



New Jersey
Academy · Technology

ACADEMIC CALENDAR 2024-2025

August 2024						
S	M	T	W	Th	F	S
				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

September 2024 (19)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (22)						
S	M	T	W	Th	F	S
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6	7	8	9	10	11	12
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27	28	29	30	31		

November 2024 (18)						
S	M	T	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)						
S	M	T	W	Th	F	S
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 2025 (21)						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
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26	27	28	29	30	31	

February 2025 (17)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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March 2025 (21)						
S	M	T	W	Th	F	S
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9	10	11	12	13	14	15
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23/ 30	24/ 31	25	26	27	28	29

April 2025 (16)						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
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27	28	29	30			

May 2025 (21)						
S	M	T	W	Th	F	S
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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (10)						
S	M	T	W	Th	F	S
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					

Important Dates (2024)

August 29 – Student Orientation
September 4 – First Day of School
October 11 – Staff Development (Half Day)
October 14 – No School (Columbus Day)
November 6-7 – 1st Quarter Exams
November 27-29 – Thanksgiving Break
December 20 – Half Day
December 23- January 1 – Christmas Break

Important Dates (2025)

January 17 – Staff Development (Half Day)
January 20 – MLK Jr. Day
January 29-31 – Midterms
February 14-18 – Winter Break
April 4-6 – 3rd Quarter Exams
April 19 – No School (Good Friday)
April 21-25 – Spring Break
May 23 – Half Day
May 26 – No School (Memorial Day)

Important Dates (2025)

June 4-6 – Final Exams
June 12 – Graduation (Half Day)
June 13 – Last Day of School (Half Day)
School Events
No School
Half Day

2024-2025 Course Catalog

NEW JERSEY ACADEMY OF TECHNOLOGY



English Department

Language mastery not only requires a command of grammar and mechanics, but also the understanding of research methods and clear presentation of complex information. We equip our students with research, thought, writing and analytical skills to prepare them for competitive universities; this rationale also impacts the verbal portion of the SAT. Even, more importantly, we teach students to analyze text and to respond clearly and elegantly in their own voices. We believe the process of writing to be essential to the understanding of all currents of thought; thus our implementation of writing across the curriculum. For example, this might involve explaining a mathematical theorem or biological pathway in words. To write well, one must think and research well. Our composition curriculum begins with short writing assignments that stoke curiosity and inquiry. Asking questions cultivates interesting writing. When it's refined by vigorous revision, this writing evolves into formal essays. Drawing from a selection of relevant poems, prose, essays, and plays, students flourish as independent researchers. By delving into the correspondences between history, art, philosophy, and literature, students tap wellsprings of cultures, ideas, and perspectives. Although reading and writing are paramount to an English education, we also enrich students with discussion and oral presentations. Emphasizing both analysis and creativity, students blaze a path for discovery, not only with respect to literature, but also for their personal development.

9TH GRADE

English I

Our teaching philosophy places freshman in a rigorous continuum that ends with acceptance into a top university. Therefore, we begin developing the research, rhetorical, and composition skills demanded of the best schools. Examining canonical works such as *Macbeth* or *Lord of the Flies*, as well as more contemporary works like *Interpreter of Maladies*, our students learn to bridge themes spanning cultures and periods. "Literature", as it's traditionally known, is expanded in our classrooms. Media such as news articles become artifacts, clues that reflect the culture we wish to investigate. This process fuels analytical engines, producing creative thinkers *and* writers. We believe that sophisticated ideas are not lost to freshman. Guided through a challenging realm of discovery, our pupils probe the mysteries embedded in literature. Building upon techniques of rhetoric and composition, they present their own thoughts through discourse and essays. Fostering these skills in freshman, this course facilitates a smooth initiation into the realm of intellectual discourse.

