECORDS WILL BE FORWARDED UNTIL ALL OBLIGATIONS ARE MET.

Working Papers

Students under 18 years of age are required to have working papers in order to work in a Cooperative Industrial Education Program or during non-school hours. Students who wish to obtain working papers should [CLICK HERE](#) to be directed to the NJ Department of Labor and Workforce Development "Young Workers Page". On this page, students can complete the necessary information to obtain working papers through the new process.

Youth Helpline of New Jersey

Suicide is the second leading cause of death for young people between 10 to 24. Sometimes it feels as though your struggle is being underestimated by your age. But we hear you, and help is available. To speak with professionals and trained volunteers who listen attentively, non-judgmentally, and compassionately to issues and problems young people are facing. Visit 988lifeline.org for more information or call or text 988.

Directions to ACIT

From Philadelphia:

Take the Atlantic City Expressway to Exit 17 (just after the toll). Take exit ramp and make right turn onto Route 50. Proceed through lights on overpass of Route 322 and continue south on Route 50. After entering Mays Landing, turn left at the second light onto Main Street. Proceed to the next light and turn left onto Route 40. Make a right turn at the next traffic light into the entrance for the Hamilton Township Business Park. Then make an immediate left turn onto Atlantic Avenue. Proceed to the next intersection, and ACIT will be on the southeast corner.

From Atlantic City:

Take Route 322/40 to the Hamilton Mall. Follow "Mays Landing, Route 40" sign in front of mall by taking jug handle around and onto Route 40. Proceed to the fifth traffic light and turn left into the Hamilton Township Business Park. Then make an immediate left turn onto Atlantic Avenue. Proceed to the next intersection, and ACIT will be on the southeast corner. OR

Take Atlantic City Expressway to Exit 12. At first light, turn left and get into right lane to bear right onto Route 322/40 in front of Hamilton Mall. Then proceed as above.

From Central And Northern New Jersey:

Take the Garden State Parkway south to Exit 44. At end of ramp, turn right onto Route 575. Take Route 575 to Route 322/40. Bear Right onto Route 322/40. Follow "Mays Landing, Route 40" sign in front of mall by taking jug handle around and onto Route 40. Proceed to the fifth traffic light and turn left into the Hamilton Township Business Park. Then make an immediate left turn onto Atlantic Avenue. Proceed to the next intersection, and ACIT will be on the southeast corner.

Or Take Route 206 south to Route 30. Make a left onto Route 30 and stay on Route 30 to Route 50 in Egg Harbor City. Make a right turn onto Route 50 South. Proceed through lights on overpass of Route 322 and continue south on Route 50. After entering Mays Landing, turn left at the second light onto Main Street. Proceed to the next light and turn left onto Route 40. Make a right turn at the next traffic light into the entrance for the Hamilton Township Business Park. Then make an immediate left turn onto Atlantic Avenue. Proceed to the next intersection, and ACIT will be on the southeast corner.

From Delaware And Points West:

From the Delaware Memorial Bridge, Take Route 295 North and then exit onto Route 40 East. You will remain on Route 40 through Mays Landing. After passing through Mays Landing, turn right at the traffic light into Hamilton Township Business Park (directly across from Wawa). Then make an immediate left turn onto Atlantic Avenue. Proceed to the next intersection, and ACIT will be on the southeast corner.

**THE BOARD OF THE SPECIAL SERVICES SCHOOL DISTRICT
AND THE VOCATIONAL SCHOOL DISTRICT OF THE COUNTY OF ATLANTIC**

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Vocational Technical School District

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School Solicitor

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ATLANTIC COUNTY INSTITUTE OF TECHNOLOGY - ADMINISTRATIVE STAFF

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Assistant Principals of Secondary Education

Sarah Meyers (9th)

Frances Brinkley Ward (10)

Teri Hardmeyer (11th)

Brian Rovani (12th)

