Student Handbook

2024-2025



Monmouth County Vocational School District
Shared-Time Program

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DISTRICT PHILOSOPHY

The Board of Education of the Vocational Schools in the County of Monmouth believes that a wide spectrum of vocational/technical education programs and services is needed to meet the individual and community needs of Monmouth County. The District is committed to serve the well diversified population of Monmouth County; secondary public and non-public students; adult students full and part-time; business and industry, profit and nonprofit organizations. The District is sensitive to, and cognizant of, its responsibilities to assure positive actions be taken in serving the handicapped: physically and mentally; minority groups; non-traditional interests and abilities; female and male; the disadvantaged; and the training and employee needs of business and industry.

The District is committed to establishing and maintaining a working relationship with the following institutions, agencies and branches of government: public and non-public schools; colleges and institutions of higher learning; proprietary schools; State Department of Education; Board of Chosen Freeholders; public and private service agencies; JTPA; business and industrial councils.

Vocational education programs and services are presently provided in four major categories: secondary; handicapped; post-secondary and adult. The District is committed to provide the secondary school population of Monmouth County (both public and non-profit) private high schools with appropriate shared-time vocational/technical programs and services. These programs are designed to meet the interest, abilities and needs of our students. These programs will eventually lead to full-time employment, economic independence and/or preparation for further education and the encouragement of life long learning. The District is also committed to offering full-time educational programs that are on the highest technological level. The District will continually review and update curricula as necessary to provide a thorough and efficient education.

Handicapped students will be provided pre-vocational and vocational/technical programs necessary to assist them in entering the world of work. It is the intent of the District to provide vocational education services in the least restrictive environment and mainstream those students capable of performing in the regular program.

All post-secondary programs are designed to enable individuals to adapt to new experiences, develop a sense of values and to acquire knowledge, skills, attitudes and the self-discipline necessary to function effectively in society. Programs are structured to meet the immediate needs of students and potential employers.

The Adult Evening School Program serves the immediate and long- term needs of the county's adult population as well as those of business, industry and labor. Programs are designed primarily for entry-level training, upgrading of skills and vocational/technical interests. Programs are continuously reviewed, revisions implemented and new programs designed as necessary. An important aspect of the Adult Evening Program is the apprenticeship-training class. The District is committed to the annual review of educational programs offered by soliciting information and

data through various studies, surveys, follow-up studies, self-evaluations and recommendations of advisory committees in order to serve the vocational/technical needs of Monmouth County.

The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, nationality, marital or domestic partnership or civil union status, sex, pregnancy, gender identity or expression, affectional or sexual orientation, reprisal or retaliation for prior civil rights activity, religion, age, disability, or socioeconomic status.

Further information regarding our nondiscriminatory policy can be obtained from:
Affirmative Action Officer
Sean Meehan
Telephone: (732) 431-7942

Visit our website
www.mcvsd.org

MESSAGE TO STUDENTS

We welcome you to the Monmouth County Vocational School District and congratulate you on your foresight and initiative in choosing to prepare for a career while in high school. You are all to be commended for the maturity you have demonstrated in this choice. At a time when many students drift through high school and college, you have made a commitment to your chosen profession. The technical skills that you learn here, combined with the math and science skills needed in today's world, as well as real-life job skills, will be yours to build upon and use all your life. We wish you success as you work to achieve your goals.

- *MCVSD Administrative Staff*

We are happy to welcome you to the Monmouth County Vocational School District for your career preparation studies. Many of our graduates have become business owners, professionals, and successful wage earners in the workforce.

- *MCVSD Instructional Staff*

We challenge you to make the best of the unique learning experiences in the Monmouth County Vocational School District. You are encouraged to be actively involved in all aspects of the school.

- *Superintendent's Office*

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
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Sean Meehan	*Assistant Superintendent*
Kelly Brazelton	*Business Admin/Bd Secretary*
Joseph Senerchia	*Director of School Counseling Services & Special Education*

VOCATIONAL BUILDINGS

Aberdeen
450 Atlantic Avenue 07747
(732) 566-5599
(732) 566-2392 Fax

Asbury Park (CEC)
101 Drury Lane 07712
(732) 988-3299
(732) 776-8096 Fax

Freehold
21 Robertsville Road 07728
(732) 462-7570
(732) 294-0569 Fax

Hazlet
417 Middle Road 07730
(732) 264-4995
(732) 264-3846 Fax

Keyport
280 Atlantic Street 07735
(732) 739-0592
(732) 739-1470 Fax

Middletown
2 Swartzel Drive 07748
(732) 671-0650
(732) 671-7451 Fax

Career Center
1000 Kozloski Road 07728
(732) 431-3773
(732) 409-7292 Fax

Neptune (Annex)
105 Neptune Blvd 07753
(732) 431-7245
(732) 869-1551 Fax

Tinton Falls
527 Tinton Ave 07724
(732) 542 - 5455
(732) 544 – 8018 Fax

School Counselors

Kristen Keane –Keyport & Hazlet
Katy Califano –Aberdeen & Middletown
Ellen Jaspan – Asbury Park & Neptune
Melinda Kelley – Tinton Falls & Freehold

School Nurse

Theresa Garvey – Shared Time (Aberdeen, Freehold, Hazlet, Keyport, Middletown)
Susan Cohen – Tinton Falls, Asbury, Neptune Annex

SCHOOL TIME SCHEDULES

Aberdeen	AM 7:40 – 10:20 PM 11:30 – 2:10
Asbury Park	AM 7:40 – 10:20 PM 11:30 – 2:10
Freehold	AM 7:40 – 10:20 PM 11:30 – 2:10
Hazlet	AM 7:40 – 10:20 PM 11:30 – 2:10
Keyport	AM 7:40 – 10:20 PM 11:30 – 2:10
Neptune Annex	AM 7:40 – 10:20 PM 11:30 – 2:10
Middletown	AM 7:40 - 10:20 PM 11:30 - 2:10
Tinton Falls	AM 7:40 - 10:20 PM 11:30 - 2:10

EMERGENCY SCHOOL CLOSING

In case of inclement weather, students will receive an automated phone message from MCVSD. Students can also listen to local radio/television stations for school closings.