English I Honors

English I Honors draws on all of the ideas and principles expounded upon in English I, but challenges students even more. Students address an array of literary topics—from the prevalence of certain themes to the cultural context in which the author originally composed his or her work—through both discussion and writing exercises. The use of external sources, like critical essays or primary documents, helps to strengthen student analyses. English I Honors is particularly interested in the relationship between literature and overarching historical trends. We pay close attention to the idea of impact: how literature and world civilizations affect and shape each other.

10TH GRADE

English II

English II looks at the correlation between literature and United States history from the American Revolution through the Civil War. In addition to reading works explicitly about America and by American authors, students are asked to discern what constitutes an “American” theme. What makes certain symbols “American?” Are they uniquely so? Can one find an “American” theme in a text written abroad? If it is possible to find an “American” theme in a piece of global literature, how does the dynamic created by this “juxtaposition” contribute to the readers’ perspective? This course helps students to further develop their analytical, writing, and speaking skills, and pushes them to question textual choices with an even keener eye.

English II Honors

Like English I, English II Honors examines the correlation between literature and United States history from the American Revolution through the Civil War. Students read texts explicitly about America and by American authors and focus more on the idea of “Americanism” and its relation to culture and readership. We develop insights into what, if anything, makes certain symbols and concepts “American.” With a special focus on motifs and ideology, the English II Honors class works to understand early U.S. literature using more advanced analytical approaches in writing and discussion.

11TH GRADE

English III

English III picks up where English II leaves off by continuing to examine the evolution of “American” themes. Starting with the American Revolution, and working toward modern society, students further their reading, writing, and speaking skills, while conducting in-depth research. We investigate the ideas of modernism and evolution, in particular, and generate relevant and insightful thoughts and questions.

AP English III

Like English III, AP English III examines the evolution of “American” themes from the American Revolution through modern society. We consider overarching social, economical, and linguistic patterns as we analyze the literature of the period. We thoroughly research views from diverse writers, orators, and theologians. English III Honors emphasizes how contrast and contention contribute to “progress,” which, in turn, raises the question of what “progress” truly means.

12TH GRADE

English IV

The government can be seen as an empowering or disempowering force, depending on a person’s perspective. English IV looks to this concept and the way in which it is discussed in literature. The students read works from around the world and examine what makes a government “strong” or “weak;” “great” or “poor.” We compare and contrast views of different governments with the way in which the government has been written about and spoken of in the United States. Questions such as morality, law, and rights are regarded in depth.

AP English IV

English IV, like AP English IV studies issues of government. This course, however, draws on more philosophical and theological views to supplement the students’ understanding of American government in contrast with international governments. We use primary and secondary texts to augment our oral and written analyses. These works aid in our examination of ethics, function and rationale of government. In this class, independent research skills are further refined.

Math Department

The mathematics department at NJAT emphasizes the understanding of mathematics as a universal discipline for logical thinking and problem solving. The philosophy of the mathematics department mandates the building of the necessary abstract and conceptual skills that prepare students for the continuing of mathematics education at the college level. Our approach also provides the necessary background needed for courses where mathematics is a basis for validating hypotheses and developing and supporting new theories. The vision of the school is to integrate mathematics with the natural sciences in order for students to have meaningful and direct

comprehension of the many varied applications of mathematics. Students methodically develop their skills through analysis, logic, reasoning, creativity, and collaboration.

9TH GRADE

Algebra 1

Here, students develop a solid foundation of the language of algebra, including number sense and theory, equation solving, and the application of what is learned through modeling real-world situations. Units of study in this course include: operations with numbers, variable expressions and equations, solving equations, graphing, linear and quadratic functions, exponential functions, radicals, statistics, and probability. Students apply what they have learned in algebra to organize, graph, analyze data, and draw conclusions as part of the scientific method process during laboratory investigations related to their science courses.

Algebra 1 Honors

This course is more rigorous and students develop the art of problem solving. The complexity of the problems being asked is geared towards the development of analytic, logic, and reasoning skills students will need to develop to succeed in their standardized examinations. Class work and homework problems assigned are very challenging and among the most difficult in the text.

