

Student Handbook

NEW JERSEY ACADEMY OF TECHNOLOGY
2019-2020 SCHOOL YEAR



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DISCIPLINE CONTRACT ON PAGE 34 AND TUITION CONTRACT ON PAGE 35 ARE TO BE SIGNED BY PARENT/GUARDIAN AND REMOVED FROM THIS HANDBOOK AND RETURNED TO THE SCHOOL'S MAIN OFFICE WITHIN THE FIRST FIVE DAYS OF ENROLLMENT



Academic Calendar 2019-2020

September 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SCHOOL EVENTS

2019

- Sept. 4 – Teacher's first day of school
- Sept. 5 – Student's Orientation (noon dismissal)
- Sept. 6 – Student's first day of school
- Sept. 12 – Back to School Night
- Sept. 18 – Picture Day
- Oct. 16 – PSAT (Gr. 10 and 11)
- Oct. 18 – Professional Day (Early Dismissal)
- Oct. 22 – Essay Competition
- Oct. 31 – Halloween Festival
- Nov. 4-6 – 1st Quarterly Exams
- Nov. 14 – Parent/Teacher Conference (Early Dismiss.)
- Nov. 26 – Thanksgiving Luncheon (Early Dismissal)
- Dec. 5 – Scholastic Art/Writing Competition Deadline
- Dec. 12 – Winter Concert
- Dec. 13 – Professional Day (Early dismissal)
- Dec. 20 – Early Dismissal (noon)

- January 24 – Lunar new year
- February 17 – Presidents Day
- February 18-19 – Winter Break
- April 9-17 – Easter Break
- May 25 – Memorial Day

2020

- Jan. 21-23 – 2nd Quarterly Exams
- Jan. 31 – Ski Trip
- Feb. 5 – Math Competition
- Feb. 6 – Parent/Teacher Conf. (Early Dism)
- March 12 – Science Fair
- March 13 – Field Day
- March 20 – Professional Day (Early Dism)
- April 1-3 – 3rd Quarterly Exams
- May 1 – Field Trip
- May 4 – Yearbook order due date
- May 22 – Professional Day (Early Dism)
- May 26-June 5 – Student Govern. Campaign
- June 3-5 – 4th Quarterly Exams
- June 8 – Graduation Practice/Field Day
- June 9 – Graduation Practice/Student Voting D.
- June 10 – Graduation / Completion Day

SCHOOL CLOSINGS & HOLIDAYS

- Sept. 2 – Labor Day
- Oct. 14 – Columbus Day
- Nov. 11 – Veterans Day
- Nov. 27-29 – Thanksgiving Break
- Dec. 23 – Jan. 3 – Christmas/New Year's Break
- January 20 – Martin Luther King Jr. Day

MISSION STATEMENT

New Jersey Academy of Technology will inspire all of its students to continuous inquiry; empowering them with the skills, courage, optimism, and integrity to pursue their dreams and achieve an improved world society for their generation.

VISION STATEMENT

New Jersey Academy of Technology's goal is to be recognized as an educational institution that successfully prepares its students for attendance at the top universities in the United States and the world. We are committed to offering a well-rounded education and to preparing students for a world of challenges and changes.

BELIEF STATEMENTS

NJ Academy of Technology Believes in Intellectual & Academic Development.

We believe in providing an inclusive curriculum to challenge and motivate students to reach their full academic and intellectual potential as they acquire knowledge, learn new skills and engage in critical thinking.

NJ Academy of Technology Believes in the Enhancement of Values & Moral Code.

We believe in the development and reinforcement of values such as compassion, integrity, perseverance, dependability, honesty, respect for self and others, leadership, commitment and responsibility to be an important part of our educational priorities. We expect faculty and staff to model and encourage these traits and actively seek ways to integrate them into the curriculum.

NJ Academy of Technology Believes in Educational Standards & Objectives

We believe in promoting student learning, the benefits of teamwork, in having clearly defined educational goals, and in supporting academic outcomes which are measurable and attainable. All our resources will be committed to providing opportunities for students to achieve their highest potential.

NJ Academy of Technology Believes in Staff Excellence

We believe all staff is dedicated to being role models and depicting the values and behaviors expected of students.

RIGHTS AND RESPONSIBILITIES OF STUDENTS

1. Students have the right to be treated with courtesy and respect. Therefore, it is their responsibility to respect others.
2. Students have the right to a clean, healthy and safe environment. Therefore, it is their responsibility to respect and protect their environment.
3. Students have the right to physical and emotional health. Therefore, it is their responsibility to make decisions and take actions that are in the best interest of their own well-being and that of others.

4. Students have a right to learn. Therefore, it is their responsibility to actively contribute to building the best learning environment for themselves and others.

STUDENT'S RIGHT TO LEARN

Every student at New Jersey Academy of Technology has the right to receive a quality education. With this right, there are responsibilities to others and to self, which students are expected to uphold:

1. Communicate in English first as often as possible.
2. Be on time to all classes.
3. Be prepared with the necessary materials.
4. Actively participate in classroom discussions.
5. Work hard on all class assignments.
6. Complete all classroom assignments on time.
7. Use email to contact teachers if there are any questions about assignments.
8. Seek and attend extra help when struggling in a course.
9. Follow the instructions of the teacher.
10. Uphold academic honesty.

STUDENT HANDBOOK AVAILABILITY

School officials are responsible for sharing the information in this document with students, parents, and staff. Handbooks will be distributed to all students in the beginning of the school year and throughout the year to new students. It is also available on the school website: www.njat.us.

PARENTAL COMMUNICATION

The key to a successful school-parent partnership is communication. School staff will keep parents informed of their child's behavior and enlist parents as partners in addressing areas of concern. **Parents/Guardians are encouraged to attend our Back to School Night and Parent/Teacher Conferences** to discuss with their child's teachers and other school staff issues that may affect student behavior and strategies that might be effective in working with the student. Outreach to parents will include, but is not limited to, a phone call and/or a written letter to be brought home either by the student or sent by email. **All parents/guardians are required to provide the school with a valid email address and telephone number before school opens in September.**

As in any ongoing academic organization, there is a structure for communicating with the school administration and faculty. The first level of communication is between the student and the teacher. If this interaction is not successful, the conversation is brought to the parents'/guardians' and/or the Principal's attention, depending on individual circumstances.