Delayed Opening Procedure

1. Emergency school closing decisions will be made by 5:30 AM.

2. Delayed opening announcements will be aired as early as possible on the designated radio/TV stations and web site listed below:

FM Stations	WOBM 92.7	Toms River
	WJLK 94.3	Asbury Park
	WKXW 101.5	Trenton
	WCHR 105.7	Manahawkin

News 12 NJ, CBS, ABC, NBC, and FOX (local)
www.mcvsd.org (click the link in the homepage and you will be taken directly to Cancellations.com).

3. The delayed opening plan will be as follows:

A. Shared Time: **All AM classes will be canceled**,
PM sessions will run as scheduled.

4. Should weather conditions deteriorate after a delayed opening has been announced, the superintendent may elect to close school for the day. The decision will be made no later than 7:00 AM and announced through the designated radio/TV stations. Staff will be notified via the district phone messaging system.

5. All field trips will be canceled.

6. Decisions related to cancellation of after school events will be made by the building principal by 2:00 PM.

7. Dismissal will be at the usual time.

Early Dismissal Procedures

1. The decision will be made by 9 AM.

2. The One Call system will be used to notify parents, sending school districts, and transportation companies.

3. AM Shared Time classes will dismiss at regular time (10:20 AM)

4. PM Shared Time classes will be canceled and should not report.

AFFIRMATIVE ACTION

The primary goal of the Affirmative Action Plan is to identify and premeditate all sources of discrimination and sex stereotyping in the educational program of the Monmouth County Vocational School District. A grievance arising from alleged discriminatory practices may be made in the following manner:

- Any person-student, parent, employee, employee-candidate, etc. may submit a grievance, in written form, to the immediate supervisor of the action that caused the alleged inequity.
- If a satisfactory settlement is not reached, the student may then submit the grievance in writing to the Affirmative Action Officer. If a satisfactory settlement is not reached, the student may then submit the grievance in writing to the Superintendent/Designee.
- In the event a settlement is not obtained at this level, the student may submit the grievance in writing to the Board of Education.
- An aggrieved party may be self-represented or may elect to have representation.

Either party to a grievance may have the right of appeal in accordance with Legislative Statute N.J.S.A. 18A: 6-9 by appeal to the Commissioner of Education pursuant to the procedures set forth and specified in N.J.A.C. 6:24.

The Affirmative Action Officer for the Monmouth County Vocational School District is:

Sean Meehan., *Assistant Superintendent*

FERPA AND DIRECTORY NOTIFICATION OF RIGHTS The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult pupils certain rights with respect to the pupil's education records. FERPA requires the district to provide parents and adult pupils the right to inspect and review the pupil's education records within forty-five days of the day the school district receives a request for access. Parents or eligible students should submit to the Superintendent or his/her designee, a written request that identifies the records they wish to inspect. The superintendent or his/her designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

To request an amendment(s) of the pupil's education records the parent or adult pupil believes are inaccurate. Parents or eligible students who wish to ask the district to amend a record should write the superintendent or his/or designee and clearly identify the part of the record they want changed, and specify why it should be changed. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

The Federal Family Educational Rights and Privacy Act (FERPA) requires public schools to obtain written consent from parents/guardians before disclosing personally identifiable information from pupil records. Schools may disclose without consent certain "directory information" unless the parent/guardian has advised the school to the contrary. The primary purpose of directory information is to allow the school to include such information in certain publications such as yearbooks, graduation programs, event programs, etc. Directory information that is generally not considered harmful or an invasion of privacy can be disclosed to outside organizations without prior written consent. These would include companies such as yearbook publishers and class ring manufacturers. As well, federal law (e.g. NCLB) requires schools to release directory information to military recruiters unless a parent specifically instructs the school to not release this information. The Monmouth County Vocational School District will provide to recruiters only your child's name, address, and phone number. If you do not want this information released, parents should complete the appropriate form, available from the school office, and return it to the building principal.

The parent or adult pupil has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5901

PUPIL ATTENDANCE RULES AND REGULATIONS (as per MCVSD Policy #5200)

Definition

Regular attendance is defined as being present for all classes and activities in his/her individually approved instructional program. Absences from school are defined as non-attendance in regular classes and assigned locations for the entire school day. Any absence from school is counted in the attendance policy.

A parent(s) or legal guardian(s) is required to call the school office before 8:00 a.m. for morning session and 12 p.m. for afternoon session of the day of the pupil's absence, and give reason for said absence.

Excused absences will be for the following reasons:

a. College visit;
b. Personal illness;
c. Death in the family;
d. Observance of pupil's religion on a day approved for that purpose by the State Board of Education;
e. The pupil's suspension from school;
f. Examination for a driver's license;
g. Additional reasons approved by the Principal such as medical appointments, family emergencies, court appearances, etc. It is expected that the pupil will return to classes after the appointment;
h. School sponsored educational activities or external educational activities sanctioned or approved by the Principal;
i. Where appropriate, conditions as set forth in the pupil's Individualized Education Program, accommodation plan, and/or individualized health care plan pursuant to N.J.A.C. 6A:16-2.3(b)2ix; or
j. Take your child to work day.