9TH/10TH GRADE

Geometry

Units of study in geometry include: validating proofs, triangle congruence, parallel and perpendicular lines, angle sums, quadrilaterals, trigonometry of the right triangle, coordinate geometry, transformations, and probability. Students develop the necessary abstract and conceptual thinking skills, as well as the factual information and knowledge base that will prepare them for higher level mathematical concepts and topics.

Geometry Honors

The course begins with a review of the fundamentals of algebra followed by a rigorous full year of geometry concepts that will prepare them for future courses in mathematics, as well as prepare them for the Scholastic Aptitude Test (SAT). Students will engage in conducting two column proofs that will

develop their analytical ability and their logical reasoning skills. Additional content covered in this course includes: operations with fractions, further work with quadratic equations, logic, and loci.

10TH/11TH GRADE

Algebra II

The year begins with a basic review of fundamental algebra concepts that include equations and inequalities, linear and quadratic functions, and system of equations and inequalities. Units of study in Algebra II include: quadratic, polynomial, and radical equations and inequalities, polynomial functions, radical equations and inequalities, rational expressions and equations, exponential and logarithmic functions, conic sections, sequences and series, and probability and statistics.

Algebra II Honors

This course is designed to present algebra as a system of real and complex numbers. In addition to the content in Algebra II, students investigate concepts of trigonometry, mathematical systems, imaginary numbers, and geometry of the circle. This course will challenge students in many ways and students will acquire novel problem solving skills and strategies. Students will become very proficient in comprehending the abstract nature of mathematical concepts.

Pre-Calculus

This is an introductory course to calculus. Students begin the year with a review of algebra concepts followed by an extensive study of polynomial functions, geometry, trigonometry, matrices, and an overview of derivatives and integrals. This course is designed for students who wish to pursue studies in business, computer science, mathematics, and science. This course is a prerequisite to the AP Calculus course.

Pre-Calculus Honors

This is an introductory course to calculus. Students begin the year with a review of algebra concepts followed by an extensive study of polynomial functions, geometry, trigonometry, matrices, and an overview of derivatives and integrals. This

11TH/12TH GRADE

Calculus

This is an introductory course to calculus. Students begin the year with a review of algebra concepts followed by an extensive study of polynomial functions, geometry, trigonometry, matrices, and an overview of derivatives and integrals. This course is designed for students who wish to pursue studies in business, computer science, mathematics, and science. This course is a prerequisite to the AP Calculus course.

AP Calculus AB, BC

AP Calculus is a full-year advanced placement course that prepares students for college requirements pursuant to other math and science college-level courses. Students receive college credit through meeting certain requirements of the course work and performance on the Advanced Placement Examination in calculus. Pre-requisites for this course include completion of algebra 1, geometry, algebra 2 / pre-calculus, and departmental approval.

Science Department

NJAT provides a rigorous science curriculum that prepares students for university level courses, science-oriented careers, and AP courses for college credits. There is a theoretical as well as laboratory component that ensures students will have a strong foundation and understanding of the scientific method, scientific inquiry, and lab report writing. Students develop the necessary abstract and conceptual processing skills that allow them to grasp the various theoretical models that are the basis of the biological and physical sciences.

9TH GRADE

Biology

Units of study for biology include microscopy, cellular/molecular biology, biochemistry, genetics, DNA technology, evolution, human physiology, plant structure & function, and ecology. Biology is an unfolding of many mysteries in which students begin to see the interrelations not only on a cellular and physiological level of organisms, but also between organisms and their environment. Students begin to

understand and internalize the human impact on the biosphere, and the role their generation will play in dealing with these issues. Students see first-hand that the Earth with its limited resources cannot forever sustain an ever-growing population.

Biology Honors

In addition to the units of study listed under the biology course, students will develop a more cellular and molecular approach to their understanding of biology. Biochemistry students dive more deeply in their exploration of the content in biology, and begin to write formal laboratory reports applying the scientific method to their laboratory investigations. This course is more abstract and challenging and addresses content in greater depth.