For example, issues dealing with grades, homework, class participation, etc., should be brought to parents'/guardians' attention by the teacher. Issues concerning cheating, bad behavior, bullying and the like are to be brought to the Principal's attention. The Principal will then undertake communication with parents/guardians, either directly or through the teacher. In the event of major issues that cannot be resolved through a phone call or letter, a meeting involving parents/guardians, administration and faculty may be required before student is allowed to resume attendance in school.

New Jersey Academy of Technology supports the Open Door Policy. Parents and guardians are encouraged to communicate with faculty and administration as needed.

TUITION PAYMENT POLICY

Parents/Guardians are required to sign a New Jersey Academy of Technology Tuition Contract prior to the start of every school year. The contract sets the guidelines of how payments are to be made. The following are some important notes to remember:

- Registration fee is non-refundable.
- For domestic students, tuition payments and fees are due no later than the 15th of every month.
- Any payment received late (after the fifteenth of every month) is subject to a \$30.00 late charge.
- A \$35.00 fee will be charged for returned checks.
- Money wires incur an additional \$30.00 fee.
- When paying by credit card, a 5% fee of the payment is required.
- When payment is more than 30 days late, the student may not attend classes until the payment is received in full.
- For seniors (12th Graders), if balance is not cleared prior to graduation, he/she will not be permitted to participate in the graduation ceremony or receive his/her diploma.
- Payments must be up to date if any student requires official New Jersey Academy of Technology

WITHDRAWAL POLICY

The following are some guidelines referring to the possible withdrawal of a student anytime during the school year:

- If a student withdraws before the first day of school, 100% of the full tuition fee will be refunded except for the non-refundable registration fee.
- If a student withdraws before the end of the first quarter, 25% of the full tuition fee will be refunded except for the non-refundable registration fee.
- If a student withdraws anytime after the first quarter, no refund will be made.

ACADEMICS AND GRADING SYSTEM

Graduation Requirements

Minimum Credit Requirements for Graduation		
Course	Credits per Year	Total Credits
Language Arts	5	20
Mathematics	5	15
Sciences	5	15
Social Studies	5	15
World Languages	5	15
Visual and Performing Arts	4	15
Physical Education and Health	4	15
Chaple		10
Discipline		5
Boarding		15
TOTAL		140

Grading and Evaluation Instruments

The school year consists of 4 evaluation periods or quarters. Through the evaluation process, academic achievement for each subject is systematically measured. New Jersey Academy of Technology uses the following grade scale to evaluate the performance of the students:

Letter Grade	GPA	Honor	AP	% Range	Letter Grade	GPA	Honor	AP	% Range
A+	4.0	4.5	5.0	97-100	C+	2.3	3.8	3.3	77-79
A	4.0	4.0	5.0	93-96	C	2.0	2.5	3.0	73-76
A-	3.7	4.2	4.7	90-92	C-	1.7	2.2	2.7	70-72
B+	3.3	3.8	4.3	87-89	D+	1.3	1.8	2.3	67-69
B	3.0	3.5	4.0	83-86	D	1.0	1.5	2.0	65-66
B-	2.7	3.2	3.7	80-82	F	0	0	0	- 64

Weighted GPA

Additional weights of 0.5 quality points for honors courses and 1.0 quality point for AP courses.

Students will be given a syllabus at the beginning of each semester which will include materials to be taught. Testing, projects, homework assignments, and any form of assessment to be used for the class will be set by the teacher. The summation of the classroom grade per semester/quarter is as follows:

This is the guideline for majority of subjects. For certain subjects such as, P.E., Arts, Music, etc., can adjust the percentage or categories.

Tests	25%
Class work and projects	20%
Quizzes	15%
Homework	10%
Participation and attendance	10%
End of quarter evaluation	<u>20%</u>
Total	100%

Minimum Grade, Extra Credit and Make-up Work

New Jersey Academy of Technology is an institution of high academic standards. At New Jersey Academy of Technology, minimal passing grade is 65%. The parents/guardians of any student in danger of failing will receive notification of the situation from the teacher at least 2 weeks before the end of a marking period.

Extra credit work is ONLY available to students who have completed their regularly assigned work. Any missed work, such as quizzes, tests, homework assignments, projects (not including quarter exams and finals) will need to be made up as soon as possible and at the discretion of the teacher. Make up schedule needs to be established within 48 hours.

Homework Assignments

Homework assignment is defined as assigned work by the teacher to be completed outside of school, i.e. at home. Students should expect the possibility of homework assignments every day for every class according to the requirements of that class.

Late Homework Assignments

The assignments or homework will be received in the following manner:

- Homework handed-in on-time = 100% credit
- Handed in next day = 50% credit
- After the second day, the teacher may accept the work late but the grade will be zero.

Quarterly Examinations

These refer to the exams at the end of each Quarter to measure the level of academic achievement by the students. Each course exam lasts for 90 minutes with a minimum of 2 exams over a 3 consecutive day period. The students will only be evaluated on the contents covered during that specific period of time. In non-academic courses, the teachers may use alternative evaluation forms instead of the traditional exams, as long

as they have been approved by the administration. The FINAL GRADE FOR THE YEAR is an average of the Four Quarterly Grades. Students are permitted to leave the school as early as 11:00am during quarterly exams. Loitering is not permitted.

Taking Fourth Quarter Exams Early

Administration may grant permission to take final exams early if a student must be absent for extraordinary reasons. This requires a formal letter from Parents. Note, the withdrawal date cannot take place sooner than 2 weeks before the end of the semester. Students with poor attendance or academic records are not eligible for early exams. Students must complete all planned assignments to receive full credit and pay all fines and fees before transcripts or grades are released.

Advanced Placement Exams - AP

The AP Exams will have the same consideration as any other exams. The students who choose to take AP courses will not have the option of dropping out once they have enrolled in them. All students enrolled in an AP class must pay for and take the AP exam.

Senior Fourth Quarter Final Examination Exception

Senior Fourth Quarter Final Examination may be waived only when the following criteria is met:

- 1) The senior must receive a minimum of 90 in each of his / her classes for all marking periods.
- 2) The senior's yearly attendance (inclusive of lateness) is also satisfactory. A combination of absences, tardiness, and early dismissals not to exceed five (5) with no more than three (3) being absences, and 3) No discipline problems.

Evaluation Exams

The Evaluation Exams are tools used by New Jersey Academy of Technology to evaluate the academic progress of the students over the course of their high school years. They take place over the course of 2 days towards the end of the school year. All students are expected to participate, as these exams are graded and count toward corresponding course grades.