Unexcused absence is generally defined as any reason not listed above. These examples are intended to be illustrative and are not inclusive: babysitting for younger children, shopping, hunting, vacations, working, oversleeping, faulty private transportation, hairdresser appointments, personal prom preparation, etc.

The total number of student absences (excused or unexcused) will be scrutinized regularly and notification to students and parents will be made on the following basis:

a) On the fifth (5), tenth (10), and fifteenth (15), absence from school the student and parent will be given formal written notification of the problem and the evidential consequence of excessive absences.
b) On the twentieth (20) absence from school, the student and parent will receive written notification that the student will not be eligible to receive a certificate or advancement into a Level II Program. The parents and students will also be informed of the appeal procedure. (The administration may not issue a grade to students who violate the attendance policy).

Truancy is defined as any unexcused absence from school or classes assigned for a portion of the school day.

Tardiness to class or school is defined as not being in an assigned location by the time class is scheduled to start.

Leaving school grounds - Once a student arrives at school he/she may not leave the building and/or school grounds without permission of the administration. Disciplinary referral will result.

Please be aware that transportation may be provided to the vocational school if your high school is closed and we are open. Check the enclosed calendar to see when this may occur.

ADULT STUDENTS (Post Graduates)

Adult students are reminded that regulations concerning daily class attendance and other student regulations apply fully to all students regardless of age. All school records are available for the adult student's inspection.

Adult students must realize that they are personally responsible for their conduct, including use of Board of Education property, their own welfare, and when traveling to and from the vocational school or work site assignment.

RELIGIOUS HOLIDAYS

According to the Commissioner of Education, regarding student absences from school due to religious holidays, the law (Chapter 322, P.L./1951) provides:

- A student who is absent from school because of a religious holiday may not be deprived of any award of eligibility or opportunity to compete for any award because of such an absence.
- If a student misses a test or examination because of a religious holiday, he must be given the right to take an alternate test or examination.
- Any absence because of a religious holiday must be recorded in the school register or in any group or class attendance record as a legal absence, but it cannot appear on a transcript or employment form.

BUS ARRIVAL

ENTRANCE & DISMISSAL PROCEDURES

Home school districts provide bus transportation for all vocational students.

ENTRANCE PROCEDURES

Students entering or leaving the vocational school will be expected to behave in a reasonable and responsible manner. Students arriving after the bell has rung will sign in at the office and will obtain a pass to enter class.

DISMISSAL PROCEDURES

1. Please walk to the bus.
2. Students will board assigned bus only.
3. Students may not ride on buses from other districts due to insurance restrictions.
4. Students may not leave in private cars for any reason.
5. Students may be signed out by their legal parent/guardian only.
6. Parents should call the school with special requests.

SCHOOL CLUBS & ORGANIZATIONS

Health Occupation Students of America

Through **HOSA** activities, the local, state and national organization promotes and encourages the development of leadership abilities, citizenship responsibilities, personal growth, health career awareness and occupational skills. Members become involved in community health care and educational projects that promote the goals of HOSA.

SkillsUSA

SkillsUSA is the nation's largest organization for trade, industrial and technical students. The club promotes leadership, citizenship, character development program and activities to complement skill training on the secondary school level. SkillsUSA emphasizes respect for the dignity of work, high standards in trade ethics, workmanship, scholarship and safety, and assists students to better prepare themselves for the labor market. SkillsUSA conducts contests on the local, state and national level to demonstrate occupational and leadership skills.

National Competitions Eligibility Criteria

Student/Team attendance at National competitions will be board approved and financially supported by the following: 1/3 by MCVSD, 1/3 fundraising efforts, and 1/3 by the parent/guardian and Only FIRST PLACE WINNERS (Student/Team) qualify for National Competitive events.

Fundraising

During the school year a variety of fundraising activities will take place. The vocational school requests that, if possible, parents support student fundraising efforts. Selling will be voluntary and minimum sales will be required. All fundraising projects are approved in advance by the Monmouth County Vocational School District administration. Only recognized Monmouth County Vocational School District Student Organizations are permitted to sell fundraising items within our vocational schools.

Students in HOSA, and SkillsUSA are responsible for paying for their own membership registration dues.

COSMETOLOGY STUDENTS

Students in Cosmetology classes are responsible for purchasing their own cosmetology kits. Other requirements include the wearing of uniforms/scrubs daily, all white safety shoes, smocks and combination locks for student lockers. Pocketbooks must be small enough to fit into lockers.

Students are required to maintain an accurate record of their own hours. Completion of I.D.S. projects/ hours is mandatory.
Cell phone use is prohibited during school hours.
Level I (Year 1) students MUST complete a minimum of 500 hours. All Level 1 students must achieve a passing final average to be admitted to Level 2.

Summer school may be available for students to make up a maximum of 20 hours missed however hours are limited and based on availability.

At 600 hours, students are eligible for Learning Permits. All fees related to physicals and licensure will be the responsibility of the students.

Level II students must complete 1,000 hours in order to satisfy the State Board of Cosmetology requirements. All fees related to physicals and licensure will be the responsibility of the students. **The State Board Cosmetology exam is the required exit exam***. All eligible cosmetology students MUST take the licensure test, initially the written test and upon passing, take the practical component. Failure to take the test(s) may result in failure and/or loss of credit for the 4th marking period and the student will not be eligible for summer school.
Friends and Family Clinic Day is at the discretion of the teacher with the approval of administration. All participants must be graduates of high school and 18 years of age or older. Due to liability issues individuals under the age of 18 years of age will NOT be permitted in the shop area.