10TH GRADE

Chemistry

Units of study for chemistry include matter, atomic structure, nature of electrons, periodic table and periodic trends, elements, compounds, bonding theory, chemical reactions, the mole and stoichiometry, states of matter, gas laws, reaction rates and equilibrium, acids and bases, redox reactions, electrochemistry, and an introduction to organic chemistry (hydrocarbons). The course emphasizes the rigorous and traditional approach to comprehending the foundational principles of physical science. Students' knowledge and understanding of the natural world is broadened, as students' abstract and conceptual thinking . In addition, students develop a greater comprehension of the nature of scientific inquiry through laboratory work.

Chemistry Honors

This course is similar to the basic chemistry course, but will require a deeper analysis of the chemistry core curriculum. It is also a preparatory course for students who wish to enroll in AP chemistry. Students will benefit from the insights they receive in understanding natural phenomena, and the degree to which chemistry plays an important role in their lives.

11TH GRADE

Physics

Units of study for physics include motion (Newtonian physics), work and energy, momentum and collisions, gravitation, solids and fluids, thermodynamics, wave theory (modern physics), light and sound, electricity / magnetism, atomic theory, and nuclear physics. This course emphasizes the laws governing the natural world and the mathematical reasoning supporting the laws. Students are encouraged to question the validity of the laws, and why the realm of the atom and subatomic particles (micro / quantum world) deviates from the laws governing the macroscopic world of phenomena. Laboratory

work involving observations, predictions, data collection, and drawing conclusions enhances understanding of the nature of scientific inquiry.

AP Biology

The AP biology course prepares students for the AP Biology Examination to be taken in May. The quantity of work, level of the content, laboratory requirements, and intellectual rigor of this course will definitely challenge students. The complexities of the lab and content requirements make it essential for students to take extra care to study, review, and complete assignments. Registration for this course requires completion of biology, chemistry, and physics courses, as well as the permission of the teacher.

12TH GRADE

AP Physics

Students use the information and knowledge learned in previous science courses to gain a unified understanding of the various scientific models prevalent today. Students begin to learn to integrate theory with practical real-world problems and solutions. In addition to the content in the Physics course, students explore the topics of special and general relativity, wave and particle physics, and quantum physics. There will be an emphasis for students to inquire into the micro and macro nature of the universe, and the implications these theoretical principles have for shaping the future of humanity. The prerequisites for this course offering include the completion of courses in Algebra I, Geometry, and Algebra II.

AP Physics

This course is designed to prepare students for college chemistry while also granting AP credit. Its objective is to instill the theoretical principles and laboratory practices expected of introductory university chemistry courses. This year long course will cover the relevant topics such as the periodic table, stoichiometry, acid-base chemistry, electrochemistry, thermodynamics, gas laws, and much more. This is a course for students who want to enter college ahead of the curve. It therefore requires a considerable time commitment in terms of studying and working through chemical problems. Thus, the math prerequisite is the successful completion of Algebra II.

Our school's study of history resists a mere recitation of facts, but insists on presenting history as perspectives and narratives formulated by real people. As such, we teach students not only to understand the factors inducing change throughout time, but also to consider the possibility for bias. Therefore, in addition to a primary textbook, we furnish students with a variety of secondary materials to build a habit of scholarly skepticism. Putting different texts in concert with one another, pupils learn to investigate historical sources and enter the conversation with their own thoughts and ideas. Our courses study the development of particular countries, emphasizing but not limited to the United States for upper classmen, and beginning with a survey of world history for under classmen. Although a chronological study is presented, we also include thematic correspondences between art history and literature to color our study of the past. Generating connections between geographies, religions, governments, and a host of other topics throughout time, our students understand history by concept as well as by time. In keeping with our commitment to writing across the curriculum, history students thread their observations together, generating theses that are later developed into formal essays, projects and other assessments. In our department, we strive to create a space where discussions and presentations provide opportunities for students to craft their thinking, writing and speaking about historical trends.