Academic Progress Reports

The Academic Progress Reports are formal advisements given during the 4th week of each quarter. Academic Progress Reports are mandatory for all students. The purpose of these reports is to inform the parents of their child's academic progress in each class. The grades on the reports are not the final grades that will appear on the report card. The information included on the reports is published and updated regularly on Engrade and is available at all times. It is the responsibility of the parents to monitor their child's progress using the online grading system. Parents are welcome to contact Administration if more information is required.

Remedial Classes

New Jersey Academy of Technology offers remedial classes as a form of extra help. This aid is available to any student who is struggling or failing a course. Teachers and

administration may also recommend extra help if they feel it will be an advantage to the student's academic progress. Remedial classes are held after school. Formal schedules will be available on a need basis.

Independent Activity (Outside of School)

All students are encouraged to obtain a library card from their home towns. The administration will assist all student in the pre-registration for New Jersey library cards.

Report Cards

At the end of each Quarter, grades will be averaged in accordance to the grading system and an emailed copy will be sent to parents and guardians. Parents may also pick up a hard copy of the report card in the main office. **All finances must be up to date before report cards (quarterly or final) and transcripts are distributed.**

Grade Review

Parents and guardians may request a meeting with the corresponding teacher to discuss the possibility of a questionable grade. The review needs to be requested within 3 school-days after the grade has been recorded. This time span applies whether the student was absent or present in class the day the grade was delivered. If there is to be a grade revision, it will require the approval of the Principal.

Academic Awards

Distinguished Honor Roll

Students who earn an average of 95% or higher with no grade lower than an 85% in every subject during the grading period, and who have no unsatisfactory in behavior reports are eligible to be part of the Distinguished Honor Roll.

Honor Roll

Students who earn an average of 90% or higher with no grade lower than an 80% in every subject during the grading period, and who have no unsatisfactory in behavior reports are eligible to be part of the Honor Roll.

Cheating and Plagiarism

Students are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other students' papers by exchanging information orally, in writing, or by signals, obtaining copies of the examination illegally and any other similar activities.
2. Plagiarism in any work including essays, reports, images; take home examinations, and other academic work. Plagiarism is defined as the act or instance of using or closely imitating the language and thoughts of another author or technological source without authorization and representation of that author's work as one's own, as by not crediting the original author.
3. Falsifications such as forging signatures, altering answers after they have been graded, the insertion of answers after the fact, erasure of grader's markings, and other acts that allow for falsely taking credit.

If the instructor has reason to believe that the submitted work does not so conform, the Principal will be informed immediately, and the parent/guardian will be contacted. The penalty for any of the above behavior will be a grade of zero “0” for that assignment and may risk the student’s removal from Honor Roll or Student Government as is applicable.

Academic Probation

Any student who fails a subject will be placed in academic probation during the following Quarter. This requires that his/her progress will be individually monitored by the administration. The student will be required to regularly attend the remedial classes offered by the school. At the end of the Third Quarter, the administration will review each probation case in order to determine whether enrollment will be offered for the next academic year. Parents will be notified of the administration’s decision.

Summer School

Any student who fails a course will be required to attend summer school or retake the course. Tuition and fees for summer school can be obtained from the main office.

HOMEROOM AND LENGTH OF SCHOOL DAY

The school week consists of 5 days (Monday through Friday). The school day starts with Homeroom at **7:45 a.m.** Each student is assigned to a homeroom for the school year. Students are required to be in their proper homeroom class when the bell rings. During this time school attendance is taken, and daily announcements regarding school and club activities are read when available. The flag salute will begin each school day. New Jersey Law requires that a student show respect for the flag salute by standing during the pledge, whether he/she participates or not.

The school day ends at 2:40 pm.

Remedial classes and extracurricular activities are from 2:40 pm to 3:00 pm.

New Jersey Academy of Technology Bell Schedule

Period	Time	Period	Time
Homeroom	7:45 – 8:00	5(Lunch)	11:27 - 11:57
1	8:03 - 8:51	6	12:00 – 12:48
2	8:54 - 9:42	7	12:51 - 1:49
3	09:45 - 10:33	8	1:52 - 2:40
4	10:36 - 11:24	9	2:40 – 3:00

Delayed Opening and Emergency School Closing

In the event of bad weather or an emergency, parents/guardians will receive an automated phone (as early as 6:00 am) notifying parents of either a school closing or a possible delayed opening (school doors open at 9:45 a.m.).

Schedule is as follows:

Period	Time		Period	Time
Homeroom	9:45 - 9:57		4	12:27 – 1:02
1	10:00 – 10:35		6	1:05 – 1:40
2	10:38 – 11:13		7	1:43 – 2:18
3	11:16 – 11:51		8	2:21 – 2:56
5(Lunch)	11:54 – 12:24			

This information will also be available on school's Home Page: <http://www.njat.us/>.

Emergency Early School Closing

In the event of an emergency early school closing, parents/guardians will receive a phone call from the school citing the time of dismissal. Parents/guardians are required to arrange for student pick up. School bus transportation will be provided for students who are school bus regulars.

As emergency early dismissals are usually due to bad weather, we encourage parents/guardians to pick up students as quickly as possible.

CLASS RULES

Teachers establish written class rules and procedures for individual classrooms and work areas with the Principal's approval. These rules should be displayed in each classroom. Students are expected to follow said rules consistently.

ATTENDANCE

Attendance Policy

Students are expected to attend school every day. New Jersey Academy of Technology realizes that there are legitimate reasons for absences, but every day that a student does not attend school detracts from his/her education.

Excused and Unexcused Absences

Parents/Guardians are required to call the main office by 9 a.m. to report a student's absence. All returning students are required to present a note signed by a

parent/guardian explaining their absence. Absences of 3 or more consecutive days require a doctor's note upon student's return to school. It is the student's responsibility to make-up missed classroom work or any other assignment received during his/her absence.

The following are considered excused absences and require appropriate notes/letters to be submitted within 48 hours:

- Prolonged illness with medical note from a doctor or hospital
- A family emergency
- Death of a family member
- Religious observance/obligations
- Approved participation of the student in special activities outside the school
- Approved college visits

****Submitting fake or forged documents is considered a crime and the school will take necessary discipline action towards the student.****

It is strongly encouraged that routine and non-emergency medical, dental and vision appointments be scheduled for after school hours. This type of appointment will be considered an unexcused absence. Any preplanned absence requires a parent or guardian to contact the main office with necessary information.

