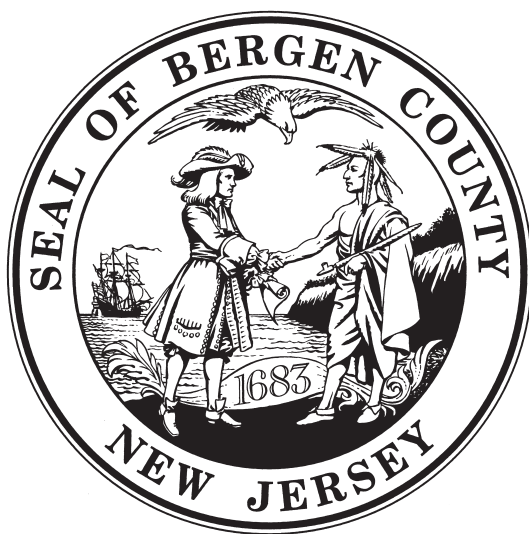


**BERGEN COUNTY TECHNICAL SCHOOLS  
ADULT & CONTINUING EDUCATION  
FULL-TIME PROGRAM**

**STUDENT HANDBOOK**



**2025 - 2026**

Main Campus  
190 Hackensack Avenue & 11 Carol Court  
Hackensack NJ 07601  
B.C.T.S- Paramus (Affiliate Campus)  
275 Pascack Road, Paramus, NJ 07652  
201.343.6000 ext. 2288/5503 Full-Time Program  
ext. 2289 Evening Vocational  
[www.bergen.org](http://www.bergen.org)



## SECTION I

The purpose of this Student Handbook is to provide descriptive information and practical guidelines to new and returning students and their families. This Handbook also provides an overview of applicable policies, regulations and procedures of the District.

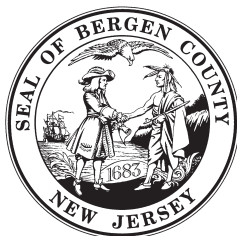
It is every student's responsibility to become familiar with the information in this Handbook because its primary goal is to ensure their success. This Handbook supersedes any prior edition.

Please be advised that all District policies and regulations are available at <https://bcts.bergen.org/index.php/boe-home>.

Access to this Handbook is available at:

[https://www.bergen.org/cms/lib/NJ02213295/Centricity/Domain/675/adultEdHandbook2025\\_26.pdf](https://www.bergen.org/cms/lib/NJ02213295/Centricity/Domain/675/adultEdHandbook2025_26.pdf)

## SECTION II



### ***BERGEN COUNTY TECHNICAL SCHOOLS BOARD OF EDUCATION***

William Connolly, *President*  
Jacqueline Gadaleta, *Vice President*  
Patrick Fletcher, *Executive County Superintendent*  
Jason Kim, *Board Member*  
Lawrence Meyerson, Ph.D, *Board Member*

### ***BERGEN COUNTY TECHNICAL SCHOOLS ADMINISTRATION***

Dr. Howard Lerner, *Superintendent*  
Andrea Sheridan, *Assistant Superintendent*  
Richard Panicucci, *Assistant Superintendent for Curriculum and Instruction*  
Mr. John Susino, *Business Administrator/Board Secretary*  
Gary Hall, *Director of Human Resources*

### ***ADULT EDUCATION ADMINISTRATION***

Victor K Lynch, *Principal*  
Nancy Joa, PhD., *Lead Teacher, Curriculum/Instruction*

### ***BERGEN COUNTY EXECUTIVE***

James J. Tedesco III

### ***BERGEN COUNTY BOARD OF COMMISSIONERS***

Mary J. Amoroso, *Chairwoman*  
Steven A. Tanelli, *Vice Chairman*  
Dr. Joan M. Voss, *Chair Pro Tempore*  
Rafael Marte, *Commissioner*  
Germaine M. Ortiz, *Commissioner*  
Thomas J. Sullivan, *Commissioner*  
Tracy S. Zur, *Commissioner*

# SECTION III

## TABLE OF CONTENTS

<b>SECTION I: Disclaimer</b>	<b>i</b>
<b>SECTION II: Administration</b>	<b>ii</b>
<b>SECTION IV:</b>	
Mission/Vision	1
Affirmative Action Policy	1
Educational Objectives	2
Institution Recognition and Accreditation	2
Funding and Supervision	3
Programs of Study	3
Full-Time Program Instructor Credentials	3
History	4
The School System	5
<b>SECTION V: Campus Contact Information</b>	<b>6</b>
<b>SECTION VI:</b>	
Calendar and Scheduling	6
Inclement Weather	7
<b>SECTION VII: Academic Information</b>	<b>8</b>
Admission to BCTS	8
Procedures for Admission	8
Student Rights and Responsibilities	9
Appeal and Grievance Procedures	10
Student Assessment	11
Satisfactory Academic Progress Policy	11
Appeal Process	14
Graduation	14
Program Transfers	15
How to Request A Transcript	15
Financial Information	16
Tuition and Fees	15
Payment Policy	16
Books and Supplies	16
Cost of Attendance	17
Withdrawals and Refunds	17
Financial Aid	19
Pell Grant	20
Direct Loans	20
Parent Loans for Undergraduate Students	20
Division of Vocational Rehabilitation (DVR)	21
Veterans' Benefits	21
Tuition reimbursement through your company	21
<b>SECTION VIII: Guidance/Counseling Services</b>	<b>22</b>
Job Placement	22
<b>SECTION IX: Policies and Procedures</b>	<b>22</b>
<b>SECTION X: Special Education</b>	<b>22</b>

<b>SECTION XI: Code of Conduct</b>	<b>23</b>
Clothing and Grooming	23
Chemical Abuse Policy	23
Smoking	23
Disruptive Students/Student Discipline	24
Termination	24
Weapons Offenses	24
Alcoholic Beverages on School Property	25
Public Relations Program	25
<b>SECTION XII: Attendance</b>	<b>25</b>
Absenteeism/Lateness	26
Appeals	28
Leave of Absence	29
Calendar, Early Dismissal, Closed Campus, Inclement Weather	29
<b>SECTION XIII: Computer Security</b>	<b>29</b>
<b>SECTION XIV: Discrimination</b>	<b>30</b>
Sexual Harassment	30
Discrimination Based On Disability/Handicap	31
BCTS Sex Discrimination and Handicap Grievance Procedure	Appendix - 50
<b>SECTION XV: School Trips</b>	<b>31</b>
<b>SECTION XVI: School Security</b>	<b>32</b>
Fire Drills	32
Personal Emergencies	32
<b>SECTION XVII: Student Health Services</b>	<b>32</b>
Safety	32
Accidents	33
Medical Emergencies	33
Change of Address	33
<b>SECTION XVIII: Extra-Curricular Activities</b>	<b>33</b>
<b>SECTION XIX: General Information</b>	<b>34</b>
Cafeteria	34
Visitors	34
Disclosures	34
Telephone Use	35
Time Sheets for Agency Sponsored Students	35
Textbooks	35
Licensure Requirements for Electrician; Plumbing Technology/Plumber; and Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician	35
Media Services	36
Parking	36
<b>SECTION XX: Driving Privileges</b>	<b>36</b>
<b>SECTION XXI: District Policy and Regulations Summarizations</b>	<b>36</b>
Appendices	47
Bergen County Technical Schools Map	52

## **SECTION IV**

### **MISSION**

The Mission of the Bergen County Technical Schools Adult & Continuing Education Full-Time Program is to provide county-based cost-efficient vocational and technical programs and services for post-secondary students. The actualization of this mission includes the following key components:

- Students will experience applied learning and teaching strategies utilizing appropriate and up-to-date specialized equipment and facilities.
- Programs will respond to regional economic needs and at minimum, permits graduates to pass national competency and licensure examinations.
- Students will be exposed to New Jersey Department of Education approved career-based educational programs and related work experiences and projects.
- Program goals are to provide for employment and/or continuing education after program completion.

Programs address the needs of general and special populations including disabled, gifted/talented, and at-risk post-secondary students through specific occupational programs.

### **VISION**

Bergen County Technical Schools Adult & Continuing Education Full-Time Program provides our students with the skills, training and work habits needed to succeed in technical fields of employment, taking into account each student's unique skills, abilities and interests. We accomplish this through the implementation of currently accepted industry practices, while also keeping an open mind to new technologies, instructional methodologies and community needs.

### **AFFIRMATIVE ACTION POLICY**

It is the policy of the Bergen County Technical School District not to discriminate in its education programs, activities, employment practices, or admission policies and practices on the basis of race, age, creed, religion, ancestry, national origin, socioeconomic status, affectational or sexual orientation, gender, disability or marital status. Lack of English language skills will not be a deterrent to admission at the Bergen County Technical Schools. Inquiries regarding compliance may be directed to Tara Bohan, Affirmative Action (Title IX) Officer and Title 504 Coordinator, Bergen County Technical Schools, 540 Farview Avenue, Paramus, NJ 07652, (201) 343-6000 x4079 or at tarboh@bergen.org

## DISTRICT PHILOSOPHY & PROGRAM OVERVIEW

To maintain effectiveness, district educational offerings respond to complex local and global factors (constant changes in the global and local marketplace, rapid advances in technology, ongoing shifts in student and labor demographics). District programs are designed with this responsiveness in mind. Precepts that guide this design reflect a dedication to the:

- ◆ Creation of innovative, often alternative, programs which encourage learners to think critically and demonstrate hands-on skills
- ◆ Promotion of student empowerment
- ◆ Creation of a continuum of learning that melds together the previously separate worlds of school, workplace, community, and post-secondary education to provide a comprehensive life-long learning experience
- ◆ Development of long-term partnerships between the District and the community where critical resources are shared to promote positive and coordinated change
- ◆ Participation of industrial and community advisory boards and/or committees in the planning, development and assessment of program offerings
- ◆ Support of an innovative workforce investment strategy for Bergen County which coordinates with District educational offerings

## EDUCATIONAL OBJECTIVES

1. Provide a practical approach to modern education through training programs headed by experienced, highly qualified instructors in fields where employment is readily available.
2. Enable students to achieve educational objectives quickly through comprehensive programs, the need for which have been determined by current job market analysis and Department of Labor statistics.
3. Provide open-entry access to many educational programs so that students may begin to acquire job skills at various times during the calendar year.
4. Emphasize hands-on experience to build skill levels.
5. Provide human relations training and job search techniques, as well as job placement services for graduates.
6. Assure personal instruction and individual attention by providing individual program plans for students and by maintaining small classes.
7. Stress excellence in education by setting high standards for student performance.
8. Promote cooperation with business and industry.

## INSTITUTIONAL RECOGNITION AND ACCREDITATION

Bergen County Technical Schools Adult & Continuing Education Full-Time Program is accredited by the **Commission of the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org)**. Our program is also supported through Perkins funding by the New Jersey and U.S. Department of Education Offices of Postsecondary Education.



## FUNDING AND SUPERVISION

Bergen County Technical Schools are funded by federal, state and county governments and supervised by the Bergen County Board of Technical Education.

## PROGRAMS

### CONSTRUCTION TRADES

Heating, Air Conditioning, Ventilation and Refrigeration Maintenance

Technology/Technician . . . . . 1053 hours/9 months\*

Plumbing Technology/Plumber. . . . . 819 hours/8 months\*

### HIGH TECHNOLOGY TRAINING

Advanced Manufacturing . . . . . 1200 hours/12 months\*

Business Administration and Management (BAM) Hybrid . . . 700 hours/7 months\*

Electrician . . . . . 1200 hours/12 months\*

### HUMAN SERVICES TRAINING

Cosmetology (Hybrid) . . . . . 1077 hours/15 months\*

\*Approximate months; does not include holidays, school closings, etc.

#### Schedule:

**Advanced Manufacturing, Electrician, Plumbing Technology/Plumber, and Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician Classes:**

Fall/Winter/Spring - Monday through Friday from 8:00 AM to 3:00 PM

Summer - Monday through Thursday from 8:00 AM to 3:00 PM

**Business Administration and Management (BAM) Hybrid,**  
mix of in-person and remote participation

**Cosmetology (Hybrid):**

In-person - Monday through Thursday from 5:00 PM to 9:00 PM; Remote -  
Saturday 8:00 AM to 12:00 PM

## BERGEN COUNTY TECHNICAL SCHOOLS

### ADULT & CONTINUING EDUCATION

### FULL-TIME PROGRAM INSTRUCTOR CREDENTIALS

We are very proud to say our instructors have years of practical experience as well as professional training and certifications in a wide range of fields. These experiences and trainings are brought to life each day and shared with our students through both academic and hands-on learning activities. Listed on the next page are a some of the credentials our faculty hold.