9TH GRADE

World History I,II

We begin our freshman curriculum with the origins of human peoples, forging a pathway from ancient civilizations to modern history. This course introduces the process of researching historical topics beyond the limits of the world civilizations textbook. Citing secondary sources from contemporary works such as Professor Jared Diamond's *Guns, Germs, and Steel*, pupils learn the fundamentals of scholarship. Entering academic conversations means putting multiple perspectives into play and formulating a hypothesis; testing that, and reaching thesis. Thus, students' scholarly research and writing mature throughout the year. We teach students to ask questions and engage in the process of inquiry. Introducing students to rhetorical standards, they learn not only to craft essays about history, but also to formally cite sources and to hit all bases in proper research. Incorporating these fundamental skills our students emerge ready to advance their research in further years of subsequent study.

World History I,II Honors

Covering more material and requiring more forethought in composing essays, students begin a history curriculum that puts them on pace to earn AP credit by their junior year. This course quickly ingrains fundamentals of research so that students can begin the path to independent work.

10TH GRADE

US History I,II

Our study of U.S. history begins with a study of the political climate leading to the American Revolution and finishes with resolution of the Civil War. Building upon the skills taught in our introductory course on World Civilizations, our students apply research techniques to study the United States in various contexts. Examining the U.S. in multiple stages, students investigate and write about its evolution.

US History I,II Honors

This course is meant to prepare students for the AP course in history, which will place them in good standing for college credit. In this honors course, we ask more of students in the quantity and quality of their writing on historical topics. The essays are more rigorous and graded more stringently. Above all, this course introduces students to sophisticated discourse with the intention of equipping them for the AP curriculum in the following year.

11TH GRADE

US History III,IV

This course begins where History II left off. It trends through modernity into the Industrial Revolution and the World Wars. Progressing into modern times, students research topics such as the interplay between communism and capitalism, or other sociopolitical entities that shaped the world in which we now live. Students also have the opportunity to utilize current events to supplement their research. By this level, students will understand how to use these materials to build sound, scholarly essays.

US History III,IV

This course provides students with the opportunity to research the second tract of U.S. history through highly specialized topics. Students will read and write much more, independently discovering unique pathways for their research. Students will be required to research a variety of scholarly sources and synthesize them for their own inquiry.

12TH GRADE

American Government and Politics

Studying the three branches of government, students learn about the U.S. in an operative format. Moving beyond the three branches to a study of the political forces that structure our

contemporary country, students learn to look objectively at the government. Instead of just memorizing processes, students use that knowledge to develop an original topic on American politics and policy. This is an opportunity for seniors to finish with a sophisticated essay worthy of the university classroom, while gaining a depthful understanding of U.S government, politics and society.

Visual Arts Department

NJAT's Visual Arts department features an integrated study of art history and studio art that extends across the curriculum. This allows students the opportunity to strengthen content learning and understanding in all subject areas. The program offers students comprehensive studio art experiences with detailed explorations in a variety of media. In the classroom and through critiques, students learn the importance, power and responsibility of self-expression. In addition to gaining confidence and proficiency in their studio practice, students learn about the history, analysis, and interpretation of art.

9TH GRADE

Studio Art I

Students in Studio Art I will have the opportunity to work in a broad range of media, including drawing, painting and printmaking. The goal is to expand students' artistic abilities by having them explore a variety of techniques, with emphasis on drawing and 2-D design.

Art History I

This course presents to students the history of art from Prehistoric through Gothic Art and Architecture. Students will learn the necessary tools to knowledgeably view, write and speak about art and its many elements.

10TH GRADE

Studio Art II

Building on the skills and techniques they have mastered in Studio Art I, students will be given the opportunity to expand their exploration into three-dimensional materials. Students will be given the opportunity to work with such materials as clay, wood, fabric and found objects.

Art History II

This course continues the art historical investigation begun in Art History I. Continuing with the Early Renaissance and following through to the present, students will resume their investigation of the history of art.