As with any absence, it is the **student's responsibility** to complete and hand in any work assigned by their teachers. This work is required to be handed in the week following his/her absence. If the work is not handed in, the student will receive a zero for the missing work. Test and quiz make-ups must be arranged with the teacher within 2 days.

The following are considered unexcused absences:

- Absence without parental or medical note
- Failure to call the main office in the morning of student being absent
- Excessive college visitation days without Administrative permission.
- Unauthorized vacation
- Unauthorized internship, community service during school days.

If a student exceed more than the permitted unexcused absences, the student will not receive credit for that specific class. **The class must be retaken or the student should take summer makeup program.** Summer makeup class program starts from June 15th to July 10th, 2020. The make-up fee is \$950 for each course. If a student cannot attend the above referenced make-up sessions due to some reasonable justification, the parents/guardians need to contact the main office. Our school will do our best to make reasonable accommodations.

Please note that in an event a student is absent for total of seven (7) or more consecutive days, the student will receive a grade of zero/no credit for all courses for any given current quarter, also known as marking period.

A student is encouraged however, to participate in personal community service hours, internship only during after school, summer or winter vacation, not during school days.

The following is the maximum number of absences permitted for the following courses (if a student is in excess of these total number of absences specified below, he/she will not receive a passing grade/credits):

When a student starts from the first day of the school year:

5 Credits: 19 absences allowed (English, Math, Social Studies, Science, and Electives)
4 Credits: 15 absences allowed (Arts, Music)
3 Credits: 11 absences allowed (foreign language)
2 Credits: 8 absences allowed (PE)
1.5 Credits: 6 absences allowed (Electives, etc.)
Excused absences allowed: 5

When a student starts from the first day of the 2nd quarter:

5 Credits: 15 absences allowed (English, Math, Social Studies, Science, and Electives)
4 Credits: 11 absences allowed (Arts, Music)
3 Credits: 8 absences allowed (foreign language)
2 Credits: 6 absences allowed (PE)
1.5 Credits: 5 absences allowed (Electives, etc.)
Excused Absences Allowed: 4

When a student starts from the first day of the 3rd quarter:

5 Credits: 9 absences allowed (English, Math, Social Studies, Science, and Electives)
4 Credits: 7 absences allowed (Arts, Music)
3 Credits: 5 absences allowed (foreign language)
2 Credits: 4 absences allowed (PE)
1.5 Credits: 3 absences allowed (Electives, etc.)
Excused absences allowed: 3

When a student starts from the first day of the 4th quarter:

5 Credits: 5 absences allowed (English, Math, Social Studies, Science, and Electives)
4 Credits: 3 absences allowed (Arts, Music)
3 Credits: 2 absences allowed (foreign language)
2 Credits: 2 absences allowed (PE)
1.5 Credits: 1 absence allowed (Electives, etc.) Excused absences allowed: 2

Note: The total amount of absences allowed is adjusted based on student's enrollment date.

Based on the information provided above, all students despite being successful in passing course examinations and submitting required projects, reports etc. which are graded satisfactory can receive a failing grade due to excess absences. In light of this, all students must be reminded and encouraged to come to school on a regular basis and on time.

Attendance for Open Enrollment and Transfer Students

New Jersey Academy of Technology has a rolling enrollment policy which means that a student may be enrolled at almost any time of the year.

Late Arrival to School

Students are expected to arrive to school and all classes on time. The school day begins promptly 7:45 am with homeroom where attendance is taken. If a student arrives after the first bell of the homeroom period, he/she is considered late. All late arriving students must report to the main office first to sign in and obtain a tardy slip. Each unexcused lateness results in an after school detention the day of occurrence. Detention is held from 2:40 pm to 3:00 pm. **Five unexcused lateness will result in one Saturday Detention in addition to the after school detentions.**

A STUDENT WILL BE MARKED ABSENT IN THE EVENT HE/SHE ARRIVES AFTER 11:00 A.M. ON AND STAYS IN SCHOOL FOR THE REMAINDER OF THE SCHOOL DAY.

Lateness to school may be excused only if a parent's/guardian's note is presented at the time of student's arrival to school (by 8:00am) or a call from the parent/guardian is received before student's arrival to school. If a student arrives after 8:00am, student's lateness will be considered unexcused.

Procedure for Leaving School Early

Students are not permitted to leave the school grounds at any time during the school day without proper permission. **If a student becomes sick or has another emergency during the school day, a parent or guardian must come to school to sign him/her out.** No child will be permitted to leave school without a parent or guardian present.

For students who are 18 years of age, parents/guardians may choose to submit a signed form provided by New Jersey Academy of Technology that will allow the student to leave school grounds when deemed necessary. Administration will contact a parent/guardian to verify the signature, review and acknowledge this privilege. It is guardian's/parent's responsibility to contact the office about student's early dismissal. Students must sign-out at the main office when leaving the building.

When necessary, the administration can refuse to permit a specific request of an 18 year old student to sign-out early.

Note: Student will be marked absent for all his/her classes after signing out. If note/document is provided, the absence can be considered excused.

Skipping Classes

Skipping Class is a serious offense. Students will receive disciplinary action as listed in the Catalogue of Offenses and Consequences. Every student must have prior written authorization from the Principal to miss class.

After School Regulation

Students who stay after school are not allowed to loiter in the building without teacher supervision.

STUDENT LIFE

Dress Code

It is mandated that all students enrolled in our school follow the school's **dress code** at all times (inclusive of activities outside our building such as field trips). Clothes should be maintained in a clean manner and in good condition. **The complete daily dress code consists of, and must be worn at all times:**

- Khakis or blue or black jeans.
- A polo shirt or, a collared button-down shirt.
- Female students have the option of wearing a skirt measuring no shorter than 3 inches above the knee. Bermuda shorts are allowed as per administrative discretion.
- Students are allowed to wear shorts and skirts measuring no shorter than 3 inches above the knee from **September 5th to November 22rd**.
- Students are required to wear pants that meet the above referenced standards during **November 25th to April 3th**.
- Students are allowed to wear shorts and skirts measuring no shorter than 3 inches above the knee from **April 6th to June 10th**.

The administration reserves the right to decide if a student's outfit meets the above referenced standards. Failure to meet these standards can result in disciplinary action. Hats or other head coverings worn or carried during school hours will be confiscated, to be returned at a later time.