Joseph Cuomo (Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician)

- NJ Master HVAC/R licensed
- Low pressure Black seal NJ licensed
- EPA Refrigerant handling licensed since 2000
- Certified Refrigerant handler and recovery of R-410a
- Automated Logic/ BMS HVAC System monitoring Training

Daniel DeSena (Electrician)

- New Jersey Teacher Certification, Teacher of Technical Occupations: Electrical Technology, 2004
- Licensed Electrical Contractor, New Jersey State Board of Electrical Contractor, 1996
- Credits earned in Business Management/Aviation, Private Pilot's License 1983, Daniel Webster College, Nashua, NH
- Credits earned in Aviation/General Studies, 1980, Florida Institute of Technology, Melbourne FL

Raymond Krenc (Plumbing Technology/Plumber)

- OSHA 30 General Industry Training Course Certification, 2023
- OSHA 10 Construction Safety and Health Training Course Certification, 2017
- Licensed HVACR Contractor, 2015
- Licensed Master Plumber, 2014
- Passaic County Technical and Vocational High School Plumbing program, 1992

Gretchen Foote (Business Administration and Management [BAM] Hybrid)

- BA, Bachelor of Arts, Major in School of Education, Saint Peter's University
- BA, Bachelor of Arts, Major in School of Business Administration with concentration in Criminal Justice, Saint Peter's University
- NJ Certified Teacher - Elementary Education

John F. Gagliano (Advanced Manufacturing)

- BFA - Product/Industrial Design, Parsons School of Design, New York, 1994
- Bergen County Vocational Technical H.S. - Commercial Art/Photography, Hackensack, New Jersey
- Design Point Solutions | SolidWorks Training, Clark, New Jersey

Stephanie Leon (Cosmetology [Hybrid])

- Cosmetology and Licensed Cosmetologist/Teacher Training Program/ Barber/ Shaving Training Program, Capri Institute, 1989
- Methods of Teaching, Creative Teaching and Curriculum Strategies, Montclair State University, 2004
- OSHA 10 Certified
- NJ State Board of Cosmetology Examiner
- Clairol Professional Hair Coloring & Logics Hair Color Certified
- Barber/Shaving Course Trainer

## HISTORY

Bergen County is located in the northeastern corner of New Jersey, just across the Hudson River from New York City. From the earliest colonial settlement in 1639 up to the present, Bergen County has experienced the growth of the New York area.

The early settlements in the county were founded by Dutch farmers who immigrated northwesterly from New Amsterdam (New York City) and Bergen Village (Jersey City). Agricultural activities dominated the scene and early farm-to-market trails and roads converged on Hackensack and led further to main markets in New York City.

By 1840, the population in Bergen County stood at 13,200. In the period between 1840 and 1900, the influx of new residents to the county was mainly channeled by the expanding rail system. Development centered around the railroad stations as the surrounding areas were changing from their farming status to that of suburban residential. Hackensack thrived as the county seat and, by 1900, had a population of 9,440. The total population of the county stood at 78,400.

In the period from 1900-1930, Bergen County's population exploded adding approximately 290,000 new residents. The depression period of 1930-1940 temporarily checked this development. During World War II, industrial activity flourished for those participating in the war effort.

The post-World War II years, 1945-1960, brought unprecedented development to Bergen County. The population grew to 780,250 by 1960. The 1970 United States Census reported Bergen County's population at a record high of 897,148, but by 1980, it was down to 845,385. According to the 1990 Census, the county had a population of 825,385, which increased to 884,118 as reported by the 2000 Census. As of 2010, the U.S. Census Bureau estimated the population grew to 905,116.

Approximately 17,310 acres or 11.3 percent of Bergen County is zoned for light industry and office use. There is an additional 2,012 acres or 1.3 percent of Bergen County zoned for heavy industrial use. There are approximately 6,900 selected service industries in Bergen County. According to Bergen County Area Development Council publications, Bergen County is the State's wealthiest county. Bergen County has 48 secondary public schools with a total enrollment of 31,167 students.

## **THE SCHOOL SYSTEM**

In 1941, Bergen County's legislative delegation was successful in gaining passage of Chapter 287 of the Public Laws of New Jersey. This act led to the creation of the Bergen County Board of Vocational Education and, in 1952, the Bergen County Vocational-Technical High School in Hackensack opened and enrolled its first high school students.

Between 1968 and 1975, facilities were opened in other sections of the county for shared-time students as well as vocational high schools for students with a disability. Bergen County Technical Schools introduced post-secondary programs in 1982 with the Division of Adult and Continuing Education. In the 1990's, additional changes occurred as the district sought to make its programs more relevant; the emphasis shifted from traditional vocational education to technical experiences.

The programs at BCTS enable students to obtain the specialized training needed to gain entry into vocational or technical occupations.

## SECTION V CAMPUS CONTACT INFORMATION

### FULL-TIME PROGRAM

*Victor K Lynch* . . . . . *Principal* 201-343-6000 ext. 2274  
*Tracy Kirsch* . . . . . *Bursar* 201-343-6000 ext. 2408  
*Kimberly Amaral* . . . . . *Evening School Secretary* 201-343-6000 ext. 2289  
*Tarla Broadnax* . . . . . *Administrative Assistant to the Principal* 201-343-6000 ext. 2288  
*Shakeena Grice* . . . . . *Financial Aid* 201-343-6000 ext. 2048  
*Anthony Mongilia* . . . . . *Student Broker* 201-343-6000 ext. 2047  
*Alexa Markel* . . . . . *Admissions* 201-343-6000 ext. 5503  
*Scott Demeter* . . . . . *Career Services/Apprenticeship Coordinator* 201-343-6000 ext. 4603  
*Nancy Joa, PhD* . . . . . *Lead Teacher, Curriculum/Instruction* 201-343-6000 ext. 2280

## PUBLIC SAFETY AND SECURITY

Bergen County Technical Schools Adult & Continuing Education Full-Time Program is committed to providing a safe and productive educational environment for its students, employees and guests. We comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* and the *Violence Against Women Reauthorization Act of 2013 (VAWA)*, which includes amendments to the *Clery Act*. Important safety and security information as well as crime statistics are available on our website at: <http://bcts.bergen.org/index.php/public-safety-and-security>.

We ask that you please take the time to review this important information included in our Annual Security Report. You may also request a printed copy of this information by contacting the Adult & Continuing Education office at: 190 Hackensack Avenue, Hackensack, NJ 07601 or by calling (201) 343-6000 extension 2288 or 2289.

## SECTION VI 2025-2026 FULL-TIME PROGRAM STUDENT CALENDAR

### **September 2025**

Monday	September 1,	2025	Labor Day - Closed, NO CLASSES
Friday	September 19,	2025	Staff Development - 1/2 day, Early Student Dismissal 12pm
Tuesday/Wednesday	September 23 - 44,	2025	Rosh Hashanah - Closed, NO CLASSES

### **October 2025**

Thursday	October 2,	2025	Yom Kippur - NO CLASSES
Monday	October 13,	2025	Curriculum Revision - NO CLASSES
Monday	October 20,	2025	Diwali - Closed, NO CLASSES

### **November 2025**

Thursday/Friday	November 6 - 7,	2025	NJEA Convention - Closed, NO CLASSES
Monday	November 10,	2025	Staff Development - 1/2 day, Early Student Dismissal 12pm

Wednesday	November 26,	2025	1/2 day, Early Student Dismissal 12pm
Thursday/Friday	November 27 - 28,	2025	Thanksgiving Recess - Closed, NO CLASSES
<b><u>December 2025</u></b>			
Tuesday	December 23,	2025	1/2 day, Early Student Dismissal 12pm
Wed./Wed.	Dec. 24 - Dec. 31,	2025	Winter Recess - Closed, NO CLASSES
<b><u>January 2026</u></b>			
Thursday	January 1,	2026	New Year's Day - Closed, NO CLASSES
Friday	January 2,	2026	Winter Recess - Closed, NO CLASSES
Monday	January 19,	2026	Martin Luther King, Jr.'s Birthday - Closed, NO CLASSES
<b><u>February 2026</u></b>			
Thursday	February 12,	2026	Staff Development - 1/2 day, Early Student Dismissal 12pm
Friday - Monday	February 13 - 16,	2026	Presidents' Recess - Closed, NO CLASSES
<b><u>March 2026</u></b>			
Friday	March 20,	2026	Eid al-Fitr - Closed, NO CLASSES
Monday/Tuesday	March 30 - 31,	2026	Spring Recess-
<b><u>April 2026</u></b>			
Wednesday/Friday	April 1 - 3,	2026	Spring Recess/Good Friday - Closed, NO CLASSES
<b><u>May 2026</u></b>			
Thursday	May 21,	2026	Staff Development - 1/2 day, Early Student Dismissal 12pm
Monday	May 25,	2026	Memorial Day - Closed, NO CLASSES
<b><u>June 2026</u></b>			
Friday	June 19,	2026	Juneteenth - Closed, NO CLASSES
Thursday - Tuesday	June 25 - 30,	2026	Closed, NO CLASSES

## **INCLEMENT WEATHER**

### **Emergency Closing of School**

- A school closing announcement for the “Bergen County Technical Schools” is broadcast on the following radio and television stations:  

WOR 710 (AM radio)

WVNJ 1160 (AM radio)

WINS 1010 (AM radio)

NEWS 12 NEW JERSEY (TV station)
- Information will be posted on the district’s website at [www.bergen.org](http://www.bergen.org).
- Students can call 201-343-6000 and press 4 for special announcements to find out if school has been closed starting at 6:30 am.
- Delayed Openings – School opens at 9:30 am.
- In addition, we will use our automated phone calling system to alert students and staff of any closings or delayed openings.

## SECTION VII

### ACADEMIC INFORMATION

#### ADMISSION TO BERGEN COUNTY TECHNICAL SCHOOLS ADULT & CONTINUING EDUCATION FULL-TIME PROGRAM

Bergen County Technical Schools Adult Education & Continuing Education Full-Time Program accepts applications on an open- enrollment basis.

However, all programs have fixed start dates and will be closed once enrollment has reached its maximum capacity. It is critical that students receive advisement prior to registering for a course.

#### Procedure for Admission

- 1 . Attend an information session:** Information sessions are scheduled in-person at 190 Hackensack Ave. Hackensack, NJ 07601 on Wednesdays at 1:00 pm, and include program/school overview, tour of shops/classrooms and an opportunity to meet instructors. Walk-ins are welcome. Contact the Admissions Office (adultedadmissions@bergen.org or 201-343-6000 X 5503) if you have any questions or concerns regarding the information session.
- 2 . Submit a completed application form:** Complete the school's application form (can be found at <https://www.bergen.org/Application>) and return it to the admissions office. Applications can be completed by being mailed to the institution, handed in-person, or emailed to the Admissions Counselor.
- 3 . Schedule a meeting with the Admissions Counselor:** Upon completion of the application, the admissions counselor will contact you to set up a meeting to complete your application, go over other necessary documentation required and next steps

#### **The following will be required to enroll:**

- a. High School Diploma or GED/HSE equivalency (A college diploma, or 30 credits, from an institution in the U.S can be used in lieu of a high school diploma)
  - b. Mantoux (TB) results from a doctor or local health department
  - c. Test of Adult Basic Education (TABE) test results if applicable (\*Please note that a high school or HSE diploma outside of New Jersey, or a diploma issued in New Jersey prior to 2004, will require the prospective student to sit for a TABE exam)
  - d. \$100 non-refundable tuition deposit (cash, check, money order and Visa or Mastercard are accepted)
- 4. Schedule an appointment with the Financial Aid Office:** A meeting with the Financial Aid Officer is necessary for all students enrolling in a program more than 600 hours. The Financial Aid Officer will reach out to you once your application is fully completed to schedule the appointment

**5 . Attend your scheduled orientation:** An orientation will be scheduled prior to the start of class at the Adult Education building. Students will be able to purchase books, complete necessary documentation and learn about rules and expectations.

\* If you are enrolling in school through a Government Agency, approval for school funding is required from the Agency's Counselor.

Bergen County Technical Schools Adult & Continuing Education Full-Time Program is proud of its affiliations and credentials with industry professionals. To learn more about the nationally recognized credentials that our students may achieve and training equipment available to them, please visit:

- **www hvacexcellence org** (HVAC Excellence)
- **www uponor-usa com/wirsbo/** (Uponor for PEX tubing for potable and heating water)
- **www nocti org** (National end of program assessment)
- **www ctechprograms com** (C-Tech (Energy Management Program)
- **www hampden com** (Hampden HVACR Lab Equipment Trainers)
- **www simutechgroup com** (Computer Hands-on Service Training Lab)
- **www escoinst com** (EPA Refrigeration Handling Certification)
- **www labvolt com** (Plumbing, Electrical, and HVACR Training Modules)
- **www opac com** (Office and Clerical Skills Testing/Certification)
- **http://quickbooks intuit com** (QuickBooks Premier Software)
- **www microsoft com** (Microsoft Office Suite 2016 – Windows 10)

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **Student Rights**

You have the right to ask a school:

- What are the names of its accrediting and licensing organizations?
- To describe the programs; instructional, laboratory, and other physical facilities; and the faculty.
- What the cost of attending is, and what its policy is on refunds to students who withdraw?
- What financial assistance is available?
- What the procedures and deadlines are for submitting applications for each financial aid program?
- How financial aid recipients are selected?
- How much of your financial need will be provided?
- How an individual's financial need is determined?
- How and when your financial aid will be disbursed?
- To explain each type and amount of assistance in your financial aid package.