11TH GRADE

Studio Art III

Here, students are offered greater opportunities to broaden their personal expression and art experiences. Provided with tools and techniques to create their visions, students will be required to complete five high level works of art utilizing at least three fields.

AP Studio Art III

The AP Studio Art Program consists of three portfolios – 2-D Design, 3-D Design and Drawing – corresponding to the most common college foundation courses. In AP Studio Art I students will be required to create six high level works of art working towards the development of a comprehensive portfolio.

Contemporary Art

A study of art and architecture from Impressionism to the present day emphasizing the importance of social, economic, and political influences on the art. This course is designed to relate contemporary artistic expression to modern thought.

12TH GRADE

Studio Art IV

Students in Studio Art IV, after having completed all previous art courses will be given the opportunity to create more specialized works of art. Choosing a single field to focus their efforts, students will be required to complete five high level works.

AP Studio Art IV

Continuing extensive creative pursuits, students will develop portfolios with artworks created in AP Studio Art I as well as six additional works. Students will photograph and submit their portfolios for review.

Art Criticism

In this course, students will study the basic concepts and challenges of modern art as developed and formulated by artists and critics. Students will examine the principal theories of art and criticism from 1900 until 1945 as well as recent approaches to the image in art history and visual culture.

Foreign Language

All students planning to attend college should study a minimum of 2 years of one foreign language. We offer opportunities in Spanish, French, and Korean.

Spanish I CP/Honors

Spanish I begins to develop the language skills of listening, speaking, reading and writing. Cultural aspects of the Spanish speaking countries are presented. Basic vocabulary, grammar, reading selections and oral proficiency exercises are introduced in a context that is culturally authentic and meaningful.

Spanish II CP/Honors

Students will hear, speak, write, read and comprehend basic Spanish. Supplementary readers increase the student's vocabulary and enrich his/her knowledge and appreciation of the Hispanic culture. Placement tests will be given to students with prior course work in Spanish to determine appropriate levels.

Spanish III CP/Honors

Spanish III is to assure that students can read, write and speak the target language at an intermediate level. The study of grammar is further advanced and completed. Much emphasis is placed upon the designation of the different tenses of the language, so that students not only know the language, but also know how it works. The units are divided into vocabulary, grammar, and culture sections. Emphasis

is placed on enhancement of speaking and writing in Spanish. Students will explore current events and global issues of the Spanish-speaking world.

Spanish IV CP/Honors

This course is an elective course for students who have successfully completed Spanish III and wish to continue their pursuit of higher levels of Spanish study. Emphasizing communicative skills (listening, speaking, reading, writing) students will further their development of cultural knowledge.

AP Spanish

This is an elective placement course designed for higher level students who are interested in improving their knowledge of the Spanish language and culture. This course stresses the use of Spanish for active communication (reading, writing, speaking, and listening). It is a preparation for the AP Spanish Language exam.

French Honors

French courses at NJAT are designed to help students better their command of the French language and increase their knowledge of French culture. We focus on both oral and written skills through class discussions, readings, presentations, films, grammar exercises, and papers. Topics range from Francophone countries to renowned French historical figures to syntactically sound sentence formation. La maîtrise est à portée de main!

Korean Honors

Korean Honors focuses on developing the language skills of listening, speaking, reading and writing. This course pursues students' continuous investigation of higher levels of Korean study. Proficiency exercises are introduced in a context that is culturally authentic and meaningful to the study of Korean.

Physical Education

Volleyball, Tennis, Wrestling, Yoga

We strongly believe in the maxim “Sound Mind, Sound Body”, and thus offer a range of sports and athletic opportunities for our community. So committed are we to sound health that among our teaching staff is a championship collegiate wrestler, a varsity tennis player, a championship volleyball player and a yoga instructor.

Credit Requirements

NJAT student must receive a passing grade in every subject assigned to him/her in order to advance to the next grade level and to graduate. While NJ state requires 120 credits to graduate, a student at the Dream School must earn at least 120 credits.