During physical education classes, all jewelry must be removed to ensure your child's safety and welfare as well as for his/her classmates. The following uniform dress code specifically relating to physical education classes is as follows:

- A regular plain shirt without any loose attachments.
- No tank tops.
- Athletic pants or shorts.
- A sweatshirt or jacket with the school logo (when appropriate – based on weather conditions.)
- Athletic shoes.

Kindly refer to the class syllabus for more detailed information.

The following are NOT allowed during school hours:

- Sandals, Crocs, flip-flops, high heels/platforms and slippers
- Caps or hats
- Jeans that are not blue or black, or jeans which are of a ripped nature
- Athletic pants
- Coats, jackets or sweaters that are not part of the school uniform

MISC.

Although, we fully support a student's right to express his/her individuality, **we do not allow extreme/unnatural hair coloring such as: bright pink, orange, blue, purple, green and so on.** Also, any exposed body piercing or earrings which is determined to present a health and safety risk to the student adorning said items will be asked to remove the item(s) according. More specifically, oversized item which can get caught on any object or another individual, in and around the school grounds.

In the event that a student deviates from the above referenced dress code/uniform policy for any class or school activity, the following consequences will be enforced:

1. First infraction (student not dressed in accordance with the school's dress code) – parent/guardian will be notified and required to drop off the student's proper clothing that complies with school dress code by noon. In addition, this infraction will be noted in the student's record.
2. Second infraction - A parent/guardian is notified and a request will be made for the drop off of the student's uniform on the same day (prior to the school's lunch period – by noon). The student will serve one afterschool detention from 2:40 p.m. – 3:00 p.m. on that day. If the parent/guardian is unable to comply with the foregoing request, the student will serve two consecutive days of after school detention from 2:40 to 3:00 p.m.
3. Third infraction – Automatic Saturday Detention – from 9 a.m. to 12 p.m. In the event a student fails to report of Saturday Detention, this will result in an automatic 1-day suspension the following Monday.
4. Three Saturday Detentions for any student results in an automatic one day suspension.

Dress code inspections will be conducted periodically throughout any given school day.

If your child suffers from a fabric allergy, a medical note is required for dress code alternatives.

Personal appearance is a concern for New Jersey Academy of Technology. Therefore, it is a policy of the school that the student will not have: any visible tattoos, excessive

body piercings or outlandishly colored hair. **The Administration is the absolute and final arbiter of all issues surrounding the dress code.**

Lunch

New Jersey Academy of Technology allows all students to bring their own lunch. Lunches must be kept in closed containers or in appropriate lunch bags and stored away in their homeroom closets until their lunch period. If lunch requires refrigeration, a refrigerator is available in the cafeteria. A microwave is also available in the cafeteria only to warm up food, not to cook it as.

New Jersey Academy of Technology also offers a set monthly lunch menu available to all students at a low cost. Menus are provided at the end of the previous month where students mark the day's lunch is desired. Full payment in cash is due to the main office before the beginning of said month. If a student forgets his/her lunch, he/she will be allowed to order school lunch for that day at the low cost. This will be allowed one time only, as lunches for the month are preordered at the beginning of each month. Since New Jersey Academy of Technology has a strict closed campus policy, students are not allowed to leave the school for the purpose of buying lunch.

In order to keep our school clean and free of pests, there is a strict NO FOOD ALLOWED IN CLASSROOMS policy. Eating is restricted to the cafeteria.

Cafeteria

Students are allowed in the cafeteria only during their lunch period and if they need to eat breakfast before school starts. Students are expected to be respectful of school property and of staff. Any student who is disrespectful of the cafeteria or staff will receive discipline. Students are also expected to clean up after themselves at all times, especially in the cafeteria. Students should place excess food and waste in the proper receptacles.

Delivery of Food

No food or drink may be delivered to the school by an outside provider without prior authorization from the School officer.

Personal Belongings: Permitted and Forbidden

It is the student's responsibility to store outerwear, lunch, and other personal belongings in their homeroom closets.

New Jersey Academy of Technology is aware that electronic devices, such as cell phones and music devices, are a part of a student's daily life. The student must assume all responsibility for any cell phone or music device brought to school. New Jersey Academy of Technology is not liable for lost or stolen items. **Electronic devices are not allowed to be used during or in between classes.** Their use is restricted to only: before homeroom, during student's lunch period, and after school. Upon teacher approval, students are allowed to use an electronic device for translation purposes. If a student is caught using the device inappropriately, the device will be confiscated by

faculty and returned at the end of the school day. If there is a repetitive violation of use, the item will be confiscated and returned at the end of the quarter.

The following are not allowed in school:

- live animals
- toy guns & weapons, including but not limited to, guns, knives or similar items
- illegal substances

If your child should be in possession of one of these items, faculty will confiscate said item and deliver the student and the item to Administration. Administration will contact parent/guardian and, if necessary, the police. Consequences will be applied as noted in the Code of Conduct.

Lost and Found

Personal items and books should be labeled with student's complete name. To retrieve a book from the lost and found, a student must come to the Principal's office during his/her lunch period or after school only. At the end of the school year, items that have not been collected will be donated to a charity.

Healthcare

In order to prevent the spread of disease, parents/guardians should keep the child home when he/she shows any contagious symptoms of an illness:

sore throat	coughing
pink or tearing eyes	chills and fever
vomiting	rash
earache	diarrhea
enlarge glands	

As a further preventive measure of communicable disease control, the school nurse will periodically screen students' hair for pediculosis (lice). Students are strongly encouraged not to share personal combs, hairbrushes, hats, scarves or coats with their classmates. Parents/guardians are responsible for reporting to the school nurse any unusual scratching of the head or redness about the nape of the neck, or if your child has been treated for lice infestation.

Students who require prescribed medication must first submit the medication, in its original container, properly labeled with the student's name, the content of the medication and the dosage, and be accompanied by a medical note stating the need for the medication to the Principal.

No student may possess, share, or consume prescription medication at any time while at school without following the proper procedure for prescription medication. The possession of prescription medication by any student will be grounds for disciplinary action.

Parents are responsible for vaccinations. The nurse is prohibited from giving injections and can only administer non-prescription medication for minor aches and pains, cuts,

and bruises, etc. All health forms must be completed and signed by a doctor before student is allowed to attend classes.