- What the interest rate is on any student loan you have; the total amount you must repay; when you must start repaying, and what cancellation or deferment provisions apply?
- How to reevaluate your aid package, if you believe a mistake has been made, or if your enrollment or financial circumstances have changed.
- The procedure to address changes in status.
- How the school determines whether you are making satisfactory academic progress and what happens if you are not?
- What accommodations are available to the physically challenged?

## **Student Responsibilities**

It is your responsibility to:

- Review and consider all information about a school's program before you enroll.
- To complete your application for student financial aid accurately, and submit it on time to the school selected for enrollment. Errors can delay or prevent your receiving aid.
- Know and comply with all financial aid deadlines.
- Provide all documentation, corrections, and/or new information requested by the financial aid office or the agency to which you submitted your application.
- Notify your school of any information that has changed since you applied.
- Read, understand, and keep copies of all forms you are asked to sign.
- Repay any student loans you have. **When you sign a promissory note, you are agreeing to repay your loan.**
- Attend an exit interview at your school, especially Stafford Student Loan recipients.
- Maintain contact with the school in order to provide job placement information.
- Notify the school of a change in your name, address, phone numbers, emergency contact information, or attendance status.

## **Appeal and Grievance Procedures**

Please be aware that specific appeal and grievance procedures have been established throughout this handbook for different aspects of your program. In cases where a grievance is not settled at the institutional level, a student has the right to contact the **Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www council org](http://www.council.org) .**

## **Policy No .5710 – Student Complaint Procedure**

The Board of Education believes that students are citizens who possess the right to request redress of grievances and that students should be encouraged to respect lawful procedures for the resolution of disputes. Accordingly, the Board will establish and observe procedures by which the grievances of students will be heard.



## Definition

For the purposes of this policy, a student grievance means any complaint that arises out of the actions or policies of this Board or the actions of its employees.

## Procedural Methods

A student grievance will be heard in the following manner:

- A student (the grievant) should make the grievance either known to the staff member most closely involved or with a guidance counselor. The grievant and the staff member or the guidance counselor shall attempt to resolve the matter informally and directly.
- A grievance not resolved at the first step must be reduced to the grievant's written statement. The statement shall set forth the specific nature of the grievance, the alleged facts that gave rise to it, the relief sought and the reasons why that relief is appropriate.
- The written grievance may be submitted to the Building Administrator or his or her designee, the Superintendent or his or her designee and the Board of Education, in that order and within a suitable period of time not to exceed ten (10) school days allowed at each level for the hearing of the grievance and the preparation of a response.
- At each step beyond the first, the school authority hearing the grievance may summon the parent(s) or legal guardian(s) of a grievant who is not an adult. The grievant may summon the assistance of his or her parent(s) or legal guardian(s) at any step.
- A student grievance that proceeds to the Board will be determined promptly and the Board will issue a decision in no more than thirty (30) calendar days

The Superintendent or his or her designee shall direct all staff members to respect the right of students to seek redress of grievances by lawful procedures without fear of reprisal.

## STUDENT ASSESSMENT

Academic performance in each CTE area of study is a formative monthly assessment (see Appendix A) through specific skill sets and cumulative upon program completion. Students are provided computer-access of their progress through the Open Student Information System (also known as Open SIS). This web-based data system provides students with measureable benchmarks of skill attainment and progress in their specific CTE area. The assessment includes a numerical grade range, technical narrative description, and professional CTE benchmark of **Distinguished, Highly Proficient, Proficient, Basic/Novice or Substandard for Industry**. This rubric-type assessment comprises the official student transcript and certificate of completion upon graduation.

## Satisfactory Academic Progress Policy

Students are required to maintain a monthly cumulative CTE rating of **Basic/Novice or numerical grade of 70 or better to achieve Satisfactory Academic**

**Progress** during their enrollment period. The policy follows a four (4) stage process:

1. Students who maintain a cumulative monthly assessment of **Basic/Novice or numerical grade of 70 or better** for their entire enrollment period are considered in Satisfactory Academic Progress.
2. Students who fail to achieve a benchmark assessment of **Basic/Novice or numerical grade of 70 or better** for one month will place the student on Academic Warning for the remainder of their enrollment period. The Academic Dean or Designee will meet with the student and instructor to rectify the situation. Additionally, any sponsoring agency or financial aid provider will be notified.
3. Students who fail to achieve a benchmark assessment of **Basic/Novice or numerical grade of 70 or better** for a second month (consecutively or not) will place the student on *Academic Probation* for the remainder of their enrollment period. The Academic Dean or Designee will meet with the student and instructor to rectify the situation, which would include a written plan of action and learning strategies. Additionally, any sponsoring agency or financial aid provider will be notified, and funding may be withheld.
4. Students who fail to achieve a benchmark assessment of **Basic/Novice or numerical grade of 70 or better** for a third month (consecutively or not) may result in termination from this institution.. Additionally, any sponsoring agency or financial aid provider will be notified, and funding discontinued.

## **Policy No .5710 1 – Appeal of Grade Received**

### **Academic Prerogative**

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

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

### **Review of a Student's Grade**

A student, parent or legal guardian may appeal a grade received by submitting a letter of request to the Building Administrator of the school or his or her designee

attended by the student. The letter must include an unambiguous and concise statement of the reason(s) why the appeal is being made and a factually based statement supporting the reason for appeal.

### **Required Documentation**

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

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

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

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

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

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

### **Deadlines**

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

The review board shall make its determination within thirty (30) days after receipt of the appeal.

Throughout all phases of the Standard of Progress procedure, communication is also maintained with any sponsoring agency (DVRS, BCOSCC/WDB, NJSES, Veterans Administration, etc.). The student's agency counselor may require that the student meet with him/her in addition to the conferences with Bergen County

Technical Schools Adult & Continuing Education Full-Time staff. The student must comply with all agency requirements for eligibility based on attendance and/or satisfactory academic progress in order to maintain agency funding.

### **Prior Training Policy/Acceptance of Transfer Credit**

Bergen County Technical Schools Adult & Continuing Education Full-Time Program does not accept the transfer of credit or clock hour credit from other institutions.

### **Satisfactory Academic Progress and Self-Pay Students**

The same stipulations for probation as indicated above apply to students who are not receiving subsidies via state and/or county agencies (i.e., DVRS, BCOSCC/WDB, NJSES, ACCES-VR), Veterans educational benefits, or Federal financial aid via Pell grants and/or FFEL student loans.

### **Appeal Process**

If any student feels that the termination of financial aid is unjust due to extenuating circumstances, the student may appeal the decision by requesting a waiver **in writing** from the Financial Aid Office. The letter must indicate specific reasons for consideration of an appeal.

Decision reached from the appeal process, submitted by the Financial Aid Officer are final.

## **GRADUATION**

Students who successfully complete their program of study will be awarded a Bergen County Technical Schools Adult & Continuing Education Full-Time Program certificate of completion. To be awarded a certificate of completion, the following requirements must be met:

1. All financial requirements must be satisfied.
2. Students must demonstrate competency in skills specific to the training program; complete a pre-determined minimum course requirement of 90% of their scheduled program hours and receive satisfactory evaluations. Compliance of hours is regulated by a combination of Federal regulations and Bergen County Technical Schools Adult & Continuing Education Full-Time Day Program policies.
3. Students must be in good standing with regards to their attendance, and have not exceeded the total days absent that would terminate their program.
4. All students must prepare their resumé and complete an exit interview.
5. A student may be issued a certificate of completion prior to the end of their program in the event they have secured employment (must be documented and verified) in their program of study, and are required by their employer to commence such employment prior to the end of their program. To be considered for early completion, the student must have accrued at least 90% of their total

program hours, and not be on academic probation.

### **Program Transfers**

Current Bergen County Technical Schools Adult & Continuing Education Full-Time Program students are required to remain in their first choice program for no less than one (1) week. If the student then decides that this choice was unsuitable to his/her educational objective(s), a transfer of program may be discussed with the Admissions Counselor. This meeting must take place prior to the student attending for two (2) weeks.

The student will be given the option to transfer to their new program choice at the next start date only, for that particular program. (If this start date does not have space availability, the student will be allowed to transfer to the next available start date.) This transfer is contingent upon the student having attained the minimum required grade for certain subjects on the Test of Adult Basic Education (TABE) for their new program. Students granted a transfer will be issued a full refund less their tuition deposit and will not be charged an additional tuition deposit upon application to their new program. The student will have to meet with the Financial Aid Officer to revise their current award letter. Agency-sponsored students may be required to obtain a reassessment and/or approval from the agency before transferring to a new program.

### **Credit for Previous Training**

Bergen County Technical Schools Adult & Continuing Education Full-Time Program will evaluate any previous course experience. The school may or may not decide to award any credit based on the program requirements.

## **HOW TO REQUEST A TRANSCRIPT\***

### **Graduate /Current Student**

#### **Bergen County Technical Schools Adult & Continuing Education Full-Time Program**

**To request and official or unofficial transcript please follow the instructions listed below:**

**A request may be made for two types of transcripts:**

- 1) Unofficial Transcripts (copy that a student may request for his/her personal records)
- 2) Official Transcript (copy sent directly from the Bursar Office to employers/schools)

**There are two options for requesting a transcript\*:**

**Option 1** .Complete Online Request Form

<https://forms.gle/CY6kBMsDxmZ7abz59>

**Option 2:** In person, complete a Transcript Request Form.

**Any questions contact the Bursar Office:**

Telephone: 201-343 6000 Ext. 2408

Email Address: [trakir@bergen.org](mailto:trakir@bergen.org)

## Office Hours:

Monday through Friday 8:00 am to 4:00 pm

*\*Transcripts are not issued for any student who has financial obligations to BCTS-Adult & Continuing Education.*

## FINANCIAL INFORMATION

### Tuition and Fees

Tuition rates are established by the Board of Technical Education each year. The school district is very proud that our tuition rates are considerably lower than other institutions in the area. Total tuition is based on the number of months in the program. In keeping with the district calendar, every program has potential snow days built into the course.

The tuition rate for the 2025-2026 academic year has been established at \$1,850 per month for a full-time student.

The comprehensive tuition charge for students includes parking privileges on campus and eligibility for participation in any available student services.

### Payment Policy

It is the responsibility of the student to see that tuition and fees are paid in full. Registration is complete only when all financial obligations, including current tuition and fees, are paid. A student will not be eligible to attend class, have official transcripts or certificates awarded until financial obligations to the school are settled.

Students can make arrangements to have their portion of the tuition payable in monthly installments. Students must complete the necessary paperwork (included in the orientation packet) and submit it with their first payment to the Bursar no later than the first month of class. Self-paying students have the option of paying their total tuition no later than the first week of class to receive a 10% discount. Payments would be as follows:

length of program*	full tuition	discounted amount
†1200 hours	\$18,500	\$16,650
††1200 hours	\$18,500	\$16,650
1077 hours	\$18,000	\$16,200
1053 hours	\$16,650	\$14,985
819 hours	\$12,950	\$11,655
700 hours	\$6,300	\$5,670

\*Approximate months; does not include holidays, school closings, etc.

†Electrical    ††Advanced Manufacturing

### Books and Supplies

Books needed for any course are the responsibility of the student unless prior arrangements are made. No refund for books will be given. All book sales are **final**. All textbooks must be paid in full at the time of purchase. Billing for students with book allowances from outside agencies will be completed directly

with the agency. Students who have finalized their financial aid may use those monies to pay for books if they provide written authorization to the Bursar. Books for all courses can be purchased at the Adult Education building on the main campus, 190 Hackensack Avenue, Hackensack, NJ. Any supplies needed for a training program are the responsibility of the student.

## Cost of Attendance

The charges for tuition and fees and the cost of books and supplies are “direct” costs of your education. There are other costs associated with your program which are called “indirect” costs (transportation, personal expenses, and maintenance costs at home). These costs are included in your overall family budget and are sometimes difficult to separate from the rest of the budget. However, it is important to consider them as they can greatly affect the total cost of your education.

The following table will give you the breakdown of budgets for the varying lengths of our programs:

### 2025-2026 COST OF ATTENDANCE BUDGETS\*

#### Dependent Student (i.e., living with parents, no dependents, single, under 24 yrs. of age)

Program Length	Tuition	Books	Housing & Food	Other Educational Costs	Transportation	TOTAL
700 hrs.	\$6,300	TBD	\$3,344	\$1,316	\$1,131	\$12,091
819 hrs.	\$12,950	\$316	\$3,879	\$1,528	\$1,348	\$20,020
1053 hrs.	\$16,650	\$455	\$4,812	\$1,910	\$1,733	\$25,560
1077 hrs.	\$18,000	\$373	\$5,195	\$2,086	\$1,924	\$27,578
†1200 hrs.	\$18,500	\$494	\$5,277	\$2,086	\$1,924	\$28,281
††1200 hrs.	\$18,500	\$180	\$3,896	\$2,086	\$1,924	\$26,586

Please note: Financial Aid is not available for all programs

#### Independent Students (i.e., married, w/dependents, 24+ yrs of age)

Program Length	Tuition	Books	Housing & Food	Other Educational Costs	Transportation	TOTAL
700 hrs.	\$6,300	TBD	\$7,909	\$1,316	\$1,131	\$16,656
819 hrs.	\$12,950	\$316	\$9,324	\$1,528	\$1,348	\$25,466
1053 hrs.	\$16,650	\$455	\$11,812	\$1,910	\$1,733	\$32,560
1077 hrs.	\$18,000	\$373	\$13,053	\$2,086	\$1,924	\$35,436
†1200 hrs.	\$18,500	\$494	\$13,053	\$2,086	\$1,924	\$36,057
††1200 hrs.	\$18,500	\$180	\$13,053	\$2,086	\$1,924	\$35,743

Please note: Financial Aid is not available for all programs

\* Books and supply costs vary per program

\*\*Special Note: We reserve the right to alter tuition, fees, and books when such changes become necessary.