MISSION STATEMENT

To provide a Christ-centered education that emphasizes the interconnection between mathematics, science, technology, and humanities and prepares students academically and spiritually to impact the world with the truth of God through their abilities, character, and leadership.

BELIEF STATEMENTS

NJAT believes in forward thinking, and focusing on the future. NJAT constantly evaluates to determine what, if anything the school needs to do differently or better to further its mission and to ensure that all of its students are able to receive a quality secular and Christian education.

- We believe that NJAT is dedicated to honoring the Word of God in all that we do.
- We believe that Respect and Responsibility are the foundation of our school.
- We believe that diversity is our strength
- We believe that Education is lifelong learning and learning for life.
- We believe that each student is unique and capable of being a leader
- We believe that students should be challenged to achieve to their potential
- We believe that students learn best when all stakeholders collaborate to create a positive, equitable, and safe environment.
- We believe that all students have potential to be a leader.
- We believe that education can make a leader
- We seek to form lifelong learners who endeavor to use their God-given gifts in service to others.
- All students are capable of ongoing educational growth and behavioral improvement

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, 50% of the full tuition fee will be refunded except for the non-refundable registration fee.
- If a student withdraws before the end of the second quarter, 25% of the full tuition fee will be refunded except for the non-refundable registration fee
- If a student withdraws anytime during the third or fourth quarters, 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	20
Sciences	5	15
Social Studies	5	15
World Languages	5	15
Visual and Performing Arts	4	8
Physical Education and Health	4	16
Electives Based on Student Interest	5 / 3 / 2.5 / 1.5	26
TOTAL		135

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, all year. 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 's transportation 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.

TEXBOOKS 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 2024, 2025, 2026, 2027, 2029, 2030 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 2024, 2025, 2026, 2027, 2029, 2030 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 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 2024, 2025, 2026, 2027, 2029, 2030

STUDENT NAME : _____

CLASS OF 2024, 2025, 2026, 2027, 2029, 2030

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 **5th of July, All year**. The **5th day of every month** is the due date for 10-Payment Plan. Full tuition and fees should be paid until **5th of April, All year**.

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 10-Payment

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 September every each year, 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 50% of the school year full tuition and fees. The parents of a student who withdraws before the end of the second quarter will be refunded 25% of the school year full tuition and fees. The parents of a student who withdraws after the second quarter will not be refunded any of tuition and fees.

ACKNOWLEDGEMENT

(initials) I (we) will read and agree to abide by all policies of the every each year 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

PLEASE REMOVE THIS PAGE FROM THIS HANDBOOK AND AFTER SIGNING, KINDLY RETURN THIS DOCUMENT TO THE MAIN OFFICE WITHIN THE FIRST FIVE DAY OF ENROLLMENT -THANK YOU

STUDENT HANDBOOK AND DISCIPLINE CONTRACT

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Print Parent/Guardian Name

Signature of Parent/Guardian (Date)

Student Assurance:

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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)

PLEASE REMOVE THIS PAGE FROM THIS HANDBOOK AND AFTER SIGNING, KINDLY RETURN THIS DOCUMENT TO THE MAIN OFFICE WITHIN THE FIRST FIVE DAYS OF ENROLLMENT -THANK YOU

NJAT TUITION CONTRACT 2024, 2025, 2026, 2027, 2029, 2030

STUDENT NAME: _____ **CLASS OF** 2024, 2025, 2026, 2027, 2029, 2030

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 **5th of July, All year**. The **5th day of every month** is the due date for 10-Payment Plan. Full tuition and fees should be paid until **5th of April, All year**.

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 10-Payment

**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 September every each year, 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 50% of the school year full tuition and fees. The parents of a student who withdraws before the end of the second quarter will be refunded 25% of the school year full tuition and fees. The parents of a student who withdraws after the second quarter will not be refunded any of tuition and fees.

ACKNOWLEDGEMENT

(initials) I (we) will read and agree to abide by all policies of the 2024, 2025, 2026, 2027, 2029, 2030 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