Supplies: The instructor will obtain all required materials from the supply closets needed for the lesson and place them on the designated supply table. The instructor will then close and lock the closet door. Upon completion of the class, any unused products will be returned to the designated supply table and the student with the inventory job will return unused products to the supply closet. If a student needs additional supply(ies) from the closet during the class, that student should inform the instructor and the instructor will obtain the item(s) that the student needs and relock the door.

Health Occupations & Nursing Students
Clinical Requirement Agreement

The purpose of the clinical experience is to provide the Health Occupations & Nursing students with career exploration opportunities and expose them to professionalism in the healthcare field at an approved worksite. Clinical is a mandatory part of the Health Occupations & Nursing curriculum.

In order to participate in clinical, students must meet the clinical partner's vaccine and health requirements. If your student does not complete the clinical requirements, including receiving all vaccines and lab testing, this can delay and/or impact the student's ability to participate in these mandatory experiences.

By signing off on this handbook, you and your child acknowledge that all vaccinations and lab work must be completed to participate in clinical.

Health Occupations Uniform & Clinical Expectations

All students are to wear their assigned scrub color top and pants everyday. Students must be fully dressed according to dress code before entering the building upon arrival. Uniforms should not be tight fitting, should be clean and wrinkle free with name-tag at all times. Students must adhere to MCVSD district dress code in the event that they are not in uniform. White, closed-toe shoes are to be worn for clinical days. Shoes must be skid resident and easily wipeable. No holes or mesh in shoe covering.

There is no place for students to change, therefore student must arrive and depart in uniform. Absolutely no artificial nails allowed.

Cell phones must be turned off and kept from view. No electronic devices are to be used while in the facility. If a student is observed using a cell phone for any reason it will result in a one-day suspension from clinical, a grade off 55 for the missed day and a zero for the clinical communication category for that day.

Please be advised of the following rules regarding the uniform policy if you are not wearing the appropriate attire.

1. You will be given verbal warning.
2. A phone call will be made to your parent/guardian.
3. You will have a required Principal Conference.
4. Parent meeting required.

Students must be able to work with residents on clinical days. There is no place for students to stay if they are ill or unable to work. If a student is going to be absent please call the school and report the absence.

DRESS CODE GUIDELINES

In order to prepare students for college and careers, MCVSD requires a dress code consistent with our mission and career themes. Appropriate attire shall be the standard for all students in accordance with specific programmatic requirements, including, but not limited to, nursing, cosmetology, and culinary uniforms.

This dress code supports equitable access to educational programming and is intended to prevent marginalization on the basis of race, sex, identity, expression, ethnicity, religion, culture, or otherwise distinguishing characteristics.

A student's appearance is the primary responsibility of themselves and their parents/caregivers. A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

Guidelines for appropriate dress are as follows:

1. Clothing must not present a safety hazard.

2. Appropriate footwear is required. Inappropriate footwear, including, but not limited to, flip-flops and footwear without backs, is not permitted.

3. Bare midriff shirts are not permitted to be worn.

4. Undergarments must not be visible.

5. Shorts or skirt/dress length should be a minimum of the student's fist length when placed at the student's side.

6. Any clothing with print that is vulgar, offensive, lewd, or obscene, or that is directed toward or intended to harass, threaten or intimidate an individual or group of individuals because of sex, color, race, religion or sexual orientation is prohibited.

7. Clothing that advertises or connotes the use of alcohol and/or drugs may not be worn.

8. Athletic uniforms worn during the school day must comply with the dress code.

9. Safety and protective clothing/glasses, and footwear, as well as athletic or gym clothing, shall be worn as required by the classroom teacher.

10. Head coverings may be worn if they allow the face to be visible to staff, and do not interfere with the line of sight of any student or staff. Face coverings are permitted as required for religious or medical purposes.

11. Sunglasses may not be worn indoors unless prescribed by a doctor.

12. Pupils attending any school functions (e.g., field-based experience, field trips, dances, activities during or beyond school hours) will not be permitted to participate unless they are properly attired. Properly attired is defined as the school dress code or a specific dress code issued for the school related activity.

13. Individual schools, based upon programmatic needs, may have more specific dress code requirements. These requirements will be communicated to all pupils and their parent(s) or legal guardian(s).

Final determination regarding whether a student violates the above will be made by the Building Principal or their designee.

Violations of the school dress code may result in parent notification. Students who are dressed inappropriately will be sent home or a parent/caregiver will be required to bring in a change of clothing upon notification from the school. Individuals in repeated noncompliance will be viewed as defiant of school policy and will be subject to appropriate consequences.

All safety equipment issued to the student must be worn in the shop area.

DRIVING PRIVILEGES

Monmouth County Vocational students are expected to use the buses provided by the home school district. Students may apply for permission from the principal to use their car. Students with driving privileges will follow all NJ motor vehicle laws. Driving permission forms may be obtained from the administrator.

Monmouth County Vocational is not responsible for any damage or theft to vehicles parked in our parking lots.

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

Students in grades eleven and twelve are permitted to drive their automobile to and from school and park in the area designated for student parking.

The student must register their automobile with the Principal or designee who will provide the student with school rules for driving and parking on school grounds. The school's rules may require a permit that must be affixed on a window or be clearly visible from outside the automobile when the automobile is parked on school grounds.

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day.

The Principal of each school building may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule. The Board of Education assumes no responsibility for the loss, damage, or theft of any vehicle or any mode of transportation permitted on school grounds in accordance with this Policy.

FIELD TRIP GUIDELINES

Students who desire to actively participate in school-sponsored field trips must have a field trip permission form completed, signed by parent/guardian and submitted by the due date indicated. Students must also have submitted their annual Medical Summary Form to the School Nurse to be cleared to participate in any off-campus activity.