In case of an emergency, if a student is injured or becomes seriously ill, the nurse or administration will immediately notify parents or an emergency designee to pick up the student. If the injury is serious, school personnel will call for an ambulance and will accompany the student to the emergency room until a parent/guardian arrives.

Health Admission Package

New Jersey Academy of Technology students are required to complete all health related documents provided in the beginning of the school year. The package includes:

- Physical Examination Report performed within the last 90 days (signed, dated and stamped by a local physician and must include physician's contact information) prior to first week of school.
- Record of immunizations also signed, dated and stamped by a local physician (any immunization documents in another language need to be translated into English).
- New Jersey Academy of Technology Emergency Contact Form filled by parents/guardians.
- Authorization to Administer Medication in School form
- Self-Administration of Medication form.

Field Trips and Related Events

Field trips are an important part of the educational process. Students are expected to:

- Be in good academic and behavioral standing,
- Participate in any field trip organized by the school,
- Return signed permission slips as required,
- Complete all work assigned by teachers for said trip,
- Follow conduct rules set by teacher,
- And dress appropriately.

All school rules apply while on any trip away from school. Any violation such as smoking, fighting, disruptive behavior, etc. could result in any or all of the following actions:

- Immediate phone call to parent or guardian
- Removal from remaining trip activities
- Local police may be called
- Emergency services may be called
- Immediate transport home at parent's expense
- Disciplinary action taken upon return to school

Field trip work assignments are graded and included in the quarterly grades.

There will be a generic permission slip in the welcome packet which parents/guardians will be required to sign. This will allow students to attend short and local trips such as a walk to the library or park without a dedicated permission slip.

Town Hall Meetings

There will be a minimum of 4 town hall meetings per year. The purpose of these meetings is to communicate important information to students and faculty. These meetings will generally take place in the library and at the administration's discretion.

Driver's Permit or License Tests

Driver's permit test (written test) should not be scheduled during school hours.

Failure to follow this policy will result in an unexcused absence. Check with your state's Division of Motor Vehicle for information and schedule.

An appointment for the driver's license test (road portion) requires proof of appointment time and a note from parent/guardian. Failure to follow this policy will result in an unexcused absence.

Closed Campus

Guests and visitors must report and sign in at the main office. By law, campus doors will be locked while school is in session. No student may leave the campus without direct permission from the Principal.

Drills

In accordance with State Law, fire drills and lockdown drills are planned by the Principal's office and participated in by all students and adults. In case it is needed, safe shelter has been arranged for at Leonia Middle School.

Transportation

All school rules apply while on the school's bus. All students using school transportation must listen to the school staff, teachers on duty, the bus monitor and the bus driver and immediately do what they request. Students must be on time to enter the bus from the bus loading area. Students may not walk out the bus gate. No food or drink is allowed on the bus. Suspension from the transportation services may be temporary or permanent if rules are broken. If a non-bus student is in need of utilizing New Jersey Academy of Technology 'stransportation services, a signed note from parents is required in advance.

Working Papers

Working papers are available at the Main Office for students under 18 looking for part-time employment. Forms must be completely filled out (especially the employment and physician's area) before returning it to school for Principal's signature.

Senior Internship

During the second semester, Seniors at New Jersey Academy of Technology have the opportunity of an outside school internship. Afternoon SAT courses would be excused for the duration of the internship. Qualifications would include: parental approval, good standing in academics and conduct, character references from teachers or outside references, and completed college applications. Proof of internship is also required as well as approval from the Administration.

TEXTBOOKS AND EQUIPMENT

Textbooks and all school equipment are school property. Textbooks will have a space in the inside cover where students are to sign their names. Students are responsible for their textbooks and should not alter or abuse them while in their possession. If a student should lose or damage their textbook, replacement costs are incurred and are due by the end of the school year. All books must be returned at the end of the school year. Parents are responsible for paying for any damages incurred by their child.

CODE OF CONDUCT

It is a priority at New Jersey Academy of Technology to maintain a safe and healthy environment in which students can learn. Students are expected to be responsible for their actions. The intention of the system of discipline at New Jersey Academy of Technology is to be fair and consistent. To that end the administration reserves the right to weigh factors such as a student's prior record, along with the circumstances and severity of the offense, when considering the most appropriate response to a specific infraction.

In line with this thinking, it should be noted that any level of punishment may be escalated, at any time, if such action is deemed appropriate.

Rules of Conduct:

1. All students are bound by all applicable law, regulations, and policies of New Jersey Academy of Technology
2. In addition, students shall not:
 - a) be insubordinate to any school staff members or disregard their instructions or demonstrate lack of respect for their authority;
 - b) create disorder or disruptions on school premises or during school outings;
 - c) use, threaten, or incite the use of physical force against other peers, staff members, or visitors to the school;
 - d) steal, damage, or deface the property of other peers or staff members of the school;
 - e) engage in sexual harassment of peers or staff members;
 - f) violate codes of conduct adopted for organizations of pupils;
 - g) possess or use of weapons or any implement intended to harm others;
 - h) use foul, abusive, derogatory or demeaning language, including racial and ethnic remarks;
 - i) convey information about other peers or staff members known to be false;
 - j) act so recklessly as to endanger the safety of others;
 - k) obtain the property of others by threat or intimidation;
 - l) enter school premises or any specific portion of the premises without authorization;
 - m) vandalize school property, real or personal;
 - n) create litter on school property;
 - o) be truant from school or class;
 - p) cheat or otherwise engage in academic dishonesty;
 - q) persistently refuse to complete homework and other assignments;

- r) engage in illegal gambling;
- s) smoke or use illegal substances on school premises;
- t) falsify an excuse or other school document;
- u) set fires or cause a fire in any way on school premises;
- v) violate the anti-bullying policy or harassment policy;
- w) violate any penal law of the State of New Jersey.

Fighting

Fighting is not permitted at New Jersey Academy of Technology. Students are expected to settle all disputes in a non-violent manner. In every case of physical violence, students will be removed from the situation, parents will be immediately notified, and if necessary, the police will be called. Parents will be required to come to school and pick up the students involved in the fight on the day of the incident. Assessment of the situation will be conducted by the administrator through private conversation with each student involved. If a police interview is necessary, a parent or guardian **MUST** be present. Faculty and students are expected to report any kind of impending conflict to the administration.