Student Personnel Services

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Angelita Diaz, Counselor

Marianne Giercyk, Counselor

Alyssa Keen, Counselor

Taylor Mason, Counselor

Terry Mooney, Counselor

Brett Uhing, Counselor

Victoria Bettencourt – Counselor, College & Career

Nakia Davis-Bell - SAC/Social Worker

Jacyln Eppright -School Wellness Counselor

Gina DeMaio - WBL & Cooperative Education

Coordinator, Apprenticeship Coordinator

Child Study Team

Suzanne Pulman, Supervisor

Kristina Scioli, School Psychologist

Maria Ricci, Social Worker

Laura Pelosi, LDTC

School Nurses

Diane Patton

Jaime Slaven

Christy Feehan (South Wing)

Director of Curriculum, Instruction & Special Projects

Karen Arcidiacono

Supervisor of Career Technical Education

Jamie Burrows

Supervisor of Humanities

Michele Lockhart

Supervisor of Math & Engineering

Brigette McNellis

Supervisor of Sciences & Allied Health

Brian Vernachio

Athletic Director & Supervisor of PE & Health Education

Robert A. Wagner, Ph.D.

Media Specialist

Amy Ojserkis

Admissions Coordinator

Kelly McPherson Hoey

Director of Food Services

Diane Cannon

ATLANTIC COUNTY INSTITUTE OF TECHNOLOGY

Support Staff

Charlene Ellenberg, Administrative Assistant to the Principal
Donna Love, Administrative Assistant to Director of Curriculum and Supervisors
Loretta Helper, Administrative Assistant to Assistant Principal
Kimberly Washington, Administrative Assistant to Assistant Principals
Amanda McEwen, Administrative Assistant to Assistant Principal and South Wing
Sandra Kaiser, Administrative Assistant to Child Study Team
Sherri Thompson, Administrative Assistant to Guidance Supervisor
Elizabeth Tran, Administrative Assistant to Guidance
Joan Giovanelli, Administrative Assistant to Athletic Director

Security

Theresa Tully, Supervisor
Paul Bishop, Sr.
Steve Bonanni
Mike Bordonaro
Jeff Boyer
Jack Glasser
Angela Hersh
Bobby Levy
Tom Rehill
Gregory Stites
Angel Valentin

DISTRICT STAFF

Business Office

Heidi Pecula, Assistant Business Administrator
Debbie Crompton, Confidential Assistant to Business Administrator/Payroll
Noelia Gonzalez, Confidential Assistant to Business Administrator/Accounts Receivable
Sarah Owen, Confidential Assistant to Business Administrator/Accounts Payable

Human Resources

Dawn Golden, Director
Julie Perfetti, District Administrative Assistant

Information Technology

Jeremias Bermudez, Director of IT
Jonathan Bates, Network/Systems Engineer
Adrienne Kelly, Senior Computer Technician
Clifford Burns, Computer Technician
Nancy Cushinotto, Data Coordinator
Lori Kertz, System Information Coordinator
Anthony Alliano, Senior Computer Technician
Brian Fink, Service Desk Technician
Keagan Summerville, Computer Technician

Guidance Counselors (10-12th Grade)

Amelia Dennis	Aviation Studies Auto Technology Computer Science & Programming Performing Arts
Alyssa Keen	Air Force JROTC Cosmetology Video Production/Media & Graphics
Brett Uhing	Building Trades Computer Aided Drafting & Design Math, Engineering & Science
Angelita Diaz (A-K) Marianne Giercyk (L-Z)	Culinary Arts Dental Assisting Fashion Design Health Sciences Medical Assisting
Victoria Bettencourt	College & Career Counselor
Nakia Davis-Bell	SAC/Social Worker
Jacyln Eppright	School Wellness Counselor

Guidance Counselors (9th Grade)

Terry Mooney	Aviation Studies, Culinary Arts, Dental Assisting, Fashion Design, Health Sciences Air Force JROTC, Medical Assisting
Taylor Mason	Auto Technology, Building Trades, CADD, Computer Science & Programming, Cosmetology, Math, Engineering & Science; Audio Visual/Media & Graphics; Performing Arts
Nakia Davis-Bell Jacyln Eppright	Hawk Center Wellness Counselors

Child Study Team

Kristina Sciolo, School Psychologist	Grades 9-12	(A-H)
Laura Pelosi, LDT/C	Grades 9-12	(I-M)
Maria Ricci, Social Worker	Grades 10-12	(N-Z)