Students may not attend a school-sponsored trip if absent from school that day.

Students may not drive to or from the vocational school on field trip days without special permission from the principal.

Parents must indicate in writing that they will be transporting the student home from the vocational school if the trip is expected to arrive after the pm dismissal. Please contact the school administration with any questions regarding this policy.

SAFETY/FIRE DRILLS

Monthly safety/fire drills are required by law and are an important safety precaution. It is important that the students move in an orderly and quiet fashion to clear the building by the prescribed route as quickly as possible. Students are to listen carefully and obey orders promptly. Teachers in each classroom will provide fire drill instructions. In addition, instructions and exiting route diagrams are posted near the door in each classroom. Students should review and be familiar with exit routes in all rooms to which they are assigned.

TRANSPORTATION (Auto) REPAIR

1. Students must receive permission to bring in vehicles/boats for repair in advance from both their classroom instructors and building administrators by filling out the mandatory release statement. No exceptions.

2. Classroom behavior, attendance and overall performance in class will all be considered before a student is allowed to bring in a vehicle/boat for repair.

3. There should not be any vehicles left in compound areas, other than for instructional purposes only.

4. Classroom instructors will limit lift time for vehicles in order to eliminate tie-ups for long periods of time.

5. All students will wear safety glasses when working on vehicles/boats. Failure to do so will result in loss of repair privileges.

6. Only vehicles needing extensive repairs will be kept for longer periods of time, with permission from teachers and administrators.

7. All vehicles/boats will be logged in/out of shops. Information will include date in, owner's name, work done, date out, and charges.

8. Vehicle/boat keys will be clearly marked with key tags and kept in a lock box.

9. Students will be asked to remove vehicles left for extended periods of time. Anyone violating codes of conduct or having extensive absences will be requested to remove their vehicles from shops as soon as possible.

GRADING PROCEDURES

It is recognized by the Board of Education that a uniform system of assessing student growth and achievement is necessary in providing a thorough and efficient education.

The following procedures will assist the administration and faculty in achieving this goal:

1. Report cards are issued after each of 4 marking periods.

2. Grades are reported as:

100 – 92 =	Superior Proficiency
91 – 85 =	Above Average Proficiency
84 – 77 =	Proficient
76 – 70 =	Partial Proficient
69 – 55 =	Not Proficient/No Credit.

GNI = Grade not issued due to violation of District Attendance Policy

INC = Incomplete grades will be issued at the end of the marking period due to legitimate absences. All work is to be made up within two weeks of the new marking period.

Final Grade = The final grade will be the average of the completed marking period grades

3. Marking Period End Dates
   1) November 12, 2024
   2) January 29, 2025
   3) April 4, 2025
   4) June 18, 2025

4. Marking period grades may be determined but not limited to the following pupil assessments:
   a) Daily shop assignments
   b) Testing: written, practical, oral
   c) Notebooks
   d) Reports
   e) Pupil participation

5. A pupil should earn a 77% each marking period in their CTE area. In the event that he/she does not, a PIP/Academic contract will be put into place to ensure proficiency. If a student fails to complete the plan, the student will be required to have a conference with the vocational school Counselor/Principal.

6. A pupil in the first year of a program who receives a final grade of 76 or less will be required to have a conference with the vocational school counselor/Principal prior to admittance into the second year of the program.

7. A pupil who fails for the year will not be permitted to take the second year of the program.

8. A second year pupil must achieve a minimum grade of 77 for the fourth marking period and a final minimum grade average of 77 based upon vocational competencies and attendance policy to be eligible for a certificate of completion.

9. A student in violation of the attendance policy may receive a GNI (Grade Not Issued) and will not be issued a certificate or will not be invited to return for a second-year program.

10. Progress reports may be issued during each marking period to share important information about student progress. The Monmouth County Vocational School District issues both positive and corrective interim reports. It is strongly advised that all parents/guardians monitor their child's progress through the MCVSD-Power School Portal and contact their teacher(s) with questions or concerns regarding their progress.

11. Individualized intervention plans are implemented for all students in need. These plans are provided by the child's home school.

12. Parents desiring to discuss student progress with teachers should arrange for parent/teacher conferences by contacting the vocational school office.

GRIEVANCE POLICY

It is recognized by the Board of Education (Policy #5710) of the Vocational Schools of Monmouth County that open lines of communication between students and the school administration must be maintained.

Students are encouraged to consult with the guidance counselor and/or the school administration on any matters of concern. When requested, the guidance counselor and/or building administrator will meet with the student or students at the earliest opportunity. If it is not possible to resolve the matter, the student may proceed formally with a grievance in the following manner:

1. A grievance shall be in writing and include each of the following:
    a) The specific nature of the grievance and a brief statement of the facts giving rise to it.
    b) What outcome the student desires.
    c) The reasons why the student feels he/she is entitled to the requested results.
2. A copy of the grievance shall be delivered to the principal, and the principal shall then arrange for and hold a hearing at which there shall be present the student or up to three students if a group is involved.
3. The principal shall report the results of the hearing to the Superintendent of Schools with recommendations and determinations and shall convey his/her determinations to the student or students.
    a) If the aggrieved is dissatisfied with the determination of the principal, the aggrieved shall set forth in writing reasons for disagreement and send copies to the Principal and the Superintendent of Schools.
    b) Upon receipt of the report from the principal (together with any objection set forth) the Superintendent shall, if within his authority, make a final determination. In the event it is a matter on which the Board of Education is required to act, he shall make his recommendations to the Board of Education.
    c) Any party who has participated in the proceedings and is not satisfied with the determinations of the Superintendent shall have the right to request a hearing before the Board of Education, provided such a request is submitted in writing to the Superintendent. The Board shall then make a final determination subject only to such further review as may be available under the provisions of Title 18A of the New Jersey Statutes.