†Electrical

††Advanced Manufacturing

## Withdrawals and Refunds

If a course is cancelled, a full refund of all monies paid by the student will be made. A mid-course cancellation will result in a pro-rated reimbursement. A mid-course

cancellation made by the student via withdrawal from a program will be refunded according to the schedule listed below:

- **100% refund** if official student withdrawal is before the second week of class
- **Prorated refund** if official student withdrawal is made mid-course (proration is calculated to the month, not the day of withdrawal)
- **No refund** if student withdraws the last month of class

Students need not take any action to ensure the refund, as refunds are processed automatically.

Keeping with the district calendar, every program has emergency days (i.e. snow days) built into the course schedule. No refunds will be made for used emergency days. This policy applies to cancellations due to natural disasters or half day dismissals as well.

Students who withdraw from their program for **any** reason **must** inform the Admissions Office in writing. On the day of withdrawal, all future financial responsibility ceases. However, the student is responsible for the balance incurred before withdrawal. Any student who fails to notify the office of their withdrawal will continue to be charged for tuition.

## **Refunds**

Students who withdraw from their program will be refunded tuition monies paid, based on the following schedule:

*Student Paying on Monthly Installment Plan:*

1. Prior to the beginning of new month-100% of monies paid for that month.
2. During the first two weeks of month-50% of monies paid for that month.
3. After the second week of the month - no refund of monies paid for that month.

*Students who are "Paid in Full with Tuition Discount:"*

1. Tuition is pro-rated from the first day of program, through the official date of withdrawal, at the full tuition rate.
2. Any monies paid in excess of the prorated charge will be refunded to the student.

## **Student Using Financial Aid**

The amount of Student Financial Aid that you have earned is determined on a pro-rata basis. For example; if you completed 90% of the period of enrollment, you earn 90% of the assistance you were originally scheduled to receive.

If you (or the school) receive less assistance than the amount that you earned, you will be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned.

If you received excess funds that must be returned, your school must return a portion of the excess equal to the lesser of:

- your institutional charges multiplied by the unearned percentage of your funds,



- or the entire amount of the excess funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you repay in accordance with the terms of the promissory note. If you are responsible for returning grant funds, you must only return 50% of the grant assistance that it is your responsibility to repay. You must make arrangements with the U.S. Department of Education to return the funds.

### **Students Terminated by Bergen County Technical Schools Adult & Continuing Education Full-Time Program**

The student is responsible for all tuition monies due Bergen County Technical Schools Adult & Continuing Education Full-Time Program through their termination date.

Students are obligated to pay any outstanding balance due. Bergen County Technical Schools Adult & Continuing Education Full-Time Program reserves the right to withhold certificates and all student records from students who default to the institution.

Terminated students are not eligible for any refund of monies paid. Agency-sponsored students who are terminated from a program who are deemed ineligible for agency funds for the month of termination are responsible for any monies lost to Bergen County Technical Schools Adult & Continuing Education Full-Time Program due to the rescinding of agency dollars.

## **FINANCIAL AID**

While the cost of attending any of the training programs at Bergen County Technical Schools Adult & Continuing Education Full-Time Program is comparatively low, we are aware that the cost of quality higher education is a factor of great concern in the minds of both students and their families. We are committed to enabling competent students who may lack adequate financial resources to continue their education. In order to aid students with need with their financial obligations, Bergen County Technical Schools Adult & Continuing Education Full-Time Program has been authorized to participate in selected financial aid programs under the Higher Education Act of 1965. These programs are the Federal Pell Grant and the Federal Direct Loans. The Federal Direct Loan Program includes: The Federal Direct Parent Plus Loan and the Federal Direct Subsidized and Unsubsidized Loan.

## **THE FINANCIAL AID PROCESS**

Once you have enrolled at Bergen County Technical Schools Adult & Continuing Education Full-Time Program, you should begin the financial aid process. A Free Application for Federal Student Aid (FAFSA) should be completely filled out by you (and your parents, if applicable). Completing the FAFSA electronically will ensure quick and timely processing. It takes approximately 48 - 72 hours for the FAFSA to process.

Students indicating an interest in student loans may apply before the scheduled appointment. Students will also complete entrance and exit counseling prior to their start date and graduation date. The counseling session includes, but is not limited to: loan entrance and exit counseling, Department of Education published materials, loan calculation worksheet, loan repayment tables, payment plan (in-school) and loan option review of current tuition responsibilities. Students indicating full understanding of the indebtedness they are about to incur are presented with the Master Promissory Note (MPN) for completion. Lender and guaranty agency are forwarded original MPN and appropriate support documents for loan processing. Loan proceeds are applied to student's tuition balance. Factors such as the size of the family and income can affect the amount of aid for which you may be eligible.

### **Pell Grant**

**Eligibility:** Students who have been officially accepted into an eligible Bergen County Technical Schools Adult & Continuing Education Full-Time Program and who are attending school at least half time for the purpose of obtaining a certificate.

**Amounts:** Total funding is based on Congressional Authorization and may vary from year to year.

**Basis for Decision:** Grants are awarded based on financial need as well as educational costs. Students must maintain Satisfactory Academic Progress.

**How to Apply:** Applicants must complete the Free Application for Federal Student Aid (FAFSA). This form may be processed online. To apply online, visit <https://studentaid.gov/h/apply-for-aid/fafsa>.

### **Direct Loans**

**Eligibility:** Students who are enrolled at least half time in an eligible Bergen County Technical Schools Adult & Continuing Education Full-Time Program certificate program. All students must undergo needs analysis. To fulfill this requirement, complete the FAFSA and submit to the processor.

**Amounts:** Maximum \$3,500 for programs 900 hours or more. Maximum \$2,730 to \$3,185 for programs 700-819 hours. Students may borrow additional unsubsidized loans for \$4,680 to \$6,000 to cover tuition costs. Repayment begins six (6) months after program completion or withdrawal. Deferments are allowed under certain conditions. The interest rate, for Federal Direct loans disbursed after July 1, 2025\*, is currently fixed for the duration of the loan (up to 10 years).

**Basis for Decision:** Subsidized loans are awarded on basis of need and the cost of attendance. Unsubsidized loans are based on cost of attendance and other financial aid received.

### **Parental Loans for Undergraduate Students**

**Eligibility:** Parents of any students attending Bergen County Technical Schools

Adult & Continuing Education Full-Time Program certificate programs at least half time.

**Amounts:** Up to cost of education minus other aid including Direct Loan amount. The interest rate, for PLUS loans disbursed after July 1, 2025\*, is currently fixed for the duration of the loan. Deferment is allowed under certain conditions.

### **Division of Vocational Rehabilitation (DVR)**

Students at Bergen County Technical Schools Adult & Continuing Education Full-Time Program may be eligible to receive funding for their education costs through DVR. If you are already a client of DVR, contact your counselor about possible funding for your training program.

Bergen County (201) 996-8970

Essex County (973) 648-3494

Passaic County (973) 742-9226

### **Veterans' Benefits**

Bergen County Technical Schools Adult & Continuing Education is an approved institution for Veterans' Benefits. The responsibility for filing for these benefits lies with the student. If you were a member of the Armed Forces, you should contact your local Veterans Administration Offices to request information regarding your eligibility. The office nearest to our campus is located at 20 Washington Place, Newark, NJ 07102 or call 1-888-827-1000.

The Financial Aid Officer is certified to register qualifying veterans for VA benefits. Veterans accepted to a full-time program will have their veteran education benefits processed as part of their Financial Aid appointment. Veterans attending a part-time, evening school program will be counseled and processed via phone, correspondence and/or personal interview.

### **Tuition Reimbursement through your company**

If you are presently employed, you may be eligible to receive tuition reimbursement through your company. Contact the Human Resources Office at your place of employment regarding information about their educational assistance programs.

### **Important Points to Remember**

1. All students who are awarded financial aid **must maintain satisfactory academic progress toward successful completion of their program, and be in compliance with the attendance policy to remain eligible for aid.**
2. All students must certify that they are not in default on a student loan nor do they owe a refund to **any** institution for financial aid which was previously awarded.
3. Please be aware that falsification of information is a criminal offense subject to penalties under the law.

## **SECTION VIII GUIDANCE**

### **Counseling Services**

Students are invited to speak with any of our counselors if problems arise which are personal or school-related. Our staff is well-trained and knowledgeable in providing assistance and referrals.

### **Job Placement**

Job placement assistance, including individual counseling, electronic resume, and job search are available on site.

It is a main objective that upon completion of the program, a job in the related field of study is obtained or soon to be obtained. Use of office equipment (fax machine, copy machine, telephone, computer/Internet job search) is located on site. Students are **not** to interfere in the daily routine of office, faculty or support staff with any form of unauthorized use of office equipment on any school campus.

Additionally, in order to comply with clock hour regulations, students are responsible for scheduling job interviews outside of school hours. Absentee clock hours resulting from inappropriate interview scheduling may be deducted from shop time earned and are subject to warning, probation and termination as indicated in the attendance policies.

## **SECTION IX POLICIES AND PROCEDURES**

(<http://bcts.bergen.org/index.php/boe-home>)

**Student Complaint Procedure – Policy No .5710 - See page 10 and 43**

**Public Relations Program – Policy No .9120M - See page 45**

**Use of Students in Public Information Program – Policy No .9120 1M - See page 46**

**Requests to Photograph, Film, Audiotape or Videotape Students or Staff Members – Policy No .9121 - See page 46**

## **SECTION X SPECIAL EDUCATION**

**Policy No .2460M – Special Education - See page 39**

**Regulation Nos :**

**R2460M – Special Education,**

**R2460 16M – Special Education-Instructional Material to Blind or Print-Disabled Students - See page 39**

## SECTION XI

### CODE OF CONDUCT

Appropriate behavior is expected at all times. Bergen County Technical Schools Adult & Continuing Education Full-Time Program is committed to its mission of training individuals to be productive members of the workforce. Therefore, we believe students must conduct themselves in a professional manner. Proper conduct includes consideration of fellow students, respectful behavior towards faculty and staff, appropriate regard of safety policies within the classroom environment, and compliance to the rules of conduct set forth by our campus and faculty. There is zero tolerance for actions that are violent or discriminatory in nature. We reserve the right to dismiss any student who does not conform to the rules and regulations of this institution.

### POLICIES:

#### **Clothing and Grooming**

You are expected to dress and groom yourself in a manner appropriate to the field for which you are being trained. Some trades require specific clothing such as uniforms, safety shoes, etc. Your personal safety and well-being is a primary consideration in setting this policy. Any headwear (i.e. hats, scarves, bandanas, do-rags, etc.), shorts, halter tops, bathing suits, in addition to items with an implicit or implied offensive message, word(s) or image(s) are unprofessional and **unacceptable** attire for any program. Students who require religious considerations shall notify the administrative office. Shirts with sleeves are to be worn while on campus. Students not in conformance may be denied admittance into the classroom. **5511 – Dress and Grooming** - see page 41

**5513M – Care of School Property** - see page 41

**5516M – Use of Electronic Communication and Recording Devices (ECRD)**  
- see page 42

#### **Chemical Abuse Policy**

Bergen County Technical Schools has the following policy regarding chemical abuse: Students are forbidden to use, possess or be under the influence of controlled substances, alcohol or drugs at any time in school, at a school function under the jurisdiction of the school or on school premises. Violation of this policy is cause for immediate suspension or termination. The student will submit to a medical examination, and a written report will be forwarded to the principal within 24 hours.

**5530M – Substance Abuse** - See page 42

#### **Smoke Free Environment**

The Board of Education of the Vocational/Technical School in the County of Bergen recognizes that smoking represents a health and safety hazard which can have serious consequences for the smoker and nonsmoker and the safety of the District, and in order to protect the students, staff, employees, visitors and guests

of the District from an environment that may be harmful to them, and because of its possible harm to personal well-being, the Board hereby prohibits smoking by all staff members, employees, students, visitors, or guests in all school buildings, and, on all school grounds throughout the District. Further, the school complies with Ch. 96L., 1988.

It is specifically directed that the smoking ban will be in effect 24 hours a day, seven days a week, and will apply to anyone present in District buildings.

For purposes of this policy, “smoking” will mean all uses of tobacco, including cigars, cigarettes, pipes, and smoke vapor from an electronic smoking device.