INSTRUCTORS

Air Force JROTC

Chief Master Sergeant Brian Hilley
Lt. Colonel William Spence

Automotive Technology

Jason Beddia
Steve Mason
Curtis Silver

Aviation Studies

Andrew Nebl

Building Trades:

Plumbing
Electrical
Carpentry

Joseph Handle
Michael Crane
Michael Sicurella
Michael Kuharik
Christopher Padula

Computer Aided Drafting & Design

Drew Holmes
Yazmin Gould
Julia Smith

Computer Science & Programming

Peter Costantino
Raymond Meade

Cosmetology

Sandra Avanzato
Leah Cacopardo
Deborah Carpenter
Erin Hannah

Culinary Arts

Deovelent Armah
Christina Bradley
James Henry
Shannon Kemmerer
Katie Morse
Edward O'Brien

Dental Assisting

Gabrielle Coslop
Jessica Crompton

Fashion Design

Julie Petrella
Daniel Steinen

Health Sciences

Karen Eachus
Brian Honick
Traci O'Hara

Math, Engineering & Science

Kathleen Dunlevy
Malika Green
William Pickering

Medical Assisting

Amie Boyer
Jessica Eissler
Alison Majowicz

Performing Arts

Romel McInnis – Voice
Elizabeth Volpe – Drama
Lisa Zeuner - Dance

Video Production & Graphic Design

Olivia DeBow
Anthony Hurst
Brian Lacivita
Bud Morey
Alissa Petrella
Tom Piotrowski

**Math Teacher/Coach
Literacy CTE Teacher/Coach**

Jill Linstra
Jackie Siscone

English

Brandon Adams
Aleisha Benoit
Lisa Brady
Benjamin Callens
Donna Camarota
Jada Dawkins
Bayly DiPilato
Noelle Donati
Jessica Emmons
Matthew Green
Danielle Kessler
Robert Lenahan
Francis Masino
Danielle O'Connor
Jennifer Pirie
Lisa Pivinski
Melissa Rusciani
Joanne Russo
Jaclyn Siscone
Connie Walls

Fine Arts

Donald Gallo
Fatjona Lubonja
Eileen McCarten

History

Justin Abate
Laura Bassford
Ian Casey
William Dittus
Sean Dwyer
Jason Embs
Tom Forkin
Allycia Janes
John Mol
Jessica Pepper
Nicholas Schiavo
Gabe Staino
Meghan Steffanci
Andrew Tobiasen
Andrew Uthoff
Ryne Wasiluk

Mathematics

Monica Amadio
Alan Carman, Jr.
Andrew Clare
Kelsey Clopp
Gary Gandolfi
Abigail Gragg
Emily Mahler
John Menzel
Victoria Mor
Brittany O'Connor
Valerie Oliva
Austin Palmentieri
Jaime Shaughnessy
Jan Smith
Samantha Silfies
Alexandra Silvestri
Amanda Swankoski
Liza Veit
Stephanie Villanno-Boyd
Brandon Walters
Andrew Welsh
Samantha Williscroft

Physical Education/Health

Gina Abarno-Johnson
Lisa Clements
Jean Collado
Julie DeFoney
Marleigh Halkes
Jennifer Hopping
Vince Mahoney
Chris Mancuso

Kate McCabe
Byron Nelson
Sean O'Neil
Ryan Staiger
Andrew Reichert
Jason Vander Ryk

Sciences

Maria Castoire
Judith Coburn
Jennifer Connolly
Ryan Connolly
Ben Dey
Michael Firda
Mark Gresham
Meghan Guyon
Melissa Hannan
Jessica Kaufman
Carla Mike
Calvin Peck
Patrick Reidy
Audrey Roff
Dominick Romagnino
Valerie Summerville
Jason Welch
Kevin Wessler
Nicolette Wons

World Languages

American Sign Language Devin Quinn Gibson

Spanish Karen Ankeny
Alicia Barajas
Vivian Diaz
Stephanie DiBartolo
Adrianna DiVentura
Anthony Gitto
Carlos Morris

French Despina Bara-Protesto