CONDUCT POLICY

It is the responsibility of the building Principal, under the direction of the Superintendent's office, to promote and maintain a positive educational environment.

STUDENT CONDUCT GUIDELINES

It is recognized by the Board of Education that in order for a thorough and efficient education to take place, there must be an organized and controlled environment. It is also recognized that due to the nature of vocational training, the safety of students, staff members and others is of utmost importance.

Conduct Expectations

Each student should recognize his/her rights and remember that each right carries with it a responsibility. The student must also understand that as he/she progresses through grade levels, there is an increasing responsibility to serve as a role model for underclassmen. Each student must learn to accept and support rules and regulations of the school as necessary to create an optimum learning environment; that any violation of these rules represents an infringement of the rights of his/her classmates.

The New Jersey State Department of Education has outlined a program of fostering positive student behavior by highlighting the following expectations. Students will:

1. Be prepared mentally and physically for the process of learning.
    a) Students are nourished, rested, clean, properly dressed and groomed.
    b) Students are free of drugs and alcohol.
    c) Students come to school prepared to learn.
2. Demonstrate respect for people and property.
    a) Students are honest, courteous and polite.
    b) Students respect the property of others.
    c) Students accept the rights of others to maintain their own opinions.
    d) Students settle differences peacefully.
    e) Students display good sportsmanship at school related functions.
    f) Students participate in the maintenance and cleanliness of school facilities and property.
3. Take responsibility for their behavior and learning.
    a) Students recognize that school is work and academic development is the purpose.
    b) Students complete all homework, class work, reports and examinations.
    c) Students make personal choices based upon a reasonable decision-making process.
    d) Students accept constructive criticism and disagreement when necessary and appropriate.
    e) Students accept the consequences of their action.
4. Use time and other resources responsibly.
    a) Students attend school regularly and punctually.
    b) Students use study periods and library time for schoolwork.
    c) Students use books and other equipment appropriately.
5. Share responsibilities when working as members of a group.
    a) Students cooperate, contribute and share in the work of the group.
    b) Students accept and assume leadership when appropriate.
    c) Students listen to the points of views of others.
6. Meet the unique requirements of each class.
    a) Students participate actively in class work.
    b) Students follow class rules and procedures.

c) Students bring to class textbooks, clothing and other materials necessary for participation.
d) Students observe rules for handling classroom equipment and materials.

SEXUAL HARASSMENT (as per MCVSD policy # 5751)

It is the policy of the Monmouth County Vocational School District to maintain a learning and working environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district's staff to harass another staff member or student through conduct or communications of a sexual nature. It shall also be a violation of this policy for students to harass other students through conduct or communications of a sexual nature.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the school staff to a student, when made by any member of the school staff to another staff member or when made by any student to another student.

PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING (as per MCVSD policy # 5512)

Monmouth County Vocational School District prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. MCVSD prohibits active or passive support for acts of harassment, intimidation or bullying, and encourages students to support students who walk away from these acts when they see them, constructively attempt to stop them or report them to the principal or principal's designee.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function, on a school bus, or cyber bullying (e.g., the use of electronic wireless devices to harass, intimidate or bully) as it relates to the safety and well-being of other students, staff, school grounds, or disrupts the operation of the school.

BEHAVIOR COUNSELING

The purpose of disciplinary assistance is to channel student energy into acceptable patterns of behavior. This can be accomplished through a variety of support systems including; counseling of students, communication with parents/guardians, administrators and cooperation with child study team personnel.

The Principal/Supervisor, guidance counselors and nurse shall provide support services in an attempt to assist each student referred due to behavioral difficulties toward the development of mature modes of behavior. Our goal is to assist the student to change behavior.

ALCOHOL/DRUG POLICY **(as per MCVSD policy # 5530)**

If a student is suspected of being under the influence of alcohol or drugs, the district policy will be implemented. Administration shall be notified immediately and the school nurse called to assess the medical stability of the student, and if warranted, activate EMS for assistance and transport to the nearest healthcare facility. The student must be picked up by a parent/guardian and immediately taken for a medical examination/drug screening by a physician. The physician/clinic must complete a drug/alcohol test consistent with a zero-tolerance test-level, either by urine or blood for drug/alcohol. The physician must also conduct an examination and "clear" the student to return to school. The student may not return to the Vocational School without the physician's clearance note. The physician's clearance must be in the form of a written note. The note must specify that the student is medically cleared to return to school. **The note must be submitted within a twenty-four-hour period,** ***it can be brought to the school in person or faxed to the appropriate vocational building.***

The school will take no further action until it receives the results of the drug/alcohol test. As long as the physician's clearance note has been submitted, the student may attend school while the school waits for the test results. After the school receives the results, a meeting will be scheduled with the Administration. At that time recommendations and consequences will be discussed. It is recognized that this is a difficult experience. However, the safety of all students is the district's primary concern.

ADMINISTRATION OF MEDICATION IN SCHOOLS
(as per MCVSD policy # 5530)

The administration of a physician-approved prescription is discouraged by the Board of Education as a normal function of education. However, some children with chronic illnesses and specific disabilities often require medication during the school day.