The Board hereby directs the superintendent to adopt the necessary rules and procedures to ensure the enforcement and implementation of this nonsmoking policy.

**5533M – Student Smoking and 7434M – Smoking on School Grounds** - See pages 42 and 44

**5560M – Disruptive Students** - See page 42

**5600M – Student Discipline/Code of Conduct** - See page 42

## **TERMINATION**

Students may be terminated by the Bergen County Technical Schools Adult & Continuing Education Full-Time Program prior to the scheduled end date for the following reasons:

- Violation of the Attendance Policy (detailed on page 25)
- Failure to maintain the minimum of academic performance
- Violation of the code for student behavior (detailed on page 42)
- Failure to pay tuition
- Violation of the chemical abuse policy (detailed on page 42)
- Possession of a firearm or other weapon while on school property or at a school-sponsored activity
- Habitual tardiness/absenteeism during the course of the school day

## **Weapons Policy**

The Board of Education recognizes the need to provide a safe and secure environment for students and staff. Therefore, the possession and/or use of weapons, or other instruments which can be used as weapons, are prohibited from school property, at any school-related activity under the supervision of professional school staff, or while enroute to or from school or any school function. For the purposes of this policy, weapons or dangerous instruments are broadly defined to include, but not limited to, those defined in N.J. S .A.2C:3 9-1 f and N.J. S.A.2C: 39-1 r. The rifles, shotguns, machine guns, automatic or semiautomatic rifles, B.B. guns, dart guns, pellet guns, and other firearms; stilettos, and other knives which could inflict harm; blackjacks, bludgeons, metal knuckles, cesti or similar leather bands studded with metal fillings or razor blades embedded in wood; ice picks, razors, chains, bats, clubs, explosives; any weapon

or other device which projects, releases, or emits tear gas or any other substance intended to provide temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air; and any other object that can reasonably be considered a weapon. The principal or designee shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff, or property.

A student found or observed on school property or at a school event to be in possession of a weapon or dangerous instrument, shall be reported to the principal/designee immediately. The principal/designee shall immediately inform law enforcement officials and the superintendent.

Disciplinary action shall be taken against students who possess, handle, transmit, or use weapons or dangerous instruments. As in all disciplinary cases, due process will be provided to the student. Disciplinary action imposed by the school may be in addition to sanctions levied by legal authorities. The Board of Education directs the Superintendent of Schools to develop regulations, in concert with the Bergen County Sheriff's Office, regarding the procedures to be used by staff when a student is found to be in possession of a weapon. It is the position of the Board of Education that all firearms are to be considered loaded and volatile. The removal of firearms is the responsibility of the police.

**5611M – Removal of Students from the General Education Program for Weapons/Firearms Offenses** - See page 43

**7435 – Alcoholic Beverages on School Premises** - See page 44

**9120M – Public Relations Program** - See page 46

## **SECTION XII**

### **ATTENDANCE POLICY**

#### **Attendance**

In order to provide the maximum level of training, students are expected to attend class **every day** and to be punctual. It is important to develop the necessary behaviors required for employment. Absentee hours will be deducted from the completion certificate hours.

Bergen County Technical Schools Adult & Continuing Education Full-Time Program, like most vocational-technical schools, design of the academic program calculates the length of the program in total hours of training. By Department of Education guidelines, a student may be awarded certificates, financial aid, scholarships, etc., by completing "the period of time consisting of: a 50-minute to 60-minute class, lecture, or recitation in a 60-minute period; or a 50-minute to 60-minute faculty-supervised laboratory, shop training, or internship in a 60-minute period; or 60-minutes of preparation in a program of study by correspondence." A student's successful completion of a course is based on the total number of "clock" hours of training completed, and maintaining good standing with regards to their attendance.

Students must complete a pre-determined minimum requirement of scheduled program hours in order for a certificate to be awarded. This is based on their individual program. Any student not completing the required number of clock hours jeopardizes the opportunity to obtain a certificate or receive financial aid.

Job interviews scheduled during class hours are discouraged. Any student attending a job interview during class hours will receive a deduction of those absentee hours. In the event an employer interview must be scheduled during instruction time, the student must complete and submit a job interview appointment form.

Note 1: These regulations are applicable to all programs as well as to the shop component.

Note 2: **Any** late arrival or early leave from class will be deducted from shop time earned and may adversely affect the student's education.

In the event an absence occurs, the student is required **each day** to notify the instructor and attendance office. Students should be fully aware that financial aid awards may be affected by any absence from class. Federal regulations dictate that all Pell Grant or Direct Student Loan recipients **must** complete no less than half of the total program hours before the second disbursement of their financial aid can be released. This means that any absences or episodes of lateness will delay the payment of grants or loans and this, in turn, will delay any refund of these funds to which the students may be entitled.

### **Work Based Agreement Attendance Policy**

All students enrolled in a full-time program are eligible to participate in the Work-Based Activity (WBA) internship program for 192 hours of fieldwork over an eight (8) week period. Students attend the WBA four (4) days a week and attend school one (1) day a week. Students may secure their own employer or receive assistance from the Job Placement Specialist. Students who do not wish to participate in the WBA complete an in-class cumulative culminating project similar to the field experience.

### **The Bergen County Technical Schools Adult & Continuing Education Full-Time Program attendance policy is as follows:**

#### **Absenteeism/Lateness:**

Absences will be counted when a student is not in attendance for the entire school day. A "lateness" or "early leave" will be counted when a student is present for part of the day. **The total number of hours a student misses due to tardiness or leaving early, will count against their total attendance hours . Refer to the information below for the total number of hours that can be missed and how many tardy arrival/early dismissals are permitted in each program, before a student receives a warning letter, a probation letter, or is terminated .**

**The number of personal days permitted is based on the total number of hours in the program .**



## **Attendance Policy**

### **Advanced Manufacturing Class (1200 hrs ):**

- Warning letter - 36 hours of missed class time
- Probation letter - 78 hours of missed class time, or 14 tardy arrivals/early sign-outs
- Termination letter - 120 hours of missed class time
- Three (3) personal days allowed
- Six (6) hours of professional time (career-related activities to be approved by the principal or his or her designee)

### **Business Administration and Management (BAM) Hybrid (700 Hours):**

- The in-person days are a requirement (6 in total for the duration of the program). All students will be present for in-person days, which occur 8:00 am - 3:00 pm.
- Students are expected to complete 30 hours of online coursework per week. Failure to meet this requirement will result in a warning.
- If a student continues to miss the required online coursework, a probation letter will be issued

### **Cosmetology (Hybrid) Class (1077 hrs ):**

- Warning letter - 36 hours of missed class time
- Probation letter - 71 hours of missed class time
- Termination letter- 120 hours of missed class time
- Three (3) personal days allowed
- Six (6) hours of professional time (career-related activities to be approved by the principal or his or her designee)

### **Electrician Program Class (1200 hrs):**

- Warning letter- 36 hours of missed class time
- Probation letter- 78 hours of missed class time, or 14 tardy arrivals/early sign-outs
- Termination letter- 120 hours of missed class time
- Three (3) personal days allowed
- Six (6) hours of professional time (career-related activities to be approved by the principal or his or her designee)

### **Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician Program Class (1053 hrs):**

- Warning letter - 36 hours of missed class time
- Probation letter - 71 hours of missed class time
- Termination letter - 106 hours of missed class time
- Three (3) personal days allowed
- Six (6) hours of professional time (career-related activities to be approved by the principal or his or her designee)

**Plumbing Technology/Plumber Program Class (819 hrs):**

- Warning letter - 36 hours of missed class time
- Probation letter - 60 hours of missed class time
- Termination letter - 82 hours of missed class time
- Two (2) personal days allowed
- Six (6) hours of professional time (career-related activities to be approved by the principal or his or her designee)

It is the student's responsibility to be aware of their total hours in attendance and any requirements need to earn their program certificate. This information is detailed in the Adult Education Student Handbook.

Students should be fully aware that financial aid awards may be affected by any absence from class. Federal regulations dictate that all Pell Grant or Federal Direct Student Loan recipients must complete no less than one-half (1/2) of the total program hours before the second disbursement of their financial aid may be released. This means that any absence or episodes of lateness will delay the payment of grants or loans and this, in turn, will delay any refund of these funds to which the student may be entitled.

**Tardiness – Policy No .5240** - See page 39

**Appeals – See Policy 5200-2**

Students may appeal the probationary status, loss of completion certificate or program termination. Such appeals will be heard by the appeals committee consisting of the District Superintendent, Assistant Superintendent or their designees and decided on a case-by-case basis with input from the instructor and the school counselor.

For purposes of counting the number of days absent or late, no differentiation will be made between "excused" and "unexcused." Exceptions to this occur when a student is granted an official leave of absence (see following page), has a required court appearance, or is observing a religious holiday pursuant to N.J.S.A. 18A:36-14 through 36-36.

Students are required to notify the instructor and attendance officer each day he or she is absent. Students also are required to inform their instructor if they arrive late or need to leave early.

It is the student's responsibility to be aware of their total hours in attendance and any requirements need to earn their program certificate. This information is detailed in this Handbook.

Students should be fully aware that financial aid awards may be affected by any absence from class. Federal regulations dictate that all Pell Grant or Federal Direct Student Loan recipients must complete no less than one-half (1/2) of the

total program hours before the second disbursement of their financial aid may be released. This means that any absence or episodes of lateness will delay the payment of grants or loans and this, in turn, will delay any refund of these funds to which the student may be entitled.

### **Leave of Absence**

In the event of prolonged personal illness or other extenuating circumstances, a leave of absence may be requested. All requests for leaves must be submitted to the Financial Aid Office in writing. Requests will be granted on an individual basis. A leave of absence will be granted for a period of up to twenty (20) consecutive school days. Any request for an extension of time must include a valid explanation for the extension and will be considered on a case-by-case basis.

Students requesting a leave of absence who are sponsored by an outside agency must first contact their counselor at the agency. Students may be granted only one leave of absence during their program even if such leave is for a period of less than twenty (20) consecutive days.

### **Calendar**

School will meet daily unless otherwise indicated by the district calendar.

**Student Calendar, Early Dismissal, Closed Campus** - See page 6

**Inclement Weather** - See page 7

## **SECTION XIII COMPUTER SECURITY**

### **Computer and Copier Use**

Copiers and computers are not for personal use.

### **Computer Usage Policy**

Regulations regarding the school classrooms per campus, and other computer labs within the district are strictly enforced. The policy is outlined in an agreement which each student must sign upon enrollment and/or orientation. A student violating any computer policy is subject to disciplinary actions up to and including immediate termination.

**Netiquette Policy** - See page 37

**Acceptable Use of Computer Networks, Computers and Resources – Policy No .2361M** - See page 36

**BergenNet** - See page 37

## **SECTION XIV DISCRIMINATION**

### **SEXUAL HARASSMENT**

The Board of Education will not tolerate the sexual harassment of students by school employees, other students, or third parties. Sexual harassment of students is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or students can report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and the presence of a hostile learning environment.

#### **DEFINITIONS**

**Quid Pro Quo Harassment** – The explicit or implicit conditioning of a student’s participation in an educational program or activity or an educational decision on the student’s submission to unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

**Hostile Environment Sexual Harassment** – Sexual harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another student, or by a third party that is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

#### **PROTECTED PARTIES**

This policy also establishes the protection of any “person” from sex discrimination: Accordingly, both male and female students are protected from sexual harassment engaged in by school district employees, other students, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the student being harassed are members of the same gender, is prohibited. Harassing conduct of a sexual nature directed toward any student, regardless of the student’s sexual orientation, may create a sexually hostile environment and, therefore, constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

#### **ELIMINATING SEXUAL HARASSMENT CONDUCT**

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

#### **PROTECTION FROM RETALIATION**

The Superintendent or his or her designee will take steps to avoid any further sexual harassment and to prevent any retaliation against the student who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses to such harassment. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident or an anonymous letter or telephone call.

This policy and the supplemental regulation on sexual harassment of students shall be published and distributed to students and employees to ensure all students and employees understand the nature of sexual harassment and that the Board will not tolerate it.

## **CONSTITUTIONAL ISSUES**

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent or his or her designee will formulate, interpret, and apply the policy so as to protect the free speech rights of staff, students and third parties.

## **THE EDUCATION AMENDMENTS OF 1992 – TITLE IX**

In addition, if the Board accepts federal funds, the Board shall be bound by Title IX of the Education Amendments of 1992 prohibiting sexual harassment of students. Title IX applies to all public school districts that receive federal funds and protects students in connection with all academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

Legal references: *United States Department of Education - Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)*

Cross references: Policy No. 8462M – Child Abuse and/or Neglect

Adopted (BCTS): 9/11/02 Rev.: 1/26/05

Adopted (BCSS): 10/16/02 Rev.: 1/26/05

**Sexual Harassment – Policy No .5751M - See page 43**

**Sexual Harassment of Students – Grievance Procedure – Regulation No . R5751 - See page 43**

**Discrimination Based on Disability/Handicap**

**Equity in Educational Programs and Services – Policy No .5755M - See page 44**

## **SECTION XV SCHOOL TRIPS**

**Field Trips – Policy No .2341 - See page 36**

**Social Events and Class Trips – Policy No .5850 - See page 44**

## **SECTION XVI SCHOOL SECURITY**

### **Lockers**

**Inspections: Student Right of Privacy – Policy No 5770 - See page 44**

**Missing Items: Lost and Found**

## **SCHOOL SECURITY DRILLS**

**Emergency and Crisis Situations – Policy No .8420M - See page 45**

### **Fire Drills**

Regularly scheduled fire drills are state mandated and are essential to the safety of all. In the event of a fire drill, students are to leave the building immediately under the direction of their instructor.