Bullying/Cyber Bullying/Teasing

New Jersey Academy of Technology has a zero tolerance policy for any type of harassment. All students are encouraged to respect the rights and privacy of fellow students. No student should be subjected to any type of bullying or unwarranted harassment. Any student who experiences difficulties in this area or is a witness to any of these acts should contact any staff member he/she feels comfortable with and report the incident. The school staff member will take appropriate action to remedy the situation and alert the administration of the situation. Students who engage in the bullying or teasing of other students will receive punishment according to administrative discretion.

Drugs, Alcohol, Tobacco, and Incendiary Devices

The possession or use of drugs, alcohol, tobacco products, and incendiary devices (matches, lighters, and any other flammable substances) is prohibited on New Jersey Academy of Technology campus at any time. Every student who is caught in the presence of any of these offenses will receive a punishment according to administrative discretion. Each student in violation of this rule will be in danger of expulsion.

Public Displays of Affection (PDA)

Public displays of affection (kissing or inappropriate touching) are not permitted anywhere on school grounds. Students who engage in public displays of affection will receive disciplinary according to administrative discretion.

Chewing Gum

Because of potential property damage, chewing gum is not permitted on campus.

EVERY STUDENT HAS THE RIGHT TO BE RESPECTED

Every student has the right to receive the respect from his or her peers, teachers, administrators and other staff members. Therefore, every student has the responsibility to practice the following in order to get respect:

- **SELF-RESPECT** by their manner and in their school uniform students are to carry themselves with a sense of dignity.
- **RESPECTING PEERS** by showing support and encouragement; by refraining from insulting, deriding, bullying, or humiliating others; and by refraining from physically, emotionally, or sexually harassing other students.
- **RESPECTING ALL ADULTS** by listening and following instructions; by always using appropriate tone of voice; by honoring a teacher's need to present a lesson to the entire class; by demonstrating an awareness of the appropriate time and place to express ideas; and by accepting feedback.
- **RESPECT FOR DIFFERENCES** by demonstrating sensitivity to physical, cultural, religion, gender, and sexual orientation, and by refraining from the use of stereotypes.
- **RESPECT FOR PROPERTY** by respecting their personal property and the property of other students; by maintaining their textbooks and other materials; and by caring for the school grounds and property (especially by contributing to keeping them clean and neat).

DISCIPLINARY GUIDE

The intention of the system of discipline at New Jersey Academy of Technology is to be fair and consistent. These regulations are put in place to provide students, parents and faculty with a comprehensible description of unacceptable behavior and its possible repercussions. To that end, the administration reserves the right to weigh factors, such as a student's prior record, along with the circumstances and severity of the offense, when considering the most appropriate response to a specific infraction. **In the line with this thinking, it should be noted that any level of punishment may be escalated, at any time, if such action is deemed appropriate.**

DISCIPLINARY PROCEDURES

1. Students and parents will be given a written notice of the rules of conduct and disciplinary procedures.
2. Teachers and administrators in charge of student discipline shall make every effort to administer these rules fairly and consistently.
3. Any staff member who disciplines a student for inappropriate conduct shall orally inform the student of the conduct for which he/she is being disciplined and offer the student an opportunity to explain the circumstances.
4. Educationally-disabled students may be disciplined only in accordance with the laws, rules, and regulations applicable to educationally-disabled students.
5. When the offense is serious and the discipline required is greater than detention, every effort will be made to notify the parent before the discipline is implemented.
6. Suspension or expulsion from school will be conducted in strict accordance with the law.
7. Violations of the rules regarding student conduct on school buses will be handled as follows:
 - The driver will report the offensive conduct to the principal of the school including the name of the student and the specific offense of conduct.
 - The parent or legal guardian will be notified immediately.
 - The principal will determine the discipline to be administered, in accordance with the severity of the infraction.
 - In general, when the offense is considered not severe:
 - a) On the first notice of misconduct, the student will be counseled; the parent/guardian will be notified, and the student may be suspended from the bus for a period of time to be determined by the principal;
 - b) On the second notice of misconduct, the student and parent/guardian will be required to attend a conference and the student will be suspended from the bus for the remainder of the year;
 - When the misconduct is severe, the student will be instantly suspended from the bus, a conference with the parent/guardian is required, and further disciplinary action will be imposed in accordance with the disciplinary policy.

Compensation and Restoration

If damage is caused to school property at any time during a misconduct, the student will be required to recompense the cost for any damage he/she has caused or be required to restore to its former condition by his/her own labor the property the student has damaged or defaced. If a student refuses to compensate or restore as directed, he/she may be disciplined by one or more of the measures included under the Disciplinary Policy and parent will be held responsible for restitution.

Additional Notes

It is impossible for New Jersey Academy of Technology to anticipate every situation that may arise. The Administration has the authority to address any conduct that may arise and is expected to use his/her judgment to assign appropriate consequences for misbehavior.

The Disciplinary Policy applies to any student:

- who is on school property;
- who is in attendance at any school-sponsored activity, whether on or off school grounds;
- who is en route to and from school on a school bus or other school vehicle;
- whose conduct at any time or in any place has a direct and immediate effect on maintaining order and discipline at New Jersey Academy of Technology

Extenuating, Mitigating or Aggravating Circumstances

The Administration confers upon the Principal authority to consider extenuating, mitigating or aggravating circumstances which may exist in a particular case of misconduct. All discipline issues are referred by teachers, staff and administrators to the Principal's Office. The Principal will consider each circumstance and determine the most appropriate sanction.

IMPORTANT TERMS

Lunch Detention

A lunch detention may be issued by a teacher for minor infractions of the school rules. Students who fail to report to lunch detention, may be assigned a minimum of a one day after school detention or a Saturday detention.

After School Detention

After school detention is monitored by a teacher and held any weekday from 2:40 pm to 3:00 pm depending on student's last class. As this is mandatory, attendance will be taken. In the event a student fails to attend a total of three (3) after school detention, he/she will automatically receive a one (1) day In-School Suspension.

Saturday Detention

Saturday Detention takes place from 9:00am to 12:00pm on an assigned Saturday to be determined by the Administration. Saturday Detention means that students are required to attend and complete all work assigned. Students who fail to report to Saturday Detention or who refuse to complete any assigned tasks, will be assigned a one day Out-of-School Suspension, on the Monday immediately following the Saturday suspension missed. This day is marked as an unexcused absence. In the event a student serves three Saturday Detentions, he/she will receive a one day In-School Suspension.