Authorized to administer medication to students in schools:

1. School physician
2. Certified or non-certified school nurse
3. Substitute school nurse employed by the district
4. Student's parent or guardian
5. Student approved to self-administer for a life-threatening illness pursuant to N.J.S.A. 18A: 40-12.3 and 12.4
6. The school nurse shall have the primary responsibility for the administration of epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a pupil for anaphylaxis when the nurse is not physically present at the scene
   a. The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Senior Services.
   b. The parents or guardians of the pupil consent in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees.
7. No medication can be administered to a student, including over-the-counter products such as Advil/Tylenol, unless the student's physician has completed the MCVSD medication forms. The completed forms and a supply of the medication MUST be delivered to the School Nurse/Vocational building by a parent/guardian. Please contact the School Nurse with any questions or concerns.
8. The school nurse shall have the primary responsibility for the administration of Glucagon. The school nurse shall designate, in consultation with the Board, and in accordance with N.J.S.A. 18:A40-12.11-21; additional employees of the school district who volunteer to administer Glucagon to a student in a diabetic emergency when the nurse is not physically present at the scene.
   a. The designees have been properly trained in the administration of Glucagon, recognizing the signs and symptoms of hypoglycemia and diabetic management in accordance with the training protocols established by the Department of Education.
   b. The parent/guardian of the student consent in writing to the administration of the Glucagon by the trained designee(s).

COMMUNICATION DEVICES, PAGERS, CELLULAR TELEPHONES AND OTHER DEVICES

The Monmouth County Vocational School District Board of Education extends to students the privilege to possess, display and use "Remotely Activated or Activating Communication Devices" before and after the instructional day provided such "Remotely Activated or Activating Communication Devices" are not displayed, activated or used during the instructional day on school grounds or while attending school sponsored activities on or off school grounds. All such devices must be turned off and secured in a locker, backpack or similar enclosure during the instructional day. The instructional day includes, but is not limited to lunch breaks, class changes, study halls and any other structured or unstructured instructional activity that occurs during the normal school day.

In the event a pupil violates this Policy, the Building Principal or designee will confiscate the device, contact the parent or guardian and may suspend the student's privilege for future possession or use of "Remotely Activated or Activating Communication Devices."

The Board of Education assumes no responsibility in any circumstances whatsoever for the loss, destruction or theft of any cellular phones, remote activating paging device or similar device that is brought to school at any time or to any extracurricular or after school activity.

SMOKING **(as per MCVSD policy # 5533)**

Smoking/Vaping by students in or on school grounds or under the school's jurisdiction during school hours or while participating in a school-sponsored event is prohibited. Smoking/Vaping shall include all forms of tobacco/substances (cigars, cigarettes, pipes, e-cigarettes and/or chewing tobacco, etc.).

DISCIPLINARY ACTION(S)

In accordance with Title 18A: 37-2: "Any pupil who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school." Therefore, student suspension and/or termination from a vocational program is permissible under the following guidelines:

SUSPENSION

A student suspension for a period of 1-10 days is permissible if the following conditions are met:

1. It has been determined by the building administration that the student's behavior and actions require temporary removal (suspension) from the vocational program.
2. All pertinent information had been documented to support such action.
3. The student involved is given due process in accordance with the Board Policy.

TERMINATION

A student may be terminated from a vocational program under the following guidelines:

1. It has been recommended by the building Principal (after thorough investigation) that student termination is the only course of action that can be taken. This is done to ensure the safety and welfare of the student (and/or peers, and/or staff member) and to prevent the disruption of the educational process.
2. Due process is afforded to the student.
3. The Superintendent, or his designee, have been consulted and approved the action taken.

DUE PROCESS

The following procedure will be followed in the implementation of the discipline procedure:

1. A building administrator will confront the student with a description of the alleged misconduct.
2. The student will be given an opportunity to present his/her side of the story.
3. An administrative determination will be made on the basis of the information available.
4. This procedure may result in disciplinary action. If suspension or termination is deemed necessary, the student and parent or guardian will be informed directly of this decision.

CAUSES FOR DISCIPLINARY ACTION

The following offenses are cause for assignment to detention, suspension or expulsion and may also constitute juvenile or adult offenses:

1. The use, sale, distribution, possession, or being under the influence of narcotics, dangerous drugs, controlled substances, or alcoholic beverages.
2. Use of tobacco on school grounds.
3. Destruction and/or defacing of school property.
4. Malicious damage to school personnel's property.
5. Theft.
6. Threatening or attacking other students and/or school personnel.
7. Willful or continued disobedience.
8. Disruptive conduct.
9. Carrying dangerous and/or offensive weapons (including pocket knives, large knuckle rings, stars, chains, etc.).
10. Possession of firecrackers and/or smoke bombs.
11. Gambling or extorting money
12. Unauthorized parking or use of a student's vehicle during school hours.
13. Leaving the school without permission.
14. Truancy.
15. Invalid absence from school or assigned place.
16. Failure to report to the office upon request.
17. Insubordination.
18. Creating a safety hazard.
19. Excessive tardiness to class/school.
20. Fighting.
21. Public displays of affection, which are not appropriate in, or around school.
22. Cheating.
23. Open defiance of the authority of any teacher or person having authority.
24. Communication devices, pagers, cellular telephones, and other devices, skateboards and sports equipment (hockey sticks, bats etc.) are not permitted at the Vocational School. Temporary confiscation may result if the rule is violated.
25. Bullying.
26. Sexual harassment.

STUDENT RECORDS

Student records/folders are maintained on all students in accordance with state and federal laws. Those students or parents wishing to review a student's record should make an appointment through the guidance office.

STUDENT LOCKERS

Students are responsible for obtaining a combination lock for their lockers. At the end of the school year, locks must be removed and lockers must be cleaned out. The administration reserves the right to search student lockers at any time with or without the presence of the student.