### **Regulations:**

**Emergency and Non-Fire Evacuation Plan – R8420M**

**Fires and Fire Drills – R8420 1M**

**Bomb Threats – R8420 2M**

**Bomb Threats-Indications of Letter or Parcel Bomb – R8420 2-2**

**Natural Disasters and Man-Made Catastrophes – R8420 3M**

**Kidnapping – R8420 4**

**Asbestos Release – R8420 5**

**Accidents on the Way to and From School – R8420 6**

**Lockdown Procedures – R8420 7M**

- See details starting on page 45

## **SECTION XVII STUDENT HEALTH SERVICES**

### **Personal Emergencies**

If a member of your family needs to reach you for an **emergency**, she/he must state the reason for the call. The front office will determine if it is an emergency and will contact you in class.

### **Safety**

All students must comply with safety regulations. Safety Instruction is an integral part of each program. In accordance with Board policy, the individual student accepts the responsibility for his/her safety. The Board does not accept

liability for accidents that occur due to human error or negligence. Visitors All visitors must report to the administrative office and state their business or purpose for visiting the school. Under no circumstances should they be permitted unescorted to the classroom.

### **Health and Nursing Services**

**Health Services Personnel – Policy No .5305 - See page 40**

**Nursing Services Plan – Policy No .5307M - See page 40**

**Health Services – Policy No .5310M - See page 40**

**Student Health Records – Policy No .5308M - See page 40**

### **Specific Medical Conditions**

**Management of Life-Threatening Allergies in Schools – Policy No .5331M - See page 40**

**Do Not Resuscitate Orders – Policy No .5332M - See page 40**

**Treatment of Asthma – Policy No .5335M - See page 41**

**Diabetes Management – Policy No .5338M - See page 41**

**Medication, Self-Administration of: Administration of Medication – Policy No .5330M - See page 40**

**Accidents** - You must report accidents or injury occurring on the school premises to your instructor immediately. The instructor is required to complete the “Standard Accident Form - Bergen County Technical Schools.” If you have sustained a minor cut or burn, you will be given first aid supplies. (Instructors are not authorized to administer medical aid.)

If you incur a more extensive injury, you must report it to your instructor and then obtain medical treatment from a hospital or private physician, via your own personal transportation. Request an insurance “Accident Claim Form” from the office. It is to be completed by the attending physician and returned to the school.

**Medical Emergency** - In the event of a medical emergency, 911 is to be notified immediately.

**Insurance – Accident Coverage for Students’ Injuries** - Please see “Accidents” above.

**Change of Address** - Students who change their address and/or phone number while attending school must notify the main office of this information.

## **SECTION XVIII (High School only)**

## SECTION XIX

### GENERAL INFORMATION

#### **Educational Facilities**

Students in each program will receive their theory and hands-on training in separate learning environments specific to their individual program. Classroom spaces contain technology such as SMART or Mimio Boards with sound systems, whiteboards, and teacher and student computer stations. Lab/Shop spaces contain instructional equipment such as Lab Volt and Hampden trainers, hand and power tools, as well as all necessary consumable supplies for each trade. In addition, students and faculty have access to our computer lab with printers located in our main building. Fax and phone service is also provided to students for the use of school business such as preparing or sending resumes, scheduling interviews, etc.

#### **Cafeteria**

Hackensack Campus - Students may use the lunch room during breaks and lunch periods. Students will have access to the appliances (i.e. refrigerator and microwave) located in the lunch room and vending machines in the adjacent hall. All students are expected to respect the area and be considerate of others using the lunch room, including but not limited to keeping your area and appliances used clean and available for the next person.

#### **Fundraising / Solicitation**

Solicitation and pupil fundraising should be for the sole benefit of approved school organizations. The school administration must approve all fundraising. Solicitation or distribution of materials for the benefit of non-related organizations or groups is prohibited. Students are not permitted to solicit or collect money on school premises for the pupil's own benefit. All materials to be displayed or distributed are to contain the approval signature of an administrator.

#### **Visitors**

All visitors must report to the administrative office and state their business or purpose for visiting the school. Under no circumstances should they be permitted unescorted to the classroom. **For more information see Board Policy No .9150 .**

**Disclosures** - Descriptions and details of the following disclosures can be obtained from the Adult & Continuing Education Office:

- Rights under Family Education Rights and Privacy Act (FERPA)
- FFEL Loan Deferments for Peace Corps or volunteer service
- Available financial assistance
- Institutional information



- Completion/graduation rate
- Campus security report

### **Telephone Use**

School telephones are not for personal use. All personal calls must be made from a public pay phone or private cellular phone. Any classroom phones may be used, with the instructor's permission, only for interview arrangements and official school business.

The use of any electronic communications device for receiving and/or making any communication within the classroom or during class hours is prohibited. All devices are to be turned off during classroom hours.

### **Time Sheets For Agency Sponsored Students**

Any student being sponsored by an outside agency (WIOA, DVR) may be required to submit bi-weekly time sheets. It is the responsibility of the student to complete each time sheet, including all required signatures, and submit the paper work by the indicated date. Failure to do so may affect your agency funding.

## **STUDENT SERVICES**

### **Textbooks**

Textbooks for all courses can be purchased at the Adult Education Training Center, 190 Hackensack Avenue, Hackensack, NJ. All books required for all programs are available for purchase daily between the hours of 9:00 a.m. and 3:00 p.m.

### **Licensure Requirements for Electrician; Plumbing Technology/Plumber; and Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician Trades in NJ**

The above occupations require licensure in the State of NJ to work as contractors. Students who attend training programs in these areas may work as an Apprentice. Once they complete their apprenticeship they are called Journeyman. Apprentices and journeymen are allowed to work under the supervision of a licensed Electrician; Plumbing Technology/Plumber; and Heating, Air Conditioning, Ventilation and Refrigeration Maintenance Technology/Technician. Journeymen have the opportunity to sit for their licenses after a period of five (5) years (10,000 hours) on the job experience and 576 hours of Related Technical Instruction (classroom coursework). Students completing one of the programs above wishing to work without licensure may continue to do so indefinitely as Apprentices or Journeymen, as long as they are working under the direct supervision and authority of a licensed contractor specific to their trade.

The Adult & Continuing Education Program has on staff, an Apprenticeship Coordinator for the County of Bergen. Additional and specific information pertaining to licensure requirements or apprenticeship training opportunities can

be obtained by contacting the apprenticeship coordinator, Scott Demeter at (201) 343-6000 ext. 4603 or email, [scodem@bergen.org](mailto:scodem@bergen.org).

## **Media Services**

All students are welcome to utilize their classroom resources. These include classroom library or reference materials, textbooks, computers, printers, overhead projectors, etc. In addition, students may also utilize our computer lab for academic instruction, to complete student surveys or for program-related work. Students also have the privilege of utilizing the Johnson Library located at 274 Main Street in Hackensack. For more information, call 201-343-4169.

## **Parking**

*Hackensack Campus* – All motor vehicles parked in the Bergen County Technical School's parking lot are required to display a valid parking sticker/tag. Student parking is permitted only in the lower lot behind the Adult Education Training Center building. Any vehicle not bearing a valid sticker may be ticketed by the county police.

## **SECTION XX**

**DRIVING PRIVILEGES** - See page 41, policy no. 5514M

## **SECTION XXI**

### **DISTRICT POLICY AND REGULATION SUMMARIZATIONS**

#### **PROGRAM – 2000 SERIES**

##### **Policy No .2341 – Field Trips**

Field trips, generally defined as trips taken by a group of students away from school which are integrated into the curriculum of a particular course of study, are usually paid for by the student. Certain exceptions may exist. While away all students remain under the supervision of the Board of Education and are subject to its rules and regulations. See also Policy No. 5850 – Social Events and Class Trips.

##### **Policy No .2361M – Acceptable Use of Computer Networks, Computers and Resources**

The Board of Education encourages the use of new technologies to enhance the educational process as it develops. Therefore, the District provides access to computer networks and computers for educational purposes only. The Board retains the right to restrict or terminate student access to computer networks and computers at any time, for any reason. District personnel will monitor networks and online activity to maintain the integrity of networks, ensure their proper use, and ensure compliance with federal and state laws that regulate Internet safety. See also Regulation No. R2361 – Acceptable Use of Computer Networks, Computers and Resources.

Along with this District policy noted above, the District has established its comprehensive “Netiquette Policy” that establishes specific computer security guidelines, rules and consequences for violating the laws governing the use of computers, Internet and other computer resources. It appears below in its entirety.

## **NETIQUETTE AND COMPUTER SECURITY POLICY**

### **What is Bergen Net?**

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

### **Governance and Control of BERGEN NET**

The District’s Technology Council has developed guidelines, which all students, parents and faculty must follow. The guidelines are set forth to assure that the equal rights of all users are protected and that all users have equal access to BERGEN NET as a rich and important component of education. Connection to the Internet, however, gives students, faculty, and parent groups access to information sources that have not been pre-screened according to Board of Education and other educational standards. All users have the right to freedom of expression in this public forum. However, unacceptable, illegal and/or unethical behavior constitutes just cause for disciplinary action, which may include suspension or revocation of network or computer privileges, suspension or expulsion from school, and/or legal action and prosecution by law enforcement authorities. The guidelines, as set forth, are submitted to the Board of Education and may be subject to amendment at any time pending changes to any law relating to computers, computer networks, the Internet and other computer resources and applicable Board policy. In addition, BERGEN NET users must be aware that they are subject to all applicable local, state, federal and international laws regarding computer and Internet use, software use, and copyright infringement laws.

### **Guidelines for Use of BERGEN NET**

- No student, faculty member or parent is permitted to change or alter the configuration of the network. The Systems Manager designated by the Superintendent is the only person authorized to make such changes or alterations.
- No user may deliberately cause or be part of any action, which results in network traffic disruptions, equipment or system performance degradations, or inoperability of the system.

- Each student, parent group and faculty member is assigned directory space. No one is permitted to violate the space of others.
- All work created by students, faculty and parent groups must adhere to copyright regulations.
- Any materials created that constitute a direct outgrowth of projects and/or educational endeavors by students, parent groups and faculty are the property of the Bergen County Technical Schools.
- Neither BERGEN NET nor other District technology, whether in use in school or at home, may be used for any profit-making activities (e.g. sale of tickets to sports events) and/or any other use which does not attempt to meet the objectives of educational learning on campus.
- Software piracy is a federal offense punishable by heavy fines and possible jail sentence of up to five years. Software offenses include but are not necessarily limited to making or downloading an illegal copy of a software program and violating a site license or other computer license.
- BERGEN NET user may not access the network to engage in inappropriate or unethical behavior such as researching, downloading or posting textual or graphic material of a sexual or hostile nature.

Access to the valuable resources available through BERGEN NET and on the Internet requires responsibility. In addition to following the guidelines stated above, all students must follow the procedures listed below.

- Students may only log on to the Internet using their own personal passwords.
- Students may not lend their password to classmates, friends, or family members.
- When students need to share information, they must do so by placing data in a common file designated for team research.
- Students must develop a working understanding of the campus network and the Internet environment.
- Students must adhere to any directory space limitations.
- Students must manage their data according to the specific information and procedures that are required for projects.
- Students must respect their own work and the work of others as demonstrated by, but not necessarily limited to appropriate use of electronic mail and attention to and respect for the rights and privacy of classmates and all members of the community.

## **Computer Security**

Computer security assures appropriate educational use of the network and/or computers in the campus labs, classrooms, and library and resource areas by all staff, students and other authorized visitors.

## **Guidelines for Computer Use**

Only authorized software products may be used on campus. Authorized software products are those which require licenses and for which the District owns a valid

license. NO software owned by students may be used on campus. All students are expected to follow the guidelines set forth below:

- Students are not permitted to copy or move District software from the classroom, labs, or other educational areas.
- Students are not permitted to copy, modify, or borrow software from classrooms, labs, or other educational areas.
- Students are not permitted to play games on the District's computer equipment during school hours.
- Students are not permitted to save their work to the hard disk drive unless a faculty member grants specific permission.
- Students are expected to follow all guidelines and procedures for the use of BERGEN NET.

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

**First Offense** – Suspension for thirty (30) school days from the time of the offense from the use of BERGEN NET.

**Second Offense** – Suspension from the use of BERGEN NET for the remainder of the educational program, or possible termination from the educational program.

\*\*\*\*\*

### **Policy No .2460M – Special Education**

The Board of Education must comply with Part B of the Individuals with Disabilities Education Act (IDEA) and N.J.A.C. 6A:14-1 through 14-10.2 (Special Education). The District shall provide an Assurance Statement to the County Office of Education that the Board has adopted the required special education policies and procedures/regulations and the District is complying with the mandated policies and procedures/regulations.