In-School Suspension (ISS)

In-school suspension is a punishment to be monitored by the Principal's Office as an alternative to Out-of-School Suspension. Students assigned to ISS are required to complete all work assigned by their teachers. Students who fail to report to ISS or refuse to complete any assigned tasks will be assigned OSS. All students in ISS cannot

attend any school-related events or activities on or off campus, but are required to spend the school day either in the Principal's office or the library, at the Principal's discretion. In the event a student accumulates a total of two (2) In-School Suspensions, at any given time during the course of his/her enrollment at school, the third offense (a.k.a. school infraction), will result in an automatic one (1) day Out-Of-School Suspension.

Out-of-School Suspension (OSS)

A student may receive Out-of-School Suspension for any reasons for up to 5 school days. All students in OSS will receive a grade of zero in all their classes, class assignments and homework for the days of suspension. Any student in OSS cannot attend school or be on school property, and cannot attend any school-related events or activities on or off campus, and cannot ride a school bus. In the event a student receives a total of five (5) Out-Of-School Suspensions, at any given time during the course of his/her enrollment at the school, he/she will be automatically EXPELLED from the school and he/she will be denied the opportunity to be re-enrolled at the future date. serves a three Out of School Suspensions, he/she will be expelled from school.

Indefinite Suspension

Indefinite Suspension means the student cannot attend school or be on school property for all the days decided by the Principal and Administration. He/she may not attend any school-related events or activities on or off campus, and may not ride a school bus for the length of time specified in the suspension. Any student serving Indefinite Suspension will receive a grade of zero in all of the classes, class assignments and homework for the days of the Indefinite Suspension. This suspension is used in cases of extreme or continual misconduct. It is usually a predecessor to expulsion.

STUDENT HANDBOOK AND DISCIPLINE CONTRACT

Parent Assurance:

I hereby state that I have read the Student Handbook for the 2019-2020 school year, which has the Discipline Contract for the students of New Jersey Academy of Technology and I hereby sign in acceptance of the entire Disciplinary Contract, including the amends that can be done eventually for improvement. I sign to confirm that I am responsible for my child(ren) who attend New Jersey Academy of Technology, and I assure New Jersey Academy of Technology faculty of my collaboration and solidarity with them for the development of their educational career while they are enrolled students.

Print Parent/Guardian Name

Signature of Parent/Guardian (Date)

Student Assurance:

I hereby state that I have read the Student Handbook for the 2019-2020 school year, which has the Discipline Contract for the students of New Jersey Academy of Technology and I hereby sign in acceptance of the entire Disciplinary Contract, including the amends that can be done eventually for improvement. I sign to confirm that I responsible of myself during my career studies at New Jersey Academy of Technology.

Print Student Name

Signature of Student (Date)

Permission to publish student's picture, classwork or any other accomplishment on New Jersey Academy of Technology Website and Social Media

Print name of student: _____

Grade: _____ Telephone: _____ E-Mail: _____

Address: _____

As the parent/guardian of the above named student, I hereby grant permission for my child's photograph, classwork or any other accomplishment to be cited on the New Jersey Academy of Technology website and Social Media.

Print Parent/Guardian Name

Signature of Parent/Guardian (Date)

As the parent/guardian of the above named student, I do not grant permission for my child's photograph, classwork or any other accomplishment to be cited on the New Jersey Academy of Technology website and Social Media

Print Parent/Guardian Name

Signature of Parent/Guardian (Date)

NJAT TUITION CONTRACT

STUDENT NAME : _____

CLASS OF _____

This contract becomes effective upon the signature of the parent(s), upon acceptance by New Jersey Academy of Technology and upon payment of the non-refundable registration fee of \$500 for returning students, \$1,000 for the new students. This contract contains the full agreement of the parties and no representation or assurance, whether verbal or written, shall affect or alter the obligation of either party hereto.

PAYMENTS

\$30 late charge will apply to all installments received due date. A **\$35** will be charged for a **returned check**. A \$30 will be charged for wire. A 5% of the payment will be charged when paid with a credit card. Lost, stolen or ruined textbooks will be charged at the end of the school year. The first payment due date is the **15th of June, 2020**. The **5th day of every month** is the due date for 10-Payment Plan. Full tuition and fees should be paid until _____.

I (we) understand the student will not be allowed to take semester examinations, nor participate in the next semester classes until the tuition and/or fees in arrears are paid. Also, graduating seniors with tuition and/or fees in arrears will not be issued either a diploma or official transcripts until the balance is paid in full.

In the event tuition and/or fees remain in arrears and unpaid upon the published due date and New Jersey Academy of Technology retains an attorney and/or collection agency to collect monies due, the undersigned parent(s) agree to pay reasonable attorneys' fees and collection agency costs.

Indicate Payment Plan (please check)**

Annual

Semester

Quarterly

**The Annual tuition plan is the only option for international students.

Semester, Quarterly, Monthly tuition plan has **\$100 additional charge.

WITHDRAWAL

I (we) understand that by registering my (our) child for the school year beginning in each semester and quarter, and by paying the non-refundable registration fee, a space will be reserved in the applicable class specifically for my (our) child. I (we) understand that registering my (our) child, without enrolling him/her, or withdrawing during the academic year will cause difficulty, since student spaces cannot or may not be filled. I (we) also recognize that as a private school New Jersey Academy of Technology's budget is based largely on tuition revenues and contributions. Therefore, I (we) specifically agree that once my (our) child is registered and guaranteed a space, if my (our) child is withdrawn or dismissed for any reason, I am (we are) obligated to forfeit the non-refundable deposit and pay for any outstanding tuition and/or fees. The parents of a student who withdraws before the first day of school will be refunded 100% of the school year full tuition and fees except non-refundable deposit. The parents of a student who withdraws before the end of the first quarter will be refunded 25% of the school year full tuition and fees. After 1st quarter until not be refunded any of tuition and fees.

ACKNOWLEDGEMENT

(initials) I (we) will read and agree to abide by all policies of the _____ Parent/Student Handbook.

(initials) I (we) further acknowledge that, pursuant to the Financial Policies section of the Parent/Student Handbook, transcripts, diplomas, grades, etc. will not be released until all financial obligations under this tuition contract have been satisfied.

(initials) In the event my (our) child transfers to another school, I (we) understand and agree that transcripts cannot be provided to that school until all financial obligations under this tuition contract have been satisfied.

Signature (Parent / Guardian)

Date

Signature (NJ Academy of Technology, Administrator) Date