CHANGE OF ADDRESS

It is very important that every student maintain an up-to-date address, telephone and emergency number in the school office. Notify the school immediately if there is a change in any of the above during the school year.

ABUSED CHILDREN

State law requires that all school staff having reasonable cause to believe that a child has been subject to child abuse or acts of child abuse shall report the same promptly to the Division of Child and Protective Placement.

Work-Based Learning

Work-Based Learning (WBL) is available to qualified students who demonstrate a 'C' average in Math, Science and Technical areas and maintain good attendance. WBL extends classroom learning into the worksite. In all placements students will be expected to attend classroom lectures and complete all teacher assignments and tests. This unique learning opportunity will enable motivated students to earn a salary while they enhance their learning at the worksite. Students must have their own transportation.

To learn more about WBL opportunities, contact the WBL office at 732-988-3299.

VISITORS

Due to our enrollment numbers and safety rules required in vocational shops, students are not usually permitted to bring student visitors to the vocational schools while classes are in session. Special days are set aside for visiting high school students. Parents or guardians and visitors are always welcome, but are encouraged to make an appointment to see a vocational program, teacher or the administration.

ACCEPTABLE USE – STUDENT

The following is the Monmouth County Vocational School District's policy on district access to electronic information, services, and networks:

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, the Monmouth County Vocational School District considers its own stated educational missions, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousand of libraries databases, bulletin boards, and other resources while exchanging messages with people around the world.

Outside the school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media.

Students utilizing district-provided Internet access must first have the permission of and must be supervised by the MCVSD's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of district-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the MCVSD. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, or sexually explicit material

2. To transmit obscene, abusive, sexually explicit, or threatening language.

3. To violate any local, state, or federal statute.

4. To vandalize, damage, or disable the property of another individual or organization.

5. To access another individual's materials, information, or files without permission.

6. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures

regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

The MCVSD makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The district will not be responsible for any damage users suffer, including—but not limited to—loss of data resulting from delays or interruptions in service. The district will not be responsible for the accuracy, nature, or quality of information stored on district diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through district-provided Internet access.

The district will not be responsible for personal property used to access district computers or networks or for district-provided Internet access. The district will be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

Parents of students in the MCVSD shall be provided with the following information:

The MCVSD is pleased to offer its student's access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources around the world, and significantly expand their available information base. The Internet is a tool for life-long learning. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other information as well. Even should the district institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the district's acceptable use procedure. That notwithstanding, the district believes that the benefits to students of access to the Internet exceed any disadvantages.

Ultimately, however, parents and guardians or minors are responsible for setting and conveying the standards that their children should follow when using media and information services. The MCVSD makes the district's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This procedure and all its provisions are subordinate to local, state, and federal statutes.

DISCLAIMER: Monmouth County Vocational School District has no control over information transmitted over the Internet, including items automatically collected into new groups or mail items sent into or stored within the BBS.

The Board of Education authorized the Superintendent of Schools to establish guidelines and agreements for Internet use that are consistent with Board policy; local, state and federal statutes; and N.J. Administrative Code; and to distribute to all appropriate parties through handbooks and bulletin boards other means deemed appropriate.

Adopted August 26, 1999
Amended August 20, 2002

Student Signature

Print Student Name

Parent/Guardian Signature

School

Date

SCHOOL DISTRICT CALENDAR
2024-25

Monday	September 2, 2024	Labor Day
Tuesday-Wednesday	September 3-4, 2024	Staff Days
Thursday	September 5, 2024	First Day of School
Thursday	October 3,2024	School Closed
Monday	October 14, 2024	Staff Day
Thursday-Friday	November 7-8 2024	NJEA
Thursday-Friday	November 28-29, 2024	Thanksgiving
Monday-Wednesday	Dec. 23 - January 1, 2025	Winter Holiday
Monday	January 20, 2025	MLK Birthday
Friday - Monday	February 14-17, 2025	President's Day
Monday - Monday	April 14-21	Spring Break
Friday - Monday	May 23-26, 2025	Memorial Day
Wednesday	June 18, 2025	Last Day - Students
Thursday	June 19, 2025	Juneteenth
Friday - Tuesday	June 20-24, 2025	Staff Days

Total Days for Students 180

Any additional days when schools are closed for emergency purposes will be made up in this order: February 14, May 23, June 20, June 23, June 24, June 25, June 26,

MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT

Annual Public Notice of Nondiscrimination

The Monmouth County Vocational School District does not discriminate on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status.

Affirmative Action Officer/Title IX and Section 504 Handicapped Coordinator, Charles Ford,Jr. Ed.D., Assistant Superintendent, 4000 Kozloski Road, P.O. Box 5033, Freehold, New Jersey 07728-5033, 732-431-7942.

Grievance Policy - Title IX

1. A written statement of the grievance shall be presented to the Affirmative Action Officer stating the alleged violation of the law. The Affirmative Action Officer will hold a meeting, within ten (10) school days to resolve the matter. If the matter cannot be resolved or if the Affirmative Action Officer fails to act within the ten (10) days, the grieving person will proceed to the Superintendent.

2. The Superintendent will attempt to resolve the matter within twenty (20) school days. If the matter cannot be resolved at this level or the Superintendent fails to act within the twenty (20) school days, the grievance may be filed with the Board Secretary.

3. The matter will then be placed on the agenda and a decision reached by the Board at its next regularly scheduled meeting. The decision will be communicated to the grievant in writing within five (5) school days following the meeting.

Affirmative Action Plans: Employment/Contract Practices and School and Classroom Practices are located in District Policy Manual and on file at the Board of Education Office, 4000 Kozloski Road, P.O. Box 5033, Freehold, New Jersey 07728-5033, 732-431-7942.