### **Regulation No .R2460M – Special Education**

School district officials and staff shall adhere to all regulations included in N.J.A.C. 6A:14-1.1 et seq.

### **Regulation No .R2460 16M – Special Education-Instructional Material to Blind or Print-Disabled Students**

All students that are blind or print-disabled shall be provided with the appropriate instructional materials.

### **STUDENTS – 5000 SERIES**

#### **Policy No .5240 – Tardiness**

The Board of Education believes that promptness is an important element of

school attendance. Students who are late to school or to class miss essential portions of the instructional program and create disruptions in the academic process for themselves and their fellow students. The Board has established rules with which to deal with excused and unexcused tardiness to school or class.

#### **Policy No .5305 – Health Services Personnel**

Pursuant to state law the Board of Education is required to appoint or hire health services personnel to ensure the safety and health of the student and staff of the District.

#### **Policy No .5307M – Nursing Services Plan**

The Board of Education must adopt the District's Nursing Services Plan at a regular meeting each year and submit it to the Executive County Superintendent. This plan must include a description of the basic nursing services provided to students and a summary of the specific medical needs of individual students that may include the nursing services required to address specific student needs.

#### **Policy No .5308M – Student Health Records**

The District shall maintain and secure the health records of all students which shall be kept separate from other student records. Access to a disclosure of information in a student's health record shall be controlled by the requirements of the Family Education Rights and Privacy Act (FERPA). See Regulation No. R5308M – Student Health Records.

#### **Policy No .5330M – Administration of Medication**

The Board of Education is not responsible for the diagnosis and treatment of any student's illness. However, so that students with chronic health conditions and disabilities may attend school, medication may have to be administered during school hours. When necessary, the Board will permit the administration of medicine in school in accordance with applicable law. See Regulation No. R5330M – Administration of Medication and R5330.6 – Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by a School Nurse.

#### **Policy No .5331M – Management of Life-Threatening Allergies in Schools**

This policy provides measures to prevent life-threatening allergic reactions while at school. School and program staff are appropriately trained in the procedures to take should a student suffer a life-threatening allergic reaction. Every effort is made to eliminate or substitute the use of allergens in allergic students' meals, educational/instructional tools and materials. See Regulation No. R5331M – Management of Life-Threatening Allergies in Schools.

#### **Policy No .5332M – Do Not Resuscitate Orders**

Any family of a student enrolled in the District desiring to pursue a DNR order must submit the order to the District for review. The DNR should include specific

written emergency orders and shall specifically meet the goals for the student. Community medical services protocols must be clearly defined in the order.

#### **Policy No .5335M – Treatment of Asthma**

The Board of Education has established rules in accordance with the N.J.A.C. providing for the treatment of asthma, training in airway management and the use of nebulizers and inhalers in each school of the District. The student's medical home shall prepare an Asthma Action Plan when the student is authorized to self-administer asthma medication.

#### **Policy No .5338M – Diabetes Management**

An individualized health care and an individualized emergency health care plan must be developed for students having diabetes. The school nurse assigned to the particular school shall coordinate the provisions of diabetes care and make sure that appropriate staff members are trained in the care of the student with diabetes. These plans may include self-managed care. See Regulation No. R5338M – Diabetes Management.

#### **Policy No .5511 – Dress and Grooming**

The Board of Education sets standards for students' mode of dress and grooming, which allows them certain discretion as to personal style and individual preferences. Students may not wear clothing or engage in grooming practices that present a health or safety hazard to the individual student or to others, materially interfere with school work, create disorder, or disrupt the educational program, prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement. The Board will impose its judgment on students and parents or legal guardians only when a student's dress and grooming affect the educational program of the schools. See also Regulation No. R5511 – Dress Code.

#### **Policy No .5513M – Care of School Property**

Students who cause damage to school property will be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or defacement of school property, school supplies and equipment and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

#### **Policy No .5514M – Student Use of Motor Vehicles**

Students will be permitted to use motor vehicles provided that they have been granted permission by the building principal to drive a motor vehicle on school grounds. The Board is not responsible for motor vehicles that are lost, stolen, broken into or damaged nor is it responsible for any items located within or on a vehicle that are lost, stolen, broken or damaged.

### **Policy No .5516M – Use of Electronic Communication and Recording Devices (ECRD)**

The Board of Education believes students and school staff members should not be subject to having a video or audio recording taken of any student or school staff member for any purpose without the consent of the student, the student's parents or legal guardians, or the school staff member. This policy is not intended to prohibit appropriate use of ECRD for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher-directed and approved activities, classroom presentations and athletic events and drama production filming.

### **Policy No .5530M – Substance Abuse**

The Board of Education is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means. Nevertheless, the Board will use all methods available and take all the necessary and appropriate steps to protect the school community from the danger caused by exposure to harmful substances. The Board has established and maintains a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of the District. Students who violation the substance abuse rules will be disciplined on a case by case basis. See Regulation No. R5530 – Substance Abuse and R5530.1 – Substance Abuse-Work-Based Learning Procedures.

### **Policy No .5533M – Student Smoking**

The use of tobacco is a health hazard affecting smokers and non-smokers alike. The Board of Education prohibits the use of tobacco, smokeless tobacco and snuff by students at any time on any school grounds. Students who violate this policy may be required to participate in education/counseling programs. The Building Principal or designee may file a complaint with the appropriate municipal court or other agency with jurisdiction if a student is found to have violated this policy. See Regulation No. R5533 – Student Smoking and Policy No. 7434M – Smoking on School Grounds.

### **Policy No .5560M – Disruptive Students**

The Board of Education will not tolerate the willful disruption of the educational program and those students who are found to violate this policy shall be subject to disciplinary action. Every effort shall be made to remedy the causes of chronic disruption.

### **Policy No .5600M – Student Discipline/Code of Conduct**

Every student enrolled in this District shall observe the established rules and regulations and be held to the disciplinary guidelines imposed for infractions of those rules and regulations. See Regulation No. R5600M – Student Discipline/Code of Conduct.



### **Policy No 5611M – Removal of Students from the General Education Program for Weapons/Firearms Offenses**

Any student convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of a firearm or knowingly in possession of a firearm on school property shall be immediately removed from the school's general education program. See Regulation No. R5611M – Removal of Students from the General Education Program for Weapons/Firearms Offenses.

### **Policy No .5701 – Plagiarism and Cheating**

Plagiarism and cheating are serious offenses and the Board expects all students to be honest in the presentation and submission of their assignments, homework, test answers and any other academic works as the product of their own intellectual efforts. Any student who copies verbatim or paraphrases another's words or ideas or who allows one's own words or ideas to be copied verbatim or paraphrased shall be guilty of plagiarism. A student who shares his own words or ideas with another or presents another's words or ideas and attributes them as his own is also guilty of plagiarism.

Cheating is acting dishonestly or unfairly in order to gain an advantage. Acts of cheating may include the submission of work prepared by another but passing it off as one's own or copying the work or answers of another. It is also an act or instance of sharing or allowing to be shared one's own works, words, answers or ideas with others.

### **Policy No .5710 – Student Complaint Procedure - See page 10**

The Board has established and observes procedures by which students' grievances will be heard. A student grievance is any complaint that arises out of the actions or policies of the Board or the actions of its employees.

### **Policy No .5710 1 – Appeal of Grade Received**

A student may appeal a grade received by submitting a letter of request to the Building Principal of the school attended by the student. The letter must include an unambiguous and concise statement of the reason why the appeal is being made and a factually based statement supporting the reason for appeal.

### **Policy No .5751M – Sexual Harassment**

The Board will not tolerate the sexual harassment of students by school employees, other students, or third parties. District staff will investigate and resolve allegations of sexual harassment of students engaged in by school employees, other students, or third parties. This policy also establishes the protection of any person from sex discrimination.

The Board has established a grievance procedure through which District staff and/or students may report alleged sexual discrimination, including sexual harassment, which may include quid pro quo harassment and the present of a hostile learning

environment. See Regulation No. R5751 – Sexual Harassment of Students.

### **Policy No .5755M – Equity in Educational Programs and Services**

The Board ensures equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of a student's race, national origin, gender, religion, English language proficiency, socio-economic status, and/or disability.

### **Policy No .5770 – Student Right of Privacy**

The Board recognizes that a student's right of privacy may not be violated by unreasonable search and seizure and directs that no student be searched without reason or in an unreasonable manner. Nevertheless, students are advised that storage places provided by the District for their use are and remain the property of the District. As such, students shall have no expectation of privacy as to prevent examination of any storage places that are the property of the District by a school official.

### **Policy No .5830 – Fund Raising**

Fund raising means the solicitation and collection of money by students, on or off school premises, for any purpose associated directly or indirectly with the District or under circumstances in which the solicitors are identified as students of the District. The Board will limit the solicitation of funds by and from the students of the District in order to protect them from unnecessary pressures and to prevent the disruption of the instructional program. See Regulation No. R5830 – Student Fund Raising.

### **Policy No 5850 – Social Events and Class Trips**

The Board will make school facilities available and assign staff members as appropriate for the conduct of social events on and off school premises that have been approved by the Building Principal. The Board will approve a social event or class trip only when one or more chaperones have been assigned to supervise participating students. The Board will assume no responsibility or liability for or in connection with any student social event or class trip that it has not approved. See also Policy No. 2340 – Field Trips.

## **PROPERTY – 7000 SERIES**

### **Policy No 7434M – Smoking on School Grounds**

In accordance with state law, the Board prohibits smoking at all times anywhere on school grounds. Notwithstanding any provision of this policy, smoking by students is governed by Policy No. 5533M – Smoking.

### **Policy No .7435 – Alcoholic Beverages on School Premises**

The Board prohibits the possession and/or consumption of any alcoholic beverage by any person in any school building, on school property or at any

school-sponsored activity.

## **OPERATIONS – 8000 SERIES**

### **Policy No .8330M – Student Records**

The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the New Jersey State Board of Education, other authorized administrative directive and those records permitted by the Board. No liability shall be attached to any member, officer or employee of the Board for the furnishing of student records in accordance with law and rules. See also Regulation No. R8330M – Student Records.

### **Policy No .8420M – Emergency and Crisis Situations**

The District has developed and implemented written plans and procedures in consultation with law enforcement agencies, health and social service provider agencies, emergency management planners and school and community resources, to provide for the protection of the health, safety, security and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students and their families. Fire and school security drills and staff in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on the proper evacuation and lockdown procedures in a variety of emergency situations on school grounds.

See the following regulations for specific procedures to follow for the designated emergency situation.

#### **R8420 – Emergency and Non-Fire Evacuation Plan**

##### **R8420 1M – Fire and Fire Drills**

##### **R8420 2M – Bomb Threats**

##### **R8420 2-2 – Bomb Threats-Indications of a Letter or Parcel Bomb**

##### **R8420 3M – Natural Disasters and Man-Made Catastrophes**

##### **R8420 4 – Kidnapping**

##### **R8420 5 – Asbestos Release**

##### **R8420 6 – Accidents on the Way to and from School**

##### **R8420 7M – Lockdown Procedures**

##### **R8420 10M – Active Shooter**

## **COMMUNITY – 9000 SERIES**

### **Policy No .9120M – Public Relations Program**

An information program is in place to acquaint residents of the community and

the public generally with the achievements and the needs of the schools of the District. Information regarding the District's educational goals; its guarantee of equal educational opportunity; its programs for basic skills improvement, special education, bilingual education, and English as a second language; and summary reports of the administration of statewide assessment tests. See also Regulation No. R9120 – Public Information Program.

#### **Policy No .9120 1M – Use of Students in Public Information Program**

The Board encourages student participation in disseminating public information materials if there is a clear understanding that students are not to be exploited for the benefit of any individual or group. All public information materials to be distributed to students must be approved before dissemination. No District student shall be given any literature, either to be taken home or distributed, to any person outside the building and grounds that promotes, favors or opposes the candidacy of any candidate for election at any annual school election or adoption of any bond issue, proposal or any public question submitted at any general, municipal or school election.

#### **Policy No .9121 – Requests to Photograph, Film, Audiotape or Videotape Students or Staff Members**

All requests by anyone other than a designated and authorized staff member, to photograph, film, audiotape or videotape students or staff members must be referred to the Superintendent or designee for authorization. In the case of student subjects, the Building Principal is directed to secure permission prior to any photographing, filming audiotaping or videotaping. Students shall not be permitted to photograph, film, audiotape or videotape other students or staff members except with the permission of the student's teacher and of the Building Principal.

#### **Policy No .9150 – School Visitors**

Parents, legal guardians, other adult residents of the community, and interested educators are welcome to visit the District's schools. Visitors must register their presence in the school and are required to observe the District's rules governing school visitations. They may not confer with any student without the Building Principal's approval. All visitors are required to notify the school at least seven days before the desired date of the visit.

## APPENDIX A

### TRANSCRIPT GRADE RANGE & RATING SYSTEM

Grade Range & CTE Rating	Narrative Description
<b>100 – 93 Distinguished</b>	The student has mastered competencies in all or most of the criterion-referenced skills, and is conscientious in all settings related to the occupation. Future gainful employment is attainable because of persistent personal responsibility, advanced leadership skills, careful applications of previous experiences and/or high levels of occupational maturity. The student has far exceeded the hourly requirements of the program and has demonstrated advanced workplace readiness and safety skills. The student is commended for attendance and on-time performance, and distinguished academic achievement.
<b>92 – 85 Highly Proficient</b>	The student has demonstrated competence in a multitude of criterion-referenced skills and is conscientious in most settings related to the occupation. Future gainful employment is probable because of observable personal responsibility, leadership development, and applications of previous experiences and/or sustained occupational maturity. The student has exceeded the hourly requirements of the program and has demonstrated effective workplace readiness and safety skills. The student is commended for attendance and on-time performance, and highly above average academic achievement.
<b>84 – 77 Proficient</b>	The student has exhibited evidence of criteria-referenced skills required to progress or be gainfully employed in the occupational program of study. The student has demonstrated personal ambition and sporadic applications of previous experiences and/or occupational maturity. The student has maintained acceptable hourly requirements of the program, practical workplace readiness and safety skills. The student has maintained acceptable levels of attendance and on-time performance, and nominal academic achievement.
<b>76 – 70 Basic/Novice</b>	The student has demonstrated conventional abilities in some criterion-referenced skills required to be gainfully employed in the occupation. Inconsistency in applying previous experiences and/or occupational maturity has been observed. The student has met or equaled the minimal hourly requirements of the program, and has achieved basic workplace readiness and safety skills. The student has met or equaled minimal attendance and on-time performance levels, and novice academic achievement.
<b>Below 70 Substandard for Industry</b>	The observer was not able to assess any or all the criterion-referenced skills of the occupational course of study due to leave of absence, attendance issues, withdrawal or termination from the program, or due to circumstances beyond the control of the student.
<b>N/A</b>	Not Applicable for this reporting period

## ADVANCED MANUFACTURING

Course	Monthly Grade	Final Grade	CTE Rating
100 – Shop Safety Principles & Practices			
101 – Fundamentals			
102 – Mill Basic			
103 – Lathe Basic			
104 – CNC / CadCam Intro			
105 – Capstone Project			
<b>Cumulative Grade &amp; CTE Rating →</b>			

### Final Student Records

Days Present:	Program Hours: <b>1200</b>	Certificate Awarded: Y/N
Days Absent:	Hours Accumulated:	Academic Warning/Probation:
Days Tardy:	Leave of Absence:	Discipline Referrals:
Leave Early:	Student Survey Completed: Y/N	Career Services Intake: Y/N

## BUSINESS ADMINISTRATION AND MANAGEMENT (BAM) HYBRID

Course	Monthly Grade	Final Grade	CTE Rating
Introduction to Business & Marketing			
Computer Applications: Google/Microsoft			
CompTIA IT Fundamentals			
QuickBooks			
<b>Cumulative Grade &amp; CTE Rating →</b>			

### Final Student Records

Days Present:	Program Hours: <b>700</b>	Certificate Awarded: Y/N
Days Absent:	Hours Accumulated:	Academic Warning/Probation:
Days Tardy:	Leave of Absence:	Discipline Referrals:
Leave Early:	Student Survey Completed: Y/N	Career Services Intake: Y/N

## COSMETOLOGY (HYBRID)

Course	Monthly Grade	Final Grade	CTE Rating
Cosmetology Introduction			
Health & Science			
Hair services			

Skin Care Services			
Nail Care Services			
Barbering/Shaving			
<b>Cumulative Grade &amp; CTE Rating →</b>			

### Final Student Records

Days Present:	Program Hours: <b>1077</b>	Certificate Awarded: Y/N
Days Absent:	Hours Accumulated:	Academic Warning/Probation:
Days Tardy:	Leave of Absence:	Discipline Referrals:
Leave Early:	Student Survey Completed: Y/N	Career Services Intake: Y/N

## ELECTRICIAN

Course	Monthly Grade	Final Grade	CTE Rating
Safety & Job Skills			
DC Theory & Projects			
Residential Wiring & Codes			
Low Voltage Alarms & Telco			
Commercial Wiring & Motors			
AC Theory & Projects			
Residential Drawing			
<b>Cumulative Grade &amp; CTE Rating →</b>			

### Final Student Records

Days Present:	Program Hours: <b>1200</b>	Certificate Awarded: Y/N
Days Absent:	Hours Accumulated:	Academic Warning/Probation:
Days Tardy:	Leave of Absence:	Discipline Referrals:
Leave Early:	Student Survey Completed: Y/N	Career Services Intake: Y/N

## HEATING, AIR CONDITIONING, VENTILATION & REFRIGERATION TECHNOLOGY/TECHNICIAN

Course	Monthly Grade	Final Grade	CTE Rating
HVACR Safety & Procedures			
Basic Heating & Cooling Theory/Applications			
Electricity for HVAC/R			
Brazing, Soldering & Piping			
Basic Air Conditioning & Refrigeration			

Commercial Air Conditioning & Refrigeration			
Gas & Oil Heating Systems			
Electric Heat Pump & Solar Energy			
Hydronics (Boilers)			
Job Readiness & Career Skills			
<b>Cumulative Grade &amp; CTE Rating →</b>			

### Final Student Records

Days Present:	Program Hours: <b>1053</b>	Certificate Awarded: Y/N
Days Absent:	Hours Accumulated:	Academic Warning/Probation:
Days Tardy:	Leave of Absence:	Discipline Referrals:
Leave Early:	Student Survey Completed: Y/N	Career Services Intake: Y/N

## PLUMBING TECHNOLOGY/PLUMBER

Course	Monthly Grade	Final Grade	CTE Rating
Safety Procedures & Applications			
Plumbing Tools and Equipment			
Joining, Install, and Supporting Piping			
Plumbing Materials			
Sustainable Plumbing			
Plumbing Basics			
Job Readiness & Career Skills			
Sanitary Drainage, Vent, Stormwater Piping			
<b>Cumulative Grade &amp; CTE Rating →</b>			

### Final Student Records

Days Present:	Program Hours: <b>819</b>	Certificate Awarded: Y/N
Days Absent:	Hours Accumulated:	Academic Warning/Probation:
Days Tardy:	Leave of Absence:	Discipline Referrals:
Leave Early:	Student Survey Completed: Y/N	Career Services Intake: Y/N

## APPENDIX B

### BERGEN COUNTY TECHNICAL SCHOOLS SEX DISCRIMINATION AND HANDICAP GRIEVANCE PROCEDURE

TO: Employees, Students and Parents of the Bergen County Technical Schools

FROM: Affirmative Action Officer and Section 504 Coordinator

RE: Title IX and Section 504 Grievance Procedure



## **Purpose of Title IX**

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

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

## **Purpose of Section 504**

The purpose of Section 504 of the Rehabilitation Act of 1973 is to prohibit discrimination based upon handicap in areas related to employment, program accessibility and student programs. The Bergen County Board of Technical Education has an Affirmative Action (Title IX) Officer to coordinate compliance efforts and to investigate any complaints of sex discrimination. The district also has a Coordinator of Section 504 to coordinate compliance with the law and investigate any complaints of discrimination resulting from an individual's disability. As required by federal regulations, Tara Bohan is the Affirmative Action Officer and Section 504 Coordinator. She can be contacted at 540 Farview Avenue, Paramus, NJ 07652, (201)343-6000 x4079 or at tarboh@bergen.org

*Grievance Procedure* - The purpose of the grievance procedure is to secure, at the lowest possible level, a solution to the problems which may arise affecting the welfare of the student or employee. The proceedings will be kept informal and confidential as may be appropriate at any level of the procedure. Nancy Sytsma is the designated Affirmative Action Officer on the Bergen County Academies Campus office (room 118) at ext. 3316

*Level One (Building Level)* - A parent, employee, or student with a grievance may first discuss it with the Affirmative Action Officer, Section 504 Coordinator or the Building Principal directly with the objective of resolving the matter informally.

*Level Two* - (Affirmative Action Officer or Section 504 Coordinator) If the individual is not satisfied with the disposition of his or her complaint at Level One, he or she may file the complaint in writing with the Affirmative Action Officer or the Section 504 Coordinator. Discretion will be used in contacting the parents of a minor who has a grievance. The District Coordinator is Ms. Tara Bohan (201) 343-6000, ext. 4079.

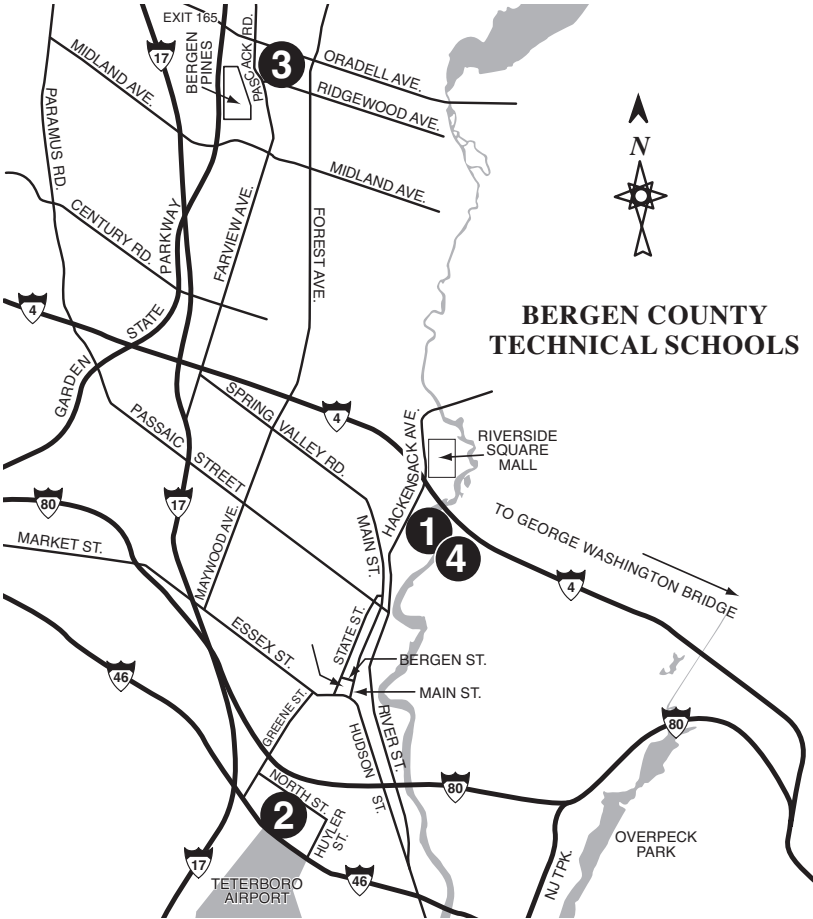
*Level Three* - (Superintendent) If the person is not satisfied with the disposition of his or her complaint at Level Two, he or she may file an appeal in writing to the Superintendent within five (5) school days from the day of disposition. The Superintendent will have ten (10) school days to respond.

*Level Four - (Board of Education)* If the person is not satisfied with the disposition of his or her complaint at Level Three, he or she may, within three (3) school days after a decision by the Superintendent is made, present the complaint to the Chairman of the Board Committee. The Board members are then obligated to discuss the complaint with the grievant within the succeeding fifteen (15) school days. If no resolution is reached at this level, the Chairman of the Board Committee will present the complaint with recommendations at the next regular Board Meeting.

*Level Five -* If the grievant is not satisfied with the Board's decision, the grievant may file the complaint with the Director of the Office for Civil Rights, Washington, D.C. Grievance and other related forms are available in the Building Principal's Office, District Administrative Offices and from the Affirmative Action Officer and Section 504 Coordinator.

### APPENDIX C

#### BERGEN COUNTY TECHNICAL SCHOOL MAP



## **CAMPUS LOCATIONS**

- 1 Hackensack Main Campus**  
**(190 Hackensack Avenue, & 11 Carol Court, Hackensack):** Route 4 East to Hackensack Avenue South.  
The campus is located directly south of Route 4 on Hackensack Avenue.  
**11 Carol Court** is on the north side of the main building (the side closer to Route 4)
- 2 Teterboro Campus**  
**(504 Route 46 West & Central Avenue, Teterboro):**  
Route 46 toward Teterboro Airport.  
The campus is located directly across the airport on Route 46 West.
- 3 B.C.T.S- Paramus (Affiliate Campus):**  
**(275 Pascack Road, Paramus** Ridgewood Avenue to Pascack Road. The campus is located on Pascack Road, directly across from Bergen New Bridge Medical Center.
- 4 Bergen Maker Space**  
**(284 Hackensack Avenue):**  
Route 4 East to Hackensack Avenue South. The building is located directly south of Route 4 on Hackensack Avenue at the north side of the high school campus.

**BERGEN COUNTY TECHNICAL SCHOOLS  
ADULT & CONTINUING EDUCATION  
2025 - 2026**

---

*Student's Name*

---

*Training Area*

---

*